



UPU | UNIVERSAL
POSTAL
UNION

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Contact: Committee 1 Secretariat
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To: Union member countries
(governmental authorities)

For information:

- Designated operators
- Restricted unions

Berne, 1 March 2023

Reference: 2102(DPRM.PPRE.CCA)1019

Subject: Participation in the fourth Extraordinary Congress. Delegates' credentials. Advance submission to the International Bureau by 15 August 2023

Dear Sir/Madam,

The invitation for Union member countries to participate in the fourth Extraordinary Congress, scheduled to be held in Saudi Arabia from 1 to 5 October 2023, was sent via circular letter No. 2100(DPRM.PPRE.CCA)1007 of 30 January 2023.

In line with the Rules of Procedure of Congresses, delegates' credentials shall be drawn up in due and proper form and signed by the Head of State, the Head of Government or the Minister for Foreign Affairs of the country concerned, or by any other government official duly authorized in writing by one of those authorities to sign the credentials. A copy of such authorization shall be presented together with the credentials. Credentials shall be deposited, through the intermediary of the Congress Secretariat, with the authority designated for that purpose. Member countries are encouraged to present them as early as possible.

The rules governing delegates' credentials can be found in articles 2 and 3 of the Rules of Procedure of Congresses, which are available in the volume containing the decisions of the 2021 Abidjan Congress on the UPU website. The text of articles 2 and 3 is also attached (Annex 1).

Member countries are reminded that a member country may, pursuant to article 101.2 of the General Regulations, arrange to be represented by the delegation of another member country, it being understood that a delegation may represent only one member country other than its own. In this case, the proxy of the member country arranging to be so represented must be in the same form as the credentials referred to above.

Credentials and proxies in due and proper form must be deposited with the secretariat of the Credentials Committee (Committee 1) at the opening of the Extraordinary Congress. Credentials and proxies sent by secure electronic means shall be admissible. In order to facilitate the review of credentials, you are encouraged to present them on the first day of registration (29 September 2023) or as soon as possible thereafter.

According to article 3.4 of the Rules of Procedure of Congresses, member countries whose delegates are not in possession of credentials or which have not deposited their credentials may, provided the names of such delegates have been communicated by their Government to the International Bureau (IB), take part in the debates, but shall not have the right to vote until such time as their respective credentials, in due and proper form, are deposited.

Note that a proposal will be submitted to the Extraordinary Congress with arrangements for allowing Congress proceedings to take place in “hybrid” form. This will not affect the procedures for the depositing of member countries’ credentials.

/ Please find enclosed two model credentials and two model proxies for your information.

Advance review of delegates’ credentials

In order to ensure that all credentials are deposited in due and proper form, all member countries are requested to send the IB an advance draft copy by e-mail (credentials@upu.int) as soon as possible, but **no later than 15 August 2023**, so that the IB can review the submitted documents in advance and make an assessment before the opening of the Congress. This will mean that member countries whose credentials are not in order will have time to rectify them for the Congress.

Failure to provide such an advance draft copy of the credentials may mean that, in the event of irregularities, a delegation is not able to participate in the Congress or is not able to vote.

By the same token, if a member country wishes to be represented by proxy, a draft copy of the relevant proxy instrument should be sent to the IB **no later than 15 August 2023**, for similar advance review.

/ To assist with the preparation of credentials in due and proper form, please consult the credentials checklist in Annex 2.

If you need further information about any specific points, please do not hesitate to contact the IB at credentials@upu.int.

Yours faithfully,

(signed)

Masahiko Metoki
Director General



Rules of Procedure of Congresses

Article 2

Delegations

1 The term “delegation” shall denote the person or body of persons designated by a member country to take part in a Congress. The delegation shall consist of heads of delegation and, if appropriate, their deputies, one or more delegates and, possibly, one or more attached officials (including experts, secretaries, etc.).

2 Heads of delegation, their deputies, and delegates shall be representatives of member countries within the meaning of article 15.2 of the Constitution if in possession of credentials which comply with the conditions laid down in article 3 of these Rules.

Article 3

Delegates’ credentials

1 Delegates’ credentials shall be drawn up in due and proper form and signed by the Head of State, the Head of Government or the Minister for Foreign Affairs of the country concerned, or by any other government official duly authorized in writing by one of those authorities to sign the credentials. A copy of such authorization shall be presented together with the credentials. Credentials shall preferably be provided in one of the working languages of the International Bureau. Credentials provided in a language other than one of the working languages of the International Bureau (and for which no Union translation service exists) shall be accompanied by an English or French translation, as well as a statement confirming that the translation correctly reflects the content of the original document. The credentials of delegates entitled to sign the Acts (plenipotentiaries) shall specify the scope of such signature (signature subject to ratification or approval, signature ad referendum, definitive signature). In the absence of such specific information, the signature shall be regarded as being subject to ratification or approval. Credentials authorizing the holder to sign the Acts shall implicitly include the right to speak and to vote. Delegates on whom the relevant authorities have conferred full powers without specifying their scope shall be authorized to speak, to vote and to sign the Acts unless the wording of the credentials is explicitly to the contrary. Credentials authorizing the holder to participate on behalf of the country concerned or represent the latter shall implicitly include the right to speak and to vote only.

2 For the purposes of this article and without having to produce specific credentials or full powers, the Heads of State, Heads of Government and Ministers for Foreign Affairs of member countries shall also be considered as representing their respective member country for the purpose of performing any act relating to the conclusion of the Acts of the Union.

3 Credentials shall be deposited, through the intermediary of the Congress Secretariat (hereinafter the “Secretariat”), with the authority designated for that purpose.

4 Member countries whose delegates are not in possession of credentials or which have not deposited their credentials may, provided the names of such delegates have been communicated by their Government to the International Bureau, take part in the debates but shall not have the right to vote until such time as their respective credentials, in due and proper form, are deposited with the authority referred to in paragraph 3. The International Bureau shall assess the adequacy of delegates’ credentials and, in case of doubt, refer the matter to the authority referred to in paragraph 3 for consideration.

5 The credentials of a member country which arranges for the delegation of another member country to represent it at Congress (proxy) shall be in the same form as those mentioned in paragraph 1.

6 Credentials and proxies sent by secure electronic means (as well as replies to requests for information associated therewith) shall be admissible provided that compliance with the requirements set forth in paragraph 1 is confirmed by the authority referred to in paragraph 3. For the purposes of this paragraph, "secure electronic means" refers to any electronic means used for the processing, storage and transmission of data that ensure that completeness, integrity and confidentiality of such data are maintained during the submission of the aforementioned credentials and proxies by a member country.

7 A delegation which, after it has deposited its credentials, is prevented from attending one or more meetings, may arrange to be represented by the delegation of another member country, provided that notice in writing is given to the Chair of the meeting concerned. However, a delegation may represent only a single country other than its own.

8 The delegates of member countries which are not parties to an Agreement may take part in the debates of Congress concerning that Agreement, without the right to vote.

Delegates' credentials (proxies) checklist

Member country: _____

Date: _____

No.	Items to be checked	Yes	No	Observations	Corrective action required
1	Have the credentials been submitted in original form?			Credentials must be provided in original form to Congress Committee 1.	
2	Have the credentials been signed by: <ul style="list-style-type: none"> – the Head of State? – the Head of Government? – the Minister of Foreign Affairs? – any other government official duly authorized in writing by one of those authorities to sign the credentials? 			Credentials signed by other persons cannot be accepted.	
3	Do the credentials clearly specify the powers granted to the delegation (speak, vote and sign)?			<ul style="list-style-type: none"> – Delegates on whom the relevant authorities have conferred full powers without specifying their scope are authorized to speak, to vote, and to sign the Acts, unless the wording of the credentials is explicitly to the contrary. – The credentials of delegates entitled to sign the Acts (plenipotentiaries) shall specify the scope of such signature (signature subject to ratification or approval, signature ad referendum, definitive signature). – In the absence of such specific information, the signature shall be regarded as being subject to ratification or approval. – Credentials authorizing the holder to sign the Acts implicitly include the right to speak and to vote. 	
4	Have the credentials been provided in English or French, or one of the other languages for which a Union translation service exists, or are they accompanied by an official translation in either language?			Credentials must be provided in English or French, or one of the other languages for which a Union translation service exists, or else must be accompanied by an official English or French translation.	



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Credentials

I, the undersigned, _____¹ of _____ (name of country), authorize
by these presents

Mr/Ms _____ (title)
Head of Delegation

Mr/Ms _____
Assistant Head of Delegation

Mr/Messrs/Ms/Mses _____
Delegate(s)

to represent _____ (name of country) at the fourth Extraordinary Congress of the Universal Postal Union to be held in Riyadh from 1 to 5 October 2023, to take part in its deliberations, to vote, and to sign, subject to ratification or approval, the Acts adopted by the Congress.

In witness whereof these presents have been issued for whatsoever legal purpose they may serve.

Done at _____, _____ (date)

(signature)

(SEAL)

¹ Head of State, Head of Government, Minister of Foreign Affairs, or other government official duly authorized in writing by one of those authorities to sign the credentials. Other signatures will not be sufficient.

Credentials

I, the undersigned, _____¹ of _____ (name of country), authorize
by these presents

Mr/Ms _____ (title)
Head of Delegation

Mr/Ms _____
Assistant Head of Delegation

Mr/Messrs/Ms/Mses _____
Delegate(s)

_____ (name of country)
to represent _____ at the fourth Extraordinary Congress of the Universal Postal
Union to be held in Riyadh from 1 to 5 October 2023, to take part in its deliberations and to vote.

Variant 1 Mr/Ms _____, Head of Delegation, is authorized to sign, subject to ratification or approval,
the Acts adopted by the Congress.

Variant 2 Mr/Ms _____ and Mr/Ms _____ are authorized, jointly and severally, to
sign, subject to ratification or approval, the Acts adopted by the Congress.

Variant 3 Mr/Ms _____, Head of Delegation, or, in the event that he/she is prevented, the Assistant
Head of Delegation (or one of the Assistant Heads of Delegation) is authorized to sign, subject to ratification
or approval, the Acts adopted by the Congress.

In witness whereof these presents have been issued for whatsoever legal purpose they may serve.

Done at _____, _____ (date)

(signature)

(SEAL)

¹ Head of State, Head of Government, Minister of Foreign Affairs, or any other government official duly authorized in writing
by one of those authorities to sign the credentials. Other signatures will not be sufficient.

Proxy and delegation of powers

I, the undersigned, _____¹ of _____, authorize
by these presents, in pursuance of article 101, § 2, of the General Regulations of the Universal Postal Union,
_____ (name of country authorized)

the Delegation of _____

_____ (name of country)
to represent _____ at the fourth Extraordinary Congress
of the Universal Postal Union to be held in Riyadh from 1 to 5 October 2023, and to take part in its deliberations,
to vote, and to sign, on behalf of

_____ (name of country), subject to ratification or approval by the competent
authorities of that country, the Acts adopted by the Congress.

In witness whereof these presents have been issued for whatsoever legal purpose they may serve.

Done at _____, _____ (date)

(signature)

(SEAL)

¹ Head of State, Head of Government, Minister of Foreign Affairs, or any other government official duly authorized in writing by one of those authorities to sign the credentials. Other signatures will not be sufficient.

Proxy and delegation of powers

I, the undersigned, _____¹ of _____, authorize
(name of country)
by these presents, in pursuance of article 101, § 2, of the General Regulations of the Universal Postal Union,
(name of country authorized)

the Delegation of _____

(name of country)
to represent _____ at the fourth Extraordinary Congress
of the Universal Postal Union to be held in Riyadh from 1 to 5 October 2023, and to take part in its deliberations
and vote, on behalf of
(name of country)

In witness whereof these presents have been issued for whatsoever legal purpose they may serve.

Done at _____, _____
(date)

(signature)

(SEAL)

¹ Head of State, Head of Government, Minister of Foreign Affairs, or any other government official duly authorized in writing by one of those authorities to sign the credentials. Other signatures will not be sufficient.