**Postal statistics 2022**

**Questionnaire B – Governmental bodies responsible for overseeing postal affairs**

We kindly ask you to complete this questionnaire and return it to us as soon as possible, but **by 30 June 2023 at the latest**. Please use the following address for the return of the questionnaire, or for any queries:

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|  |  |  |
| --- | --- | --- |
| Organization | | |
| Full name | | Mr  Ms |
| Position/title | | |
| Address | | |
| Tel. | Fax | |
| E-mail | | |
| Date | Signature | |

**Introduction**

Each year, member countries provide the UPU International Bureau with postal statistics data. This data, which relates to the activities of designated operators, is published annually in the Postal Statistics yearbook, and is accessible through the UPU website at [www.upu.int/en/Universal-Postal-Union/Activities/Research-Publications/Postal-Statistics](http://www.upu.int/en/Universal-Postal-Union/Activities/Research-Publications/Postal-Statistics). It forms the basis of global and regional analyses carried out by the International Bureau in the postal develop­ment field.

From 2015, the UPU Council of Administration decided to collect annually basic data on the entire letter, parcel and express delivery market. This questionnaire is therefore addressed to the governmental bodies responsi­ble for overseeing the postal affairs of member countries. Its aim is to make available data that will provide an overview of the entire postal and express delivery sector, both at national level and worldwide.

The entire letter, parcel and express delivery market in a country consists of:

– the designated operator (UPU Convention, article 2), which also has the obligation to provide a universal service;

– other operators that do not have this obligation.

The aggregate data for all the operators that exist in the country (headings 901, 910, 920, 921, 922) will be published for each country individually in the Postal Statistics yearbook.

To help maintain the quality of the postal statistics database, you are asked to:

– complete all the sections of the questionnaire as carefully as possible;

– supply all the data you can, in order to minimize the amount of missing data;

– give the reason for any data not being supplied by using the codes ND (data not available), NG (negli­gible amount) or 0 (quantity nil).

**Definitions**

To make the data consistent with that supplied by designated operators and to make the questionnaire easier to understand, the following definitions are provided. Please read the definitions carefully before answering each question. If your data is not defined in the same way, please provide us with the definitions you use.

* Governmental bodies responsible for overseeing postal affairs: the entities responsible for overseeing postal affairs (article 2 of the Convention).
* Number of staff: staff means all employees performing their functions, including part-time staff, i.e. employees working for less than the normal number of working hours each week.
* Licensed, authorized or declared operator: operator which provides letter, parcel and express delivery services, but which is not necessarily responsible for providing universal services or fulfilling the obliga­tions arising from the UPU Acts.
* Letter post: letter-post items essentially consist of letters, postcards, printed papers (newspapers, peri­odicals, advertising, etc.), small packets, items for the blind and, as applicable in the domestic service, commercial papers or samples of merchandise; items should not exceed 2 kg in weight.
* Parcels: non-express items containing mainly goods. Parcels included should not exceed 50 kg.
* Express items: items containing correspondence, documents and goods which are processed in the most rapid way. Again, the items included should not exceed 50 kg.

Please read the definitions carefully when completing the questionnaire

|  |  |
| --- | --- |
|  | **Letter, parcel and express delivery operators** |

Please indicate the number of licensed, authorized or declared operators(including the designated operator).

|  |  |  |
| --- | --- | --- |
|  |  | Number |
| 901 | Number of licensed, authorized or declared operators |  |

|  |  |
| --- | --- |
|  | **Staff of letter, parcel and express delivery operators** |

Please indicate the number of staff employed by all the licensed, authorized or declared operators.If the exact figures are not available, please provide estimates.

|  |  |  |
| --- | --- | --- |
|  |  | Number of staff |
| 910 | Number of staff (at 31 December) |  |

|  |  |
| --- | --- |
|  | **Letter, parcel and express delivery market: traffic** |

Please indicate the number of items processed by all licensed, authorized or declared operators. If the exact figures are not available, please provide estimates.

|  |  |  |
| --- | --- | --- |
|  | **Letter delivery services** | Number of items |
| 920 | Domestic service and international outbound |  |

|  |  |  |
| --- | --- | --- |
|  | **Parcel delivery services** | Number of items |
| 921 | Domestic service and international outbound |  |
|  |
|  | **Express delivery services** | Number of items |
| 922 | Domestic service and international outbound |  |
|  |

**Period of reference**

Please indicate the period to which the statistical data relates:

Start date: (day/month/year)

End date: (day/month/year)

**Additional comments**

|  |
| --- |
|  |

# *Thank you for taking the time to complete this questionnaire.*