



STRATEGY COMMITTEE (SC)

PAPU/SC/IPG/01/2022 - Doc No.4

WORKING GROUP ON INVESTMENTS AND PROJECTS (IPG) 2022-2025

15TH JUNE 2022 (VIRTUAL)

PAPU RELOCATION PLAN TO NEW HEADQUARTERS

Subject PAPU Relocation Plan to New Headquarters	References/Paragraphs PAPU Management meeting held in April, 2022.
Decision expected Note the relocation Plan and offer guidance	

1.0 INTRODUCTION

It is envisaged that the PAPU House will be ready for occupation by the end of this year, 2022. Therefore, to transition smoothly from the current building to the new one, a relocation plan has been put together to avoid shocks when moving into the new building. Thus, the main thrust of this document is to highlight the establishment of an internal Project Steering Committee to drive this plan and the outline of key elements of the Relocation Plan,

2.0 ESTABLISHMENT OF THE PROJECT STEERING: COMMITTEE ROLES AND RESPONSIBILITIES

In view of the foregoing, Management established a project steering committee in April, 2022 and assigned roles and responsibilities to the members (staff) at the General Secretariat to undertake some tasks. Accordingly, the main roles assigned to the staff are as follows:

- 2.1 Project Steering Committee** - The Project Steering Committee is made up of PAPU Executive Management, Heads of Departments, Professional Staff and non Professional Staff. During implementation, the Steering Committee is responsible for reviewing the progress of the implementation, understanding the current issues, resolving critical issues, providing vision on the Project business opportunities and direction, and supporting the efforts through moral support of the entire Project Team.
- 2.2 The Project Director** - The Project Director monitors the activities and progress of the project. He is also responsible for project funding and communicating project status to the PAPU Plenipotentiary Conference, PAPU Administration Council and PAPU Members as well as internal staff. He ensures that milestones are completed in a timely fashion and provides the overall supervision of the Project Team.
- 2.3 Communications expert** - Responsible for project communication within the organizations and (in liaison with SG and ASG) the outside world as and when the need arises. He is also responsible for minuting of project proceedings every time there is a meeting, among others.
- 2.4 Legal expert** - Responsible for making sure that the inception and progression of the project is in compliance with relevant Laws, PAPU Convention and Regulations. He is also responsible for reviewing and advising the Joint Venture Committee on all proposed contractual and Service Level Agreements, including offering legal advice to the Steering Committee and the Project Director on all decisions made with legal implications. He is also responsible for drafting any Project legal documents that are required;
- 2.5 Project Manager and Relocation Champion** - The Project Manager is responsible for the overall relocation plan and progress towards its implementation. The Manager is responsible for monitoring, maintaining, and adjusting the project relocation plan (based on the input and deliverables of Team members).
- 2.6 Team Leaders** - They spearhead individual functional areas. These individuals are stakeholders from the department or business areas most affected by the system, and have complete domain area knowledge of their area of operation. They also undertake to understand the “as is” environment of their departments and provide functional expertise and knowledge of projected future needs of their domain. The functional areas include Finance, Operations and Technology, Legal and Regulation, Executive Office, Procurement, Security, Archiving/Library/Museum, Language Services, Reception and Secretarial, office equipment requirements, movable assets etc.
- 2.7 Joint Venture Committee and Finance Champion** - The Joint Venture Committee and Finance Champion Co-Chairs the JV Committee and provides feedback to the Steering Committee. He also takes issues from the General Secretariat Project Team as guided by the Steering Committee to the JVC
- 2.8 IT Champion** - Coordinates all the ICT requirements and advises on the status of IT infrastructure, technical solutions, and related issues to the Project Management Team;

2.9 Benchmarking Champion - Responsible for benchmarking on Quality assurance, Security, Health, Safety and Environment from other similar organizations such as the African Union Commission, Tanzania Communications Regulatory Authority (TCRA), Arusha-based African Court, UN Mechanism, East African Community (EAC).

The Benchmarking areas include but not limited to the following: ICT and related Facilities (Translation booths), space utilization (Boardroom, Library, Lobby, Reception, Holding room, Office set-up), other services (Security, Cleaning, Water, Tea and refreshment, air conditioning), ambience etc.

3.0 RELOCATION PLAN

The relocation plan is grouped in the following domains:

3.1 Office Space - The PAPU General Secretariat has projected its space requirements to need 3 floors identified as Floors 13 to Floor 15. The identified space will accommodate the following functions and needs.

- ✓ Executive office (SG and ASG)
- ✓ Department Heads and Staff
- ✓ Drivers' Office
- ✓ Security Office
- ✓ Interns
- ✓ Office of UPU Regional Expert (East Africa);
- ✓ Plenipotentiary Conference Chair's Office
- ✓ Administrative Council Chair's Office.
- ✓ ICT Training Centre;
- ✓ Executive lobby;
- ✓ Executive Boardroom (which will accommodate 20 people;)
- ✓ Reception and Visitors Holding areas;
- ✓ Data/ Server room;
- ✓ Library
- ✓ Archival
- ✓ Stores
- ✓ Kitchen

3.2 ICT Plan - A robust ICT Plan has been crafted for the new PAPU Head Quarters to allow for a smooth transition from the old premises to the new building. The ICT Plan which will be implemented in phases to match resource availability covers the following areas

- ✓ ICT Infrastructure
 - Local Area Networking (cables and hubs)
 - Wi-Fi facilities for offices and Board room
 - Hardware (Computers, laptops, accessories)
 - Software and systems
- ✓ ICT Training Centre
 - Computers and accessories for 25 people

- ✓ Data Centre
 - Servers;
 - Email Server
 - Active Directory
 - Offsite backup
 - Air conditioning;
 - Raised floor.
 - Patch panel / Racks;
 - Fire proofing
 - NAS device
 - Switch
- ✓ ICT Security
 - CCTV
 - Access system
 - Anti-viruses

3.3 Furniture and Fittings - Furniture, namely desks and chairs will be required for the offices listed below. The current furniture will be retained and new acquisitions will be made only for new areas or functions.

- ✓ Executive office (SG and ASG)
- ✓ Department Heads and Staff
- ✓ Drivers' Office
- ✓ Security Office
- ✓ Interns' Office
- ✓ Office of UPU Regional Expert (East Africa);
- ✓ Plenipotentiary Conference Chair's Office
- ✓ Administrative Council Chair's Office.
- ✓ ICT Training Centre;
- ✓ Executive lobby;
- ✓ Executive Boardroom (which will accommodate 20 people)
- ✓ Reception and Visitors Holding areas;

4.0 DECISION

The Working Group is called upon to take note of this Relocation Plan and offer guidance where necessary.