

THE

NIGERIAN PHILATELY

POLICY

(DRAFT)

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PRELUDE

In its efforts to put Philately in proper perspective within the Nigeria Postal Service business arrangement, Management in 2011 uplifted, the Nigeria Philatelic Service to a strategic business unit.

Management also set up a committee to draft a comprehensive Philately policy for the Nigerian Philately.

MEMBERSHIP

Membership of the committee are:

- | | | |
|-----------------------------|---|-----------|
| 1. Mr. Kola Aduloju | - | Chairman |
| 2. Mr. Abdulkarim Baba | - | Member |
| 3. Mr. Tari Debegbudu | - | Member |
| 4. Mr. Abdulkarim Sule | - | Member |
| 5. Mr. J.O. Durosomo | - | Member |
| 6. Mr. Matthew Onalo Agbawn | - | Secretary |

TERMS OF REFERENCE

- i. To review existing policies and guidelines on Philately.
- ii. To produce a new Policy on Philately, using the best Practices and international standard as bench mark.
- iii. To study other deficiencies within the Philatelic arrangement and make recommendations to the management on how to make Philately a viable postal product for NIPOST, a Popular hobby and good business in Nigeria.

METHODOLOGY

- i. The committee held meetings and also considered existing policy guide lines on Philately.
- ii. The committee drawn extensively from the input of General Manager Philately and also considered best practices in modern Philatelic business and international standard.

OBSERVATIONS AND RECOMMENDATION

The committee's observation and recommendations are listed on Page ...30 & 31.... of this document.

INTRODUCTION

A Postal Administration's policy on Philately is a way of realizing part of its national responsibilities and goals which can be achieved using philately as a tool. The need to further explore the potentials of philately cannot be over emphasized. Philately, the art and science of stamp collecting, studying, and keeping of other artifact of postal history has grown over the years from a mere hobby to become a multi-million dollars business across the world. Moreover it has succeeded in adding values to the global postal services, not only in revenue generation but also in the area of promotion of global heritage, values and social interactions.

For Nigerian Postal Service (NIPOST) to tap into these potentials of Philately, there is need for a deliberate effort to lay a **solid foundation** through a well crafted **policy** based on best practices and international standard.

Philately is an important function of the Nigerian Postal Service, entrenched in the Nigerian Postal Service act 41 of 1992 under part ii section 5 (powers of the postal service). Areas related to philatelic functions in section 5 of the NIPOST Act include:

Section 5c

To prescribe the amount of postage stamps and the manner in which it is to be paid.

Section 5d

To provide postage stamps and other stamped papers, cards and envelopes and to provide such other evidence of payment of postage and fees as may be necessary or desire.

Section 5e

To provide philatelic service.

In a nutshell, a **philately policy** contains basic rules that guide the overall management of new postage stamp issue programmes and the handling of materials used in the production of philatelic products. It contains the

management of postage stamp new issues, the withdrawal and the archival policies and other critical areas.

A philately policy is the preserve of the postal administration of every country. However, no policy formulated on philately in Nigeria can succeed without identifying such policy with the Vision and Mission of the Nigerian Postal Service.

The overall Vision and Mission of NIPOST are:

- Vision: to be a world class postal service provider.
- Mission: to provide quality postal services that satisfies the aspirations of all stake holders.

In producing this Philatelic Policy document, we have taken cognizance of NIPOST Vision, Mission and Philosophy. We have also taken into consideration UPU statutes concerning philately, international best practices and the overall interest of Nigeria in the Postal Service cum Philately Sub-Sector.

We are convinced that the content of this policy document (if adhered to) will go a long way to change (positively) the philately landscape of Nigeria.

Policy objectives

The ultimate objectives of this Philately policy are:

- To provide a World class policy that contains basic rules that guide the overall management of philately in Nigeria.
- To provide a new orientation for philately as a hobby and business in Nigeria.
- To make philately in Nigeria attain the best practices and international standard.
- To raise the revenue level on philatelic products
- To make NIPOST achieve, it's social responsibility of projecting Nigeria heritage and values for posterity through postage stamps and Philately.

EXECUTIVE SUMMARY

1. Introduction

A Philately policy contains basic rules that guide the overall management of new postage stamp issue programmes and the handling of materials used in the production of philatelic products. It may also cover such areas as the distribution channels, sales, and the relationship between the Issuing Authority and the third parties i.e. artists, designers, printers, and agents.

2. Major Policy Areas

Basically philatelic policies cover three main areas. These are:

- Issuing policy
- Withdrawal policy
- Archival policy.

Two other critical areas are

- Distribution and sales
- Relationship with the third parties i.e. stamp designers, Security printers, agents, stamp collectors and dealers

3. Issuing Policy

The postage stamp issuing policy is the preserve of Postal Administrations. It usually contains the following elements:

- The number of issue in a year
- Types of stamps (definitive, commemorative, charity, etc)
- Subject matter of issues
- Prohibitions (i.e. living persons, pornography etc).
- The face value of stamps
- Complimentary products
- Request for issue procedures
- Period of sales

- Text that must appear on stamps (i.e. name of country, price, copy write information)
- Role and functions of the National Stamp Advisory Council
- Distribution and sales etc

4. Withdrawal Policy

The postage stamp withdrawal policy is an essential aspect of a philatelic policy because it gives confidence to stamp collectors and credibility to philatelic market.

This policy simply identify the withdrawal process, period of time that a set of stamp should stay on the sales counters before withdrawer, among others.

It is normal for issues to be withdrawn from all selling points at a particular time. It is not enough to just write it on paper, it is important for it to be consistent, publicized and enforced.

5. Archival Policy

Archival Policy indicates how philatelic materials and products are being kept for archives.

Archival policy include:

- Type of materials to be archived,
- Nature of materials to be archived,
- Number of product to be archived,
- Method of preservation and display,
- Use of information,
- Acquisition policy,
- Allied materials to historical significance.

6. Relationship with Third Parties

Third parties are other stake holders in the philatelic industry. Policy guidelines and the philatelic Bureau relationship with the third parties need to be enumerated. The third parties include:

- Artists/stamp designers,
- Security printers/ reproduction houses,
- Agents,
- Stamp dealers,
- Stamp collectors/ philatelists,
- National Federation,
- International Federations,
- Regional Federations,
- Continental Federations,
- International Federation Of Philately (FIP).

7. Code of ethics

Ethical issues in philately are issues that has to do with best practices and international standards. Unpopular philatelic related activities often attract criticism from stake holders.

Prominent ethical issues in philately are those that has to do with:

- Pictorial issues
- Number of stamps issued
- Blocked issues
- Inappropriate issues
- Surcharge issues (i.e. charity stamps) etc

8. Statutes of international philatelic organizations

It is important for a philatelic policy to take cognizance of international codes and organizations such as:

- The “Federation Internationals De Philatelic” FIP (International Federation of Philately)
- UPU statutes on philately

- Washington congress, Resolution 80/1989
- Beijing congress, Resolution 70/1999
- Bucharest congress: (proposal 20.0.10 rev 1)
- World Association for the Development of Philately (WADP)
- International Federation of Stamp Dealers Association (IFSDA)
- International Association of Philatelic Journalist (AIJP)
- International Publishers' of Postage Stamp Catalogues, Stamp Albums and Philatelic Publications Associations (ASCAT)

9. Expectations

It is also important to take note of expectations from various stake holders

9.1 Trade body

- Services to members
- Networking
- Market information
- Publicity

9.2 Professional body

9.2.1 Service to clients such as;

- Fair trading
- Consumer protection
- Education

9.2.2 Member services

- Advocacy
- Representation
- Training
- Networking

THE NIGERIAN PHILATELY POLICY

1. THE STAMP ISSUING POLICY

The following principles are laid down for the guidance of the NATIONAL STAMP ISSUING ADVISORY COMMITTEE for considering proposals for the issue of postage stamps in Nigeria.

1.1 Types of postage stamps

For the purpose of clarifications, postage stamps are classified into the following categories.

1.1.1 Definitive postage stamps.

These are ordinary or regular postage stamps issued specifically for day-to-day use in the post offices

1.1.2 Commemorative postage

Commemorative postage stamps are issued to mark events or occasions of national and international significance, such as anniversaries and other important landmarks.

1.1.3 Special postage stamps

Special postage stamps are issued to inform, educate and attract attention of the public to the existence of a unique institution, entity, event or occurrence of national and international concern such as natural endowment, tourist centers, monuments, heritage matters, culture etc

1.1.3.1 Advocacy

Special Postage stamps may be issued for advocacy purposes to support a national or international campaign on social, moral or health related issues.

Special postage stamps may not be issued for political, religious, fraternal organizations or to publicize any issue that is against Nigeria interest.

1.1.3.2 Charity

Special postage stamps may be issued to assist in raising fund for charity on an event of national and international significance. It may also be issued with a surcharge to help the cause of less privileged, vulnerable or physically challenged people. The surcharge shall not be higher than 10% of face value of the stamps.

1.2 **Conditions for issuing postage stamps**

1.2.1 Ordinary postage stamps which fall under the category of definitive or regular postage stamps intended for day-to-day use, shall be sponsored by NIPOST and be replaced once in FIVE years;

1.2.2 Commemorative and/or special postage stamps release in one calendar year shall not exceed six issues with a minimum of one and a maximum of six denominations in a set depending upon the nature and merit of each issue. Where an issue is more than six, it should be serialized.

1.2.3 Commemorative and/or special postage stamps shall be issued in low denominations corresponding to the basic postage rate for internal or external use;

1.2.4 Commemorative postage stamps shall be issued to mark events or occasions of national or international importance but only when such occasions have reached a certain age e.g., 25th (Silver Jubilee), 50th (Golden Jubilee), 60th (Diamond Jubilee) and 100th (Centenary) anniversaries. In special circumstances however, a special issue could be made for less number of years provided there is enough justification for doing so;

1.2.5 Commemorative postage stamps may be issued in honour of personalities e.g. a celebrity or a national figure of great fame, with due regard to the importance of each case;

1.2.6 Commemorative postage stamps shall not be issued for religious, political, or fraternal organizations or to publicize an unmerited institution or commercial enterprise or any specific product.

1.2.7 In all circumstances the history and the contribution of such institutions to nation building and national development will be considered.

1.2.8 Commemorative postage stamps shall not be issued for any charitable organizations subsisting on voluntary contributions. (In such cases special/slogan Postmark may be considered. The cost of manufacture of such special Postmarks must be borne by the sponsors.)

1.2.9 A domiciliary accounts shall be opened for online payment access by interested individuals on Nigeria Postage stamps from other countries.

1.3 Features & World Numbering System

1.3.1 Features

Every stamp issued by NIPOST must bear the name; NIGERIA. It must also give comprehensive information about the following:

- Date of issue
- Subject matter (motive) and design
- Face value (denominations)
- Number of stamps in a set
- Name of artists
- Other technical details (format, perforation etc)

1.3.2 WADP WORLD NUMBERING SYSTEM (WIN)

To protect customers against forgery and fake stamps, every new stamp issued by NIPOST must be registered with the Universal Postal Union (UPU) and accorded with WADP number, (World Numbering System) within four months of release.

1.4 Sponsorship

1.4.1 Those who wish to sponsor commemorative or special stamps shall give 12 to 15 months notice. This is to enable the Philatelic Bureau take appropriate steps to consider the credibility of such proposals and give room for the production of such stamps.

Proposals received in less than 12 months time may not be entertained except a special case is made for it.

1.4.2 Those who are qualified to sponsor postage stamp issues are:

Federal Ministries, State Government, Public Organizations, International

Organizations Professional bodies, Interested Individuals and Philatelic Bodies.

1.4.3 The Nigerian postal service shall sponsor at least two postage stamp issues every year as part of its social obligations and community relations to project Nigeria's heritage and values.

1.4.4 Responsibilities of sponsors

- Pay sponsorship fees of N5,000,000.00 per issue.
- Be responsible for the expenses incurred for the launching of stamps.

1.4.5 Accredited Agents or their representatives may be appointed by sponsors or NIPOST. They shall solicit and obtain design and carry out all processes for the issuance and launching of stamps. They shall be entitled to 10% of the total sponsorship fee and other incidentals fees from the sponsors.

1.4.6 Sponsors of new issues are allowed to produce their own designs but such designs must fit into the standard laid down by the Philatelic Bureau.

1.5 Procedures for Stamps Issues.

At the beginning of each year, NIPOST through newspaper advert and correspondence may request Federal ministries, State Governments, Public Organizations, International Organizations, other interested persons and Professional bodies to submit proposals relating to major national and international conferences, festivals, seminars, symposia, sports meeting and anniversaries suitable for commemoration in the following year.

1.5.1 Time Line for stamp issuing activities

The time line for stamps issuing activities among others shall include:

- Advertisement in print media, others – January
- Submission of proposals to NIPOST – End of June each year.
- Vetting of submissions by stamps advisory body – July each year
- Approval for stamps printers etc – August each year

1.6 Colour and minimum quantity/order.

All Nigerian postage stamps shall be printed in full colours and the quantity for any issue shall depend on how popular the themes are with collectors but shall not be less than 500,000 per denomination or type of Stamps for any order.

1.7 The National Postal Stamp Issuing Advisory Committee

There shall be a national stamp issuing advisory committee

1.7.1 Composition of the Committee

The Committee shall consist of NIPOST and Non- NIPOST official as well as representative of the Ministry of Communications as members.

The composition of the Committee is as follows:-

- Head of operations (OP) NIPOST – Chairman
- Representative of the Ministry of Communications – Member
- Four other members from relevant Department in NIPOST –Members
- G.M Philately - Secretary

The Non-NIPOST members of the committee include:

- Representatives of the Association of Philatelists in Nigeria.
- Representative of Visual Arts organisation,
- Representative of the ministry of Culture,
- Representative of Association of Creative Design,
- Representative of security Printers,
- Representative of Tertiary Institutions (particularly from the Department of creative Arts or fine Arts).
- Representative of National Museum and Monument, and
- Representative National Archives.

1.7.2 Functions

The Committee is purely advisory in character with its functions as enumerated below:

- To advise on all matters that fall under the purview of ‘ new Stamp issues;

- To advise on the acceptance or rejection of proposals received for the issuance of new stamps with regard to the policy/criteria laid down for the purpose;
- To advise on themes or subjects appropriate for adaptation in the new issues of the Nigerian stamps;
- To advise on the suitability of Art (visual) work submitted by commissioned artists or through an open competition for the production of stamps.
- To recommend to NIPOST the particular design or designs and the choice of colour for final printing by the Security Printers.

1.8 National Postage Stamp Advisory Committee meeting

The National postage stamps Advisory Committee shall meet at least twice in a year to consider and approve all issues relating to submission of proposal for stamps issues.

1.9 Tenure of Stamps Advisory Committee

The life span of the stamps Advisory Board shall be for a maximum of three (3) years.

1.10 Payment of Honorarium to Stamps Advisory Board Members

Honorarium shall be paid to members of the Stamps Advisory Board per sitting. Amount to be paid for honorarium shall be approved at the commencement of the Committee's tenure by the Postmaster- General/CEO

1.11 Products Development

Philately is a competitive business and hobby, therefore the Nigerian Philatelic Service shall align product to customer's need by issuing Philatelic Products that are required by all stamp collectors in their various stamp collecting interest.

In issuing Philatelic Products, Nigerian Philatelic Service shall take special cognizance of current internationally recognized classes of philately such as:

1.11.1 Classes of Philately

- Traditional philately
- Postal history
- Postal stationery
- Thematic philately
- Aero philately
- Astro philately
- Maximaphily
- Philatelic literature
- Revenue stamps
- Youth philately
- Mophilia

1.11.2 Philatelic Products

The Nigerian Philatelic Service shall ensure that all products are available at the Bureau. In an ideal situation the range of philatelic products could be categorized into five major groups.

These are:

- Postage stamps
- Postal stationeries
- Philatelic souvenirs
- Postal cancellations
- Philatelic accessories

These could be further arranged into different sub-groups as follows.

1.11.3 Range Of Postage Stamp Products

Postage stamp single

Block of four

Imprint blocks

Sheetlets (often of 10)

Miniature or souvenir sheets

Stamp booklets

Surcharged postage stamps

Specimen stamps

1.11.4 Range of Philatelic Souvenir Products

First day covers

Maximum cards

Souvenir packs

Annual packs

Souvenir booklet

Special products

Personalized stamps

1.11.5 Range of Postal Stationery Products

Postcards

Stamped envelope

Registered envelope

Aerogramme

1.11.6 Range of postmark

First day cover cancellations

Special event cancellations

Cachets

1.11.7 Range of philately accessories

Stamp albums

Tweezers

Magnifying glass

Perforating gauge etc

To enhance the viability of the Nigerian Philatelic Service, products shall be of high quality, available, and accessible at all time. The products mentioned above shall be made available at the Nigerian Philatelic Service at all time.

1.12 Philatelic Exhibitions and Stamp Expo

1.12.1 The Nigerian Philatelic Service shall attend at least one International Exhibition in two years.

1.12.2 The Nigerian Philatelic Service shall in conjunction with the Philatelic Associations organize at least one stamp expo in a year.

1.13 DISTRIBUTION AND SALE OF PHILATELIC PRODUCTS

The Nigerian philatelic bureau shall ensure that all new issues and products are available at post-offices and selling points nationwide within one week of release, except where a customer specifically requested for a stamps different from the commemorative stamps on sale, Post-offices and selling points nationwide shall give priority to new issues for at least six months from the day of release.

All unsold commemorative stamps at the expiration of twelve (12) months, returned to the PO&SS control unit. The stamps shall be withdrawn across all the post offices and sales outlets through a circular from the National Philatelic Bureau.

1.13.1 Terms and conditions for sale of philatelic products and modes of payment

- Sponsorship fee

Sponsors of commemorative Postage Stamps shall be required to pay N5,000,000 (five million naira). Per denomination of any category of stamps.

The above amount is subject to review by Management from time to time. Proceeds from launching of stamps programme when arranged by the sponsor or Agency shall be shared by ratio 30-70%. Thirty percent in favour of NIPOST and seventy percent in favour of the sponsor. The sharing will be done after deduction of the amount incurred on the launching programme.

- All supplies of Nigerian philatelic products shall be done through any of the following channels:
- Counter service : Philately services shall be made available at all general post-offices nation wide
- Special order service: shall be available only at the Nigeria Philatelic bureau
- Account service: shall be available only at the Nigeria Philatelic bureau

1.13.2 Subscription and Payment

Except in the case of orders covered by the Deposit Account Service, advance payment is requested in each and every case either by cash, or cheque or bank draft negotiable in Nigerian currency. International Money Orders are also acceptable. All such remittances should be made payable to:

The Postmaster General, Nigerian Postal Service. Or payable To the Postmaster General's Revenue Account No 23034303001701 at any branch of the First Bank Plc in Nigeria.

- **Deposit Account Service**

Customers interested in the regular supply of all new issues of Nigerian Philatelic products are advised to avail themselves of this service by opening an Account with the Philatelic Bureau with a minimum of two thousand naira (N2,000) for local customers and two hundred dollars (\$200.00) for foreign customers respectively. This would ensure automatic supply of all new issues on **the day of issue** or as may be required by the customer using this service. In each case, the face value of all the items supplied will be debited, out of the amount held in deposit and a Statement of Account showing the credit balance will be sent to the customer to ensure replenishment of the deposit, if need be. To avoid frequent request for replenishment, customers are advised to maintain sufficient credit balance to cover the cost of their requirements on a regular basis.

For the opening of such Accounts, intending customers may complete the form and pay on NIPOST website to the accounts above mentioned.

2.0 WITHDRAWAL POLICY

To maintain the confidence of stake holders in the Nigerian philatelic business, the withdrawal policy of the Nigerian Postage Stamps shall be strictly adhere to as follows.

2.1 Definitive Stamps

The Nigeria **definitive stamps** shall be sold at all post offices, philatelic sales centers and other approved sales points for **a period of five years from the date of first issue**. Nigerian definitive stamps may be reprinted once within its life circle. Definitive Stamps shall be withdrawn after five years of circulation to be replaced by new definitive issue.

At the expiration of its life cycle, such definitive stamps shall be withdrawn from all sales points to the PO&SS and the Philatelic Bureau for the **Stamp Control Committee** to take a decision on what to do with the unsold stamps. Withdrawn postage stamps may be destroyed in order not to constitute a glut in the philatelic market.

2.2 Commemoratives/Special Stamps.

The Nigerian Commemoratives/special postage stamps shall be sold at all post-offices and other approved sales **points for a period of one year**. However the Nigerian Philatelic Bureau may continue selling for a period of two years.

All unsold Commemoratives/special stamps shall be withdrawn from the post-office counters after one year and Philatelic Bureau sales point after a period of two years. All withdrawn stamps shall be audited and pass onto the Philatelic Bureau.

2.3 Membership of stamps control Committee

The membership of the stamps control Committee shall be drawn from Operations, Philately, PO&SS, Audit, Security & investigation, and representatives of other relevant security agencies.

2.4 Stamp Control & Monitoring Committee (SCMC)

NIPOST shall establish a stamp control and monitoring committee.

Terms of reference

- To devise a strategic plan for effective control of Nigerian stamps.
- To monitor the distribution of Nigerian stamps from the day of issuance to the day of withdrawal.
- To assist the Nigerian Philatelic Service in ensuring strict compliance to NIPOST withdrawal policy.
- To assist in ensuring accountability in the sales of Nigerian stamps.
- To render quarterly record of stamps distribution and their locations.
- To advise management on the stale or congealed stamps.

3.0

ARCHIVAL POLICY

To maintain the philatelic heritage of Nigeria and to prevent abuse of Philatelic materials. The Nigerian Postal Service shall maintain a strict and firm archival policy on the management of postage stamps and other Philatelic materials. Therefore all materials associated with Postage Stamp issue is owned by the Nigerian Postal Service (NIPOST).

The Nigerian Philatelic Bureau shall be the custodian of NIPOST Philatelic Archive.

The Philatelic Bureau shall retain in its archive 100 units of each set of stamps, 10 souvenir sheets, 10 first day covers, 10 maximum cards, 10 Sheet lets, 10 booklets and 10 set of other related materials each.

All new issue of postage stamps shall be made available to the following, according to international best practices: Universal Postal Union, former Heads of State in Nigeria, former Postmaster-Generals, and former Deputy Postmasters General as well as serving Postmaster-General.

The Philatelic Bureau shall collect into its archive, all items relating to the development and productions of stamps issues and allied materials such as art work (both accepted and unaccepted) colour separation, essays and proofs, perforation trials e.t.c

The Philatelic Bureau shall retain in the archive, postmarks, cachets and special cachets.

The Philatelic Bureau shall be provided with the modern equipment for preservation of archival materials.

- **Management And Control**

The General Manager philately shall be responsible for safe keeping of the philately Archive. Philatelic Archive shall be checked/Audited at least once in a year. All materials in the archive shall be documented and updated from time to time.

- **Access**

Access to archival materials shall be restricted. Apart from those archival materials brought out for exhibitions, **no** material should be removed from the archive without the express permission of the Postmaster General.

Request for information on any archival materials shall be directed to the General Manager Nigerian Philatelic Service who will seek the permission of the Postmaster General before release.

- **Acquisition**

The Philatelic Bureau may acquire additional material of historical significance from individual and groups who may wish to donate their collections with the permission of the Postmaster General.

4.0 RELATIONSHIP WITH STAKEHOLDERS/ THIRD PARTIES

NIPOST through the Nigeria Philatelic Service shall support all the stake holders to realize their expectations. In view of these NIPOST will collaborate with trade bodies in the area of improved services, networking, information sharing and publicity (through national and international postage stamp exhibitions, stamp shows and other philatelic events).

Moreover, NIPOST will also assist and collaborate with professional bodies to ensure an improvement in the area of fair trading, consumer protection (i.e case of forgery and fake stamps), advocacy, training, education and networking.

- **Stamp Designs And Artists**

The design and production of Nigeria stamps and philatelic products shall be supervised by the Nigeria Philatelic Service

- Stamp designers and artist will be engaged to compete for the designing of new issues
- The Nigerian philatelic bureau will give proper brief to the artists to enable them achieve basic designs and specifications. Such brief will spell out important areas such as:

Colour (i.e four colour lithography)

Format

Size

Denominations

Artwork (must remain prosperity of NIPOST)

Timing (delivery time)

Additional requirement (copyright etc)

- Remuneration: The artist remuneration will be spelled out as part of the contract and according to NIPOST Management approval.
- Failure to deliver on time may attract cancellation of the work.

4.2. Procurement of Postage stamp

4.2.1 All indent for the Nigerian stamps shall be made by the Postmaster General, on the advise of the controlling units.

4.2.2 Biding for contract of postage stamp printing shall be competitive among security printers.

4.2.3 Under no circumstances should the production of a set of postage stamps be printed by more than one printer.

4.2.4 The contractual relationship with the security printer shall cover the following areas among others which shall be spelled out in the printer's brief prepared by the Nigerian Philatelic service.

- Type of security to be provided
- Return of artworks and proof
- Penalty for failure to deliver on time
- Type of paper and printer products
- Responsibility for unsatisfactory products
- Action required for emergency situation (i.e loss of shipment or damage consignment)

4.3 Agency Service

- Oversea agents.

The Nigerian postal service shall engage marketing agents with regional responsibility at strategic locations (at continental level) across the world.

However, the establishment of appropriate issuing and withdrawal policy will enhance the success of such agency.

Agreement with such marketing agents should be drawn in such a way that it protects the interest of NIPOST most especially in the area of revenue protection, profit margin and long term benefit of the hobby in Nigeria.

4.4 Budget accounts shall be made available for the General Manager Philately for payment of discounts for dealers

4.4 Stamp Dealers

NIPOST shall recognize the Nigerian association of stamp dealers.

Members of stamp dealers association shall enjoy 15% discount on bulk purchase of #10,000 up to #100,000 and 20% on #100,000 and above.

4.5

- **Stamp Collector's Association.**

- NIPOST shall recognize The Association of Philatelists in Nigeria (APN) as the umbrella body of all philatelists and stamp collectors operating in Nigeria.
- NIPOST shall contribute financially to the activities of the Association.
- NIPOST shall collaborate with the Association to create active and effective philatelic life in Nigeria.
- NIPOST through the Nigerian philatelic service shall assist stamp collectors and philatelists to achieve their individual and collective vision most especially when such vision are important and can lead to promotion of philately in Nigeria.

5.0 OBSERVATIONS AND RECOMMENDATIONS

5.1 OBSERVATIONS

- i. The committee observed that Philately as being practiced in Nigeria is far below international standard and best practices.
- ii. The committee observed historic lack of investment in Philately to make it a viable business like other countries that are performing well in Philatelic business.
- iii. The committee observed a monumental ignorance and lack of information on Philately within NIPOST and Nigeria at large.
- iv. The committee also observed that the Philatelic bureau is lacking in many essential Philatelic products.
- v. The committee also observed that the Philatelic bureau as it is now is not well equipped and packaged to encourage local and foreign visitors, investors and Philatelists.

5.2 RECOMMENDATIONS

1. Approved Policies on issuing, withdrawing, and archiving of philately products should be strictly adhered to.
2. The current National Stamp Issuing Advisory Committee should continue their work and should be guided by the new Policy as approved.
3. Advertisements and call up letters for proposal in respect of year 2013 Stamp issue programme should commence immediately.
4. New rate for sponsorship of new issues shall commence from July, 2012
5. A Domiciliary account in the name of Postmaster General should be opened for the Nigerian Philatelic Service.
6. Stamps Control and Monitoring Committee should be established without delay.
7. Deliberate effort should be made to give the Philatelic Bureau a face lift and equipped. Effort should be made to expand the Philatelic gallery with modern exhibition gadgets.
8. Contract with the existing agents should be reviewed to include more agents from other parts of the world.

9. Deliberate efforts should be made to ensure that important philately products are available at the Nigeria Philatelic Service.
10. The G.M. philately should present a strategic plan and cost implication on new products for management approval.
11. The G.M. philately should develop a curriculum on philately for the Nigeria Postal Institute.
12. Deliberate efforts should be made to promote Philately at territorial level

APPRECIATION

The Committee wishes to appreciate the management for the opportunity given to members to serve in this capacity. It is our belief that if these recommendations are implemented, the Nigeria philately will achieve best practices and international standard.

Appendixes

Stake Holders

1. UNIVERSAL POSTAL UNION (UPU)

A UPU Statutes concerning Philately

The UPU Convention provides guidance on the issuance of postage stamps by the postal administrations of its member countries. A Philatelic Code of Ethics has been developed with a view to additional strengthening of provisions where required. See Beijing Congress Recommendation C 70 of August 1999 and UPU Seoul convention on the issuance of postage stamps.

B World Association for the Development of Philately (WADP)

The WADP began originally as a Contact Committee between the member countries of the Universal Postal Union (UPU) and the four major Philatelic Associations. Since the creation of the WADP, the UPU is now in a better position to assist with the development of philately world-wide in response to the growing demand in this area from its member countries, philatelic partners and customers.

The WADP has been entrusted with the following mandate:

- *Develop long-term strategies to promote and reinvigorate the hobbies of philately and stamp collecting;*

- *Prepare a blueprint for the development of philately at the different levels of development of all UPU member countries through the production of a “Guide for the Development of Philately”;*
- *Strengthen the current Philatelic Code of Ethics;*
- *Promote issuing a “universal” postage stamp on the occasion of World Stamp Day to promote philately;*
- *Manage the International Fund for the Development of Philately and encourage further contributions;*
- *Publish a directory of the philatelic services of all postal administrations;*
- *Encourage participation by national associations and funds for the development of philately.*

2. **INTERNATIONAL FEDERATION OF PHILATELY (FIP)**

The FIP was instrumental in helping to strengthen relations between the collectors and the postal administrations and to create the World Association for the Development of Philately (WADP). A new blueprint for the FIP for the future is outlined as follows.

The “Federation Internationale de Philatélie” (F.I.P.) has looked after stamp collectors and philatelists since 1926 — growing from a society of a handful of European Philatelic Federations to a Federation with a network throughout the world with

- *82 Regular Members (National Philatelic Federations)*
- *3 Associated Members (Continental Federations)*
- *Promotional Members (a new type of Membership for Postal Administrations)*

The Aims of F.I.P. are:

- *To promote stamp collecting and philately;*
- *To maintain friendly relations and friendship among all peoples;*
- *To establish and maintain close relations with the philatelic trade and postal administrations;*
- *To promote philatelic exhibitions by granting Patronage and Auspices.*

3. INTERNATIONAL FEDERATION OF STAMP DEALERS ASSOCIATION (IFSDA)

IFSDA represents the governing body of the International Stamp Dealers' Associations world-wide. IFSDA is also an extremely important side of the partnership triangle that constitutes the WADP.

IFSDA is governed by its Articles (Statutes) and Code of Ethics to which all member associations are required to adhere.

In article 2 of the IFSDA statutes, the objectives of the organization are set out. These include:

- a) To promote and maintain a high standard of professional integrity among philatelic dealers throughout the world;*
- b) To promote the exchange among the member organizations of information and literature likely to be of service to the philatelic trade;*
- c) To endeavor in all ways to reduce the barriers in inter national philatelic trade;*
- d) To promote the exchange of information regarding the marketing of stolen, forged, faked and repaired stamps;*
- e) To promote and help promote stamp collecting through out the world.*

The means of achieving these objectives are as follows:

- f) To take action considered useful to prevent or reduce the sale of stamps which, in the opinion of IFSDA, had not been issued under satisfactory circumstances;*
- g) To take any action which, in the opinion of the Federation, would promote the interest of stamp dealers in any part of the world;*
- h) To co-operate through the WADP with the UPU, FIP or any other national or international organizations for the attainment of any of the objectives defined above;*
- i) To put at the disposal of all the member organizations of IFSDA the information and the necessary material in order to carry out the objectives of IFSDA;*
- j) To publish a handbook, each time it is necessary, containing the names and addresses of the members of all member organizations;*
- k) To directly participate and co-operate in International Exhibitions and to control the seriousness and respect ability of the commercial stand holders;*
- l) To co-operate in the event of theft or other criminal acts*

4. INTERNATIONAL ASSOCIATION OF PHILATELIC JOURNALISTS (AIJP)

AIJP is also a constituent member of the World Association for the Development of Philately. The aims of the AIJP are:

- a) To serve the causes of peace and friendship among nations.*
- b) To pay attention to the distribution of truthful and in partial information.*
- c) To defend the propriety and integrity of philately against forgeries, speculation, harmful issues and all things which could damage philately.*
- d) To bring closer together journalists, philatelic authors and the philatelic press, to defend their interests.*
- e) To support cooperation between the organs of the philatelic press for the exchange, translation and distribution of articles.*
- f) To promote the writing of interesting manuscripts, so that their publication is encouraged and their sale supported.*
- g) To publish a yearbook of its members and of the philatelic press throughout the world.*
- h) To improve the standing of the philatelic press and literature at exhibitions.*

You are required to send your inputs through email to the following email addresses:

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