



Universal Postal Union

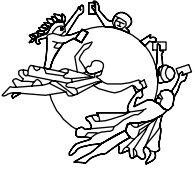
# Practical Guide

## Council of Administration (CA)



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UNIVERSAL POSTAL UNION

# CA Practical Guide

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**INTERNATIONAL BUREAU OF THE UNIVERSAL POSTAL UNION**



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## Chapter I

### Council of Administration (CA) – General concepts

#### 1 Role and functions of the CA

Under the terms of the Constitution of the Universal Postal Union – as amended by the 23rd Congress, Bucharest 2004 – the Council of Administration (CA) is one of the three permanent bodies of the Union (Council of Administration, Postal Operations Council and International Bureau); it is responsible for ensuring the continuity of the Union's work between Congresses, in accordance with the provisions of the Acts of the Union.

The CA has the following functions (art 102, § 6, of the General Regulations):

- 6.1 to supervise the activities of the Union between Congresses, ensuring compliance with the decisions of Congress, studying questions with respect to governmental policies on postal issues, and taking account of international regulatory developments such as those relating to trade in services and to competition;
- 6.2 to consider and approve, within the framework of its competence, any action considered necessary to safeguard and enhance the quality of and to modernize the international postal service;
- 6.3 to promote, coordinate and supervise all forms of postal technical assistance within the framework of international technical cooperation;
- 6.4 to consider and approve the biennial budget and the accounts of the Union;
- 6.5 to authorize the ceiling of expenditure to be exceeded, if circumstances so require, in accordance with article 128.3 to 5;
- 6.6 to lay down the Financial Regulations of the UPU;
- 6.7 to lay down the rules governing the Reserve Fund;
- 6.8 to lay down the rules governing the Special Fund;
- 6.9 to lay down the rules governing the Special Activities Fund;
- 6.10 to lay down the rules governing the Voluntary Fund;
- 6.11 to provide control over the activities of the International Bureau;
- 6.12 to authorize election of a lower contribution class, if it is so requested, in accordance with the conditions set out in article 130.6;
- 6.13 to authorize a change of geographical group if it is so requested, taking into account the views expressed by the countries which are members of the geographical groups concerned;
- 6.14 to lay down the Staff Regulations and the conditions of service of the elected officials;
- 6.15 to create or abolish International Bureau posts taking into account the restrictions imposed by the expenditure ceiling fixed;
- 6.16 to lay down the Regulations of the Social Fund;
- 6.17 to approve the biennial report on the work of the Union and the biennial Financial Operating Reports prepared by the International Bureau and where appropriate to furnish observations on them;
- 6.18 to decide on the contacts to be established with postal administrations in order to carry out its functions;
- 6.19 after consulting the Postal Operations Council, to decide on the contacts to be established with the organizations which are not de jure observers, to consider and approve the reports by the International Bureau on UPU relations with other international bodies and to take the decisions which it considers appropriate on the conduct of such relations and the

- action to be taken on them; to designate in due course, after consulting the Postal Operations Council and the Secretary General, the international organizations, associations, enterprises and qualified persons to be invited to be represented at specific meetings of Congress and its Committees when this is in the interest of the Union or the work of Congress and to instruct the Director-General to issue the necessary invitations;
- 6.20 to establish principles, as may be considered necessary, for the Postal Operations Council to take into account in its study of questions with major financial repercussions (charges, terminal dues, transit charges, basic airmail conveyance rates and the posting abroad of letter-post items), to follow closely the study of these questions, and to review and approve, for conformity with the aforementioned principles, Postal Operations Council proposals relating to these questions;
- 6.21 to study, at the request of Congress, the Postal Operations Council or postal administrations, administrative, legislative and legal problems concerning the Union or the international postal service; it shall be for the Council of Administration to decide, in the above-mentioned fields, whether it is expedient to undertake the studies requested by postal administrations between Congresses;
- 6.22 to formulate proposals which shall be submitted for the approval either of Congress or of postal administrations in accordance with article 125;
- 6.23 to approve, within the framework of its competence, the recommendations of the Postal Operations Council for the adoption, if necessary, of regulations or of a new procedure until such time as Congress takes a decision in the matter;
- 6.24 to consider the annual report prepared by the Postal Operations Council and any proposals submitted by the Council;
- 6.25 to submit subjects for study to the Postal Operations Council for examination in accordance with article 104, paragraph 9.16;
- 6.26 to designate the country where the next Congress is to be held in the case provided for in article 101, paragraph 4;
- 6.27 to determine in due course and after consulting the Postal Operations Council, the number of Committees required to carry out the work of Congress and to specify their functions;
- 6.28 to designate, after consulting the Postal Operations Council and subject to the approval of Congress, the member countries prepared:
- to assume the vice-chairmanships of Congress and the chairmanships and vice-chairmanships of the Committees, taking as much account as possible of the equitable geographical distribution of the member countries; and
  - to sit on the restricted Committees of Congress;
- 6.29 to review and approve the draft Strategic Plan for presentation to Congress developed by the Postal Operations Council with the support of the International Bureau; to review and approve annual revisions of the Plan approved by Congress on the basis of recommendations from the Postal Operations Council, and to consult with the Postal Operations Council on the development and annual updating of the Plan;
- 6.30 to establish the framework for the organization of the Consultative Committee and concur in the organization of the Consultative Committee in accordance with the provisions of article 106;
- 6.31 to establish criteria for membership of the Consultative Committee and to approve or reject applications for membership in accordance with those criteria, ensuring that action on the applications is accomplished through an expedited process between meetings of the Council of Administration;
- 6.32 to designate the members that will serve as members of the Consultative Committee;
- 6.33 to receive and discuss reports and recommendations from the Consultative Committee and to consider recommendations from the Consultative Committee for submission to Congress.

## 2 Composition

*Composition of the CA elected by the 23rd Universal Postal Congress – Bucharest 2004*

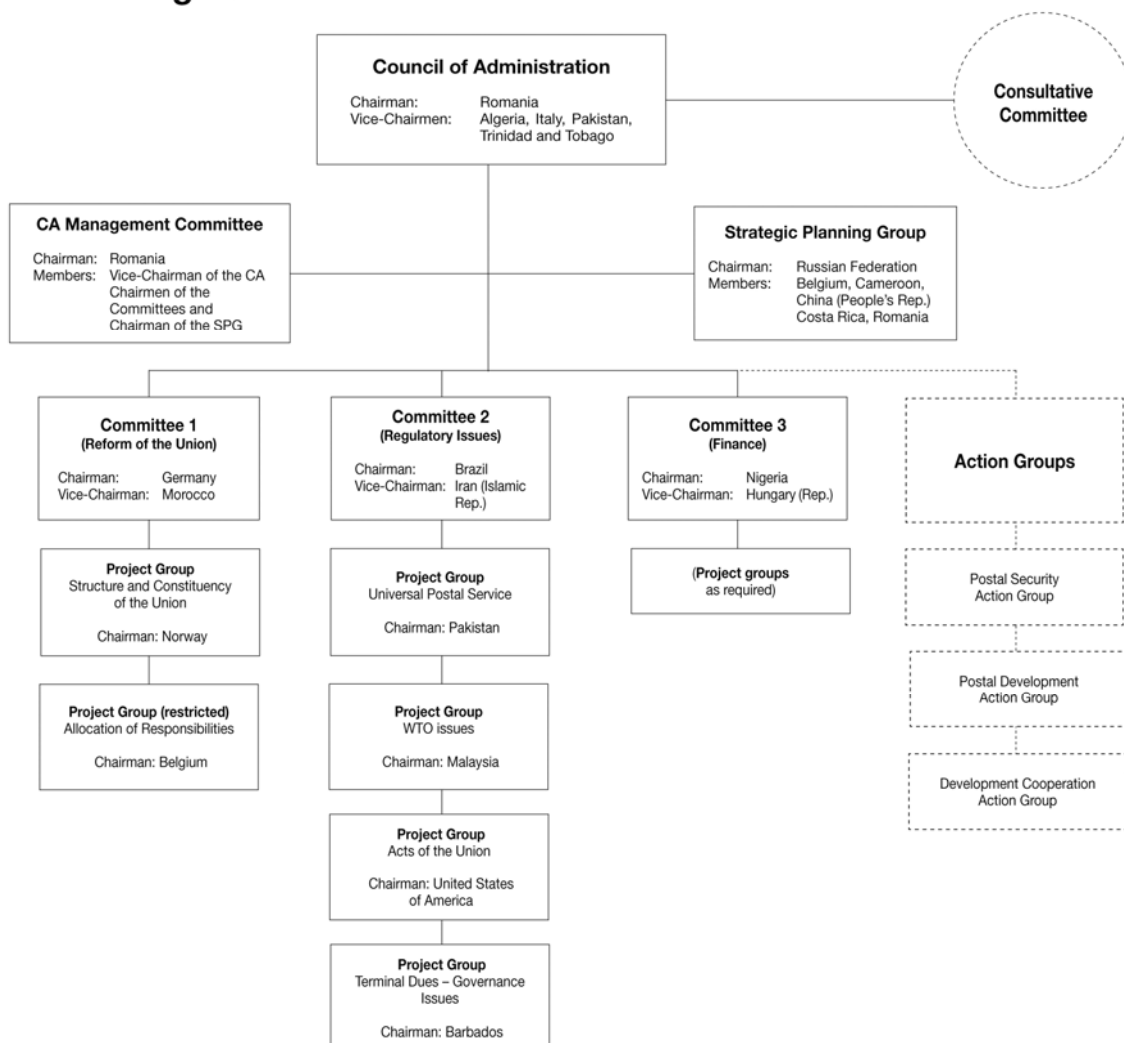
Chairman and 40 member countries elected for 2004–2008:

Algeria	Ecuador	Panama (Rep.)
Angola	Germany	Poland
Armenia	Great Britain	Portugal
Australia	Hungary (Rep.)	Romania
Azerbaijan	Indonesia	Senegal
Belgium	Iran (Islamic Rep.)	Spain
Benin	Italy	Sudan
Brazil	Japan	Trinidad and Tobago
Cameroon	Kazakhstan	Tunisia
Chile	Korea (Rep.)	Uganda
China (People's Rep.)	Malaysia	United Arab Emirates
Colombia	Morocco	Viet Nam
Costa Rica	Nigeria	Zimbabwe
Cuba	Pakistan	

Chairman: Romania

Vice-Chairmen: Algeria, Italy, Pakistan and Trinidad and Tobago

### Organizational chart of the Council of Administration



## Chapter II

### Bodies of the CA and functions

#### 1 Committees

##### *Committee 1 (Reform of the Union)*

###### Functions:

- Urgently seek ways of improving all aspects of the work of the Union, including its mission, structure and constituency, decision-making by its bodies, the financing of its activities and the budgetary process.
- Formulate proposals for reform based on the results of the study, either for immediate implementation where possible and, as appropriate, prior to the next Congress, or for submission to the next Congress.
- Draw up the transparent procedure for appointing countries to the various UPU bodies.
- 2004 Bucharest Congress Resolutions and Decisions: C 54.

##### *Committee 2 (Regulatory Issues)*

###### Functions:

- Deal with all regulatory or policy issues of interest to governments and regulatory authorities, particularly those concerning ETOEs, the Acts of the Union, the universal postal service, the WTO, terminal dues, and relations with the private sector.
- 2004 Bucharest Congress Resolutions and Decisions: C 9, C 10, C 11, C 12, C 13, C 46, C 68, C 71 and C 74.

##### *Committee 3 (Finance)*

###### Functions:

- Budget by programme based on the strategic plan.
- Consideration of the Union's biennial budget (article 102, § 6.4 of the General Regulations).
- Consideration of the Union's biennial Financial Operating Report (article 38 of the Financial Regulations).
- Consideration of the External Auditor's report (article 37 of the Financial Regulations).
- Amendments to the Financial Regulations.
- Consideration of other financial questions within the CA's competence.
- 2004 Bucharest Congress Resolutions and Decisions: C 21, C 66, C 75 and C 77-C 81.

#### 2 Management Committee (CA MC)

##### *a Composition*

Chairman: Romania

Members: Algeria, Italy, Pakistan, Trinidad and Tobago (Vice-Chairmen of the CA), Germany (Chairman of Committee 1), Brazil (Committee 2), Nigeria (Committee 3) and Russian Federation (Strategic Planning Group).

Observers: Direct Marketing Association (DMA), (Chairman of the Consultative Committee), Spain (Development Cooperation Action Group), Canada (Postal Development Action Group) and United States of America (Postal Security Action Group).

*b Functions*

The Management Committee prepares and directs the work of each session; it reviews the proceedings of the Council and of its Committees. It assists the Chairman in drawing up the agenda of the plenary meetings and in coordinating the work of the Committees. Furthermore, the Management Committee performs all such tasks as the Council may decide to entrust to it or the need for which arises in the course of the strategic planning process.

### **3 Project Groups**

The CA and the Committees may set up Project Groups to study special questions. At its constituent meeting in Bucharest in October 2004, and during its October 2005 session, the CA created the following six Project Groups:

*1 Structure and Constituency of the Union*

a Composition

Members: Australia, Azerbaijan, Belgium, Brazil, Cameroon, Chile, China (People's Rep.), Germany, Iran (Islamic Rep.), Italy, Japan, Korea (Rep.), Pakistan, Poland, Portugal, Romania, Spain and United States of America.

Observers: Argentina, Consultative Committee, Czech Rep., Egypt, France, Israel, Mexico, Mongolia, Norway (Chairman), Slovakia, Switzerland, Togo, Trinidad and Tobago and United States of America.

b Functions

The Structure and Constituency of the Union Project Group is charged, under the terms of resolution C 54/2004, with continuing to seek ways of improving all aspects of the work of the Union, including its mission, structure, constituency and decision-making by its bodies.

*2 Allocation of Responsibilities (restricted)*

a Composition

(Restricted)  
Belgium (Chairman)

b Functions

The Allocation of Responsibilities Project Group is charged with drawing up a transparent procedure for appointing countries to the various UPU bodies.

*3 Universal Postal Service*

a Composition

Members: Angola, Armenia, Australia, Azerbaijan, Brazil, Cameroon, Chile, China (People's Rep.), Cuba, Germany, Great Britain, Hungary (Rep.), Iran (Islamic Rep.), Italy, Japan, Kazakhstan, Malaysia, Nigeria, Pakistan (Chairman), Poland, Portugal, Romania, Spain, Sudan, Uganda, United Arab Emirates, Viet Nam and Zimbabwe.

Observers: Argentina, Belgium, Consultative Committee, Egypt, France, Israel, Mexico, Mongolia, Netherlands, New Zealand, Niger, Russian Federation, Saudi Arabia, Slovakia, Tanzania (United Rep.), Togo, Trinidad and Tobago, Turkey, Ukraine and United States of America.

b Functions

The Universal Postal Service Project Group is charged with pursuing activities like those set out in resolution C 10/2004.

4 *WTO Issues*a Composition

Members: Australia, Azerbaijan, Armenia, Belgium, Brazil, Cameroon, Chile, China (People's Rep.), Germany, Iran (Islamic Rep.), Italy, Japan, Korea (Rep.), Malaysia (Chairman), Pakistan, Poland, Portugal, Romania, Spain, Viet Nam and Zimbabwe.

Observers: Argentina, Consultative Committee, Czech Rep., France, Kazakhstan, Mongolia, New Zealand, Slovakia, Switzerland, Togo, Trinidad and Tobago, Ukraine and United States of America.

b Functions

The WTO Issues Project Group is charged with monitoring developments in international law concerning trade in services (resolution C 70/2004) and with studying the proposals concerning the classification of postal services and courier services submitted to the WTO and requesting observer status for the UPU (resolution C 74/2004).

5 *Acts of the Union*a Composition

Members: Azerbaijan, Belgium, Brazil, Cameroon, Chile, China (People's Rep.), Cuba, Germany, Hungary (Rep.), Iran (Islamic Rep.), Italy, Japan, Pakistan, Poland, Portugal, Romania and Spain.

Observers: Argentina, Consultative Committee, France, Jordan, Kazakhstan, Mexico, Moldova, Mongolia, Norway, Slovakia, Togo, Trinidad and Tobago, United States of America (Chairman) and Zimbabwe.

b Functions

The Acts of the Union Project Group is charged with conducting detailed work on the Acts of the Union, particularly in connection with replacing the term "postal administration".

6 *Terminal Dues – Governance Issues*a Composition

Members: Angola, Armenia, Australia, Azerbaijan, Brazil, Cameroon, China (People's Rep.), Cuba, Germany, Great Britain, Hungary (Rep.), Indonesia, Iran (Islamic Rep.), Korea (Rep.), Malaysia, Niger, Pakistan, Panama (Rep.), Portugal, Romania, Senegal, Singapore, Spain, Uganda, United Arab Emirates and Zimbabwe.

Observers: Argentina, Belgium, Barbados (Chairman), Consultative Committee, Denmark, Dominican Rep., France, India, Italy, Jordan, Mexico, Mongolia, Netherlands, Russian Federation, Saudi Arabia, Singapore, Slovakia, Switzerland, Tanzania (United Rep.), Trinidad and Tobago, Ukraine and United States of America.

b Functions

The Terminal Dues – Governance Issues Project Group is charged with carrying out the work set out in resolution C 46/2004.

## Chapter III

### Functioning of the CA

#### 1 Rules of Procedure

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##### Article 1

##### Purpose and functions of the Council of Administration

1 The Council of Administration, hereinafter called "the Council", shall be responsible for ensuring the continuity of the work of the Union between Congresses in accordance with the provisions of the Acts of the Union. Its functions shall derive in particular from article 102 of the General Regulations and from the decisions of Congress.

##### Article 2

##### Members of the Council

1 The Council shall consist of 41 members, i.e. a Chairman and 40 other members elected by Congress.

2 Each member of the Council shall appoint its representative, who shall be competent in postal matters. This representative may be accompanied by one or more other delegates who shall also be entitled to participate in the discussions and to vote.

Article 3  
Observers

- 1 Representatives of the United Nations shall be invited as de jure observers.
- 2 By right, the Chairman of the Postal Operations Council shall represent that body at meetings of the Council on the agenda of which there are questions of interest to the body which he directs.
- 3 By right, the Chairman of the Consultative Committee shall represent that body at Council meetings on the agenda of which there are questions of interest to the body which he directs.
- 4 The representatives of the Postal Operations Council, designated by the latter, may attend the meetings of the Council as de jure observers.
- 5 The representatives of the Consultative Committee, designated by the latter, may attend the meetings of the Council as de jure observers.
- 6 Restricted Unions may send de jure observers to meetings of the Council.
- 7 The postal administration of the country in which the Council meets shall be invited to take part in the meetings in the capacity of de jure observer, if that country is not a member of the Council.
- 8 The League of Arab States and the African Union (AU) shall be admitted to the work of the Council as de jure observers.
- 9 If they so request, the following observers may participate in the plenary sessions and Committee meetings of the Council:
  - 9.1 members of the Postal Operations Council;
  - 9.2 members of the Consultative Committee;
  - 9.3 intergovernmental organizations interested in the work of the Council;
  - 9.4 other member countries of the Union.
- 10 The observers referred to in paragraphs 1 to 9 shall not be entitled to vote, but may take the floor with the Chairman's permission.
- 11 De jure observers may also attend meetings of the bodies of the Council mentioned in article 11 subject to informing their Chairman in advance, either in writing or verbally.
- 12 Observers may, at their request, be allowed to cooperate in the studies undertaken, subject to such conditions as the Council may establish to ensure the efficiency and effectiveness of its work. They may also be invited to chair Working Groups and Project Groups when their experience or expertise justifies it. The participation of observers shall be carried out without additional expense for the Union.
- 13 For logistical reasons, the Council may also limit the number of attendees per observer participating. It may also limit their right to speak during the debates.
- 14 In exceptional circumstances, observers may be excluded from a meeting or a portion of a meeting or may have their right to receive documents restricted if the confidentiality of the subject of the meeting or document so requires. This restriction may be decided on a case-by-case basis by any body concerned or its Chair. The case-by-case situations shall be reported to the Council and to the Postal Operations Council when matters of interest to the Postal Operations Council are concerned. If it considers this necessary, the Council of Administration may subsequently review restrictions, in consultation with the Postal Operations Council where appropriate.

#### Article 4 Invitees

1 After consulting the Chairman of the Council, the Secretary General may invite the UN specialized agencies to attend sessions of the Council.

2 The Chairman of the Council, after consultation with the Secretary General and, where appropriate, with the Chairman of the Committee concerned, shall be authorized to invite any international body, any representative of an association or enterprise or any qualified person when he considers that this is in the interest of the Union or of the Council's work. He may also invite, under the same conditions, one or more member countries not elected to the Council, concerned with questions on its agenda, subject, in particular, to the provisions of article 102.18, of the General Regulations.

3 The Chairmen of CA bodies, after consultation with the Chairman and the Secretary General, shall be authorized to invite and/or accept requests to attend their meetings from postal administrations of member countries not belonging to their body, or any international organization or qualified person when they consider that this is in the interest of the Union. Member countries not belonging to the CA may be called upon to make experts available to chair or be members of other bodies when their knowledge or experience justifies it.

4 The invitees referred to in paragraphs 1 to 3 shall not be entitled to vote but may take the floor with the permission of the Chairman of the meeting.

#### Article 5 Chairmanships and vice-chairmanships

1 The chairmanship of the Council shall devolve by right on the host country of the last Congress. If that country waives this right it shall become a de jure member and the Council shall elect to the chairmanship one of the member countries belonging to the geographical group of the host country. At its first meeting, the Council shall elect, from among its members and on the basis of equitable geographical distribution, the countries which are to hold the offices of the four Vice-Chairmen, Chairmen and Vice-Chairmen of the Committees respectively and shall designate its representatives to the Strategic Planning Group and its members to serve as members of the Consultative Committee.

2 The Chairman shall convene the Council, direct its proceedings and approve the Summary Record. He shall also be responsible for the general direction of the Council's work and activities. If prevented from discharging his duties, he shall be replaced by one of the Vice-Chairmen, selected by drawing lots.

3 The Chairman may designate another member of the Council to lead part of the deliberations, for example the Chairman of a Committee for discussions relating to certain matters of that Committee which, where appropriate, could be dealt with directly in plenary.

#### Article 6 Management Committee

1 The Chairman and the Vice-Chairmen of the Council as well as the Chairmen of its Committees and the Chairman of the Strategic Planning Group shall constitute the Management Committee, which shall meet at the request of the Chairman of the Council. The Chairman of the Postal Operations Council shall be invited to take part, as an observer, in the meetings of the Management Committee. The Chairmen of other bodies coming directly under the Council as well as the Chairmen of the Postal Operations Council Action Groups also presenting a report to the Council shall also be invited to attend the meetings of the Management Committee as observers. The Secretary General of the Council and the Assistant Secretary General mentioned in article 7.1, shall attend the meetings of the Management Committee.

2 The Management Committee shall prepare the work of each session and monitor the progress of the work of the Council and of its bodies. It shall assist the Chairman in drawing up the agenda of the plenary meetings and in coordinating the work of the Council's bodies.

3 The Management Committee shall perform all such tasks as the Council may decide to entrust to it or the need for which arises in the course of the strategic planning process.

#### Article 7 Secretariat

1 The Director General and the Deputy Director General of the International Bureau shall serve respectively as Secretary General and Assistant Secretary General of the Council. The International Bureau shall act as Secretariat of the Council.

2 The Secretary General of the Council shall:

- 2.1 take part in the discussions of the Council and its bodies without the right to vote; he may also be represented;
- 2.2 prepare the work of the Council and send all the documents published on the occasion of each session to the member countries of the Council, to the countries which, while not members of the Council, cooperate in the studies undertaken, to the de jure observers and to other member countries which ask for them; the documents published before the session shall be sent in principle 30 days before it opens;
- 2.3 inform the member countries of the Union and the de jure observers specified in article 3 about the activities of the Council and in particular shall send them, after it has been approved by the Chairman of the Council, a Summary Record and the resolutions and decisions of the Council;
- 2.4 prepare the Comprehensive report on the work of the Council which is referred to in the General Regulations, article 103.2, and send it, after approval by the Council, to the member countries of the Union at least two months before the opening of Congress and to their postal administrations, as well as to the de jure observers at Congress;
- 2.5 maintain contact with the Postal Operations Council and submit to that body those matters which the Council decides to entrust to it, in accordance with the General Regulations, article 102.6.25;
- 2.6 implement the decisions of the Council in accordance with the latter's instructions;
- 2.7 organize, in the intervals between sessions, and in accordance with any directives by the Council, representation of the Union at meetings of the United Nations, the specialized agencies, the Restricted Unions and the other international organizations with which the Union is concerned;
- 2.8 transmit to the relevant bodies of the Council, for their prior notification, questions submitted to the Council between sessions by a member country of the Union or by international organizations;
- 2.9 dispose, after consultation with the Chairman, of the routine business of the Council.

3 The Secretary General may be entrusted, by the Chairman or by the Council itself, with the study of certain special subjects; in the same way, in order to simplify management, certain functions may be delegated to him.

4 The Secretariat of the Council shall:

- 4.1 prepare the work of the Council and the various reports on the work of the Council;
- 4.2 draft the reports of the meetings of the bodies of the Council, as well as the Summary Record;
- 4.3 prepare correspondence and maintain archives.

#### Article 8 Sessions

1 In principle, the Council shall meet every year at the headquarters of the Union. It shall fix the approximate date and duration of its next annual session. If compelled by circumstances, the Chairman, after consulting the Secretary General, may alter the date or duration which has been fixed, provided the alteration is notified to the members of the Council in good time.

2 The Council may meet, exceptionally, when a request for this is made or approved by at least one third of its members or on the initiative of its Chairman. The date shall be fixed by the Chairman after consulting the Secretary General.

#### Article 9 Order of seating

1 At meetings of the Council and its bodies, delegations shall be seated in the French alphabetical order of members.

2 The Chairman of the Council shall draw lots, in due course, for the name of the country to be placed foremost before the Chairman's rostrum at the meetings of the Council and of its Committees.

#### Article 10 Agenda

1 The Chairman shall make out, at the proposal of or after consultation with the Secretary General, the provisional agenda for each session. This agenda shall be sent to the members of the Council and to the observers and invitees at the same time as the convening notice.

2 Each Chairman of a body shall also prepare, on the proposal of or after consultation with the Secretary General, the agenda of the meetings of his body.

3 The following subjects, inter alia, shall appear in the provisional agenda of the Council:

3.1 matters selected at the previous session;

3.2 questions submitted by members of the Council or by the member countries of the Union between sessions and notified to the Secretary General at least six weeks before the opening of the session during which they are to be considered; questions notified to the Secretary General less than six weeks before the opening of the session may be considered only if the Council so decides by a majority of the members present and voting and having the right to vote;

3.3 suggestions and proposals submitted by the Director General of the International Bureau.

#### Article 11 Committees, Project Groups, Working Groups, Contact Committees and Joint Groups

1 The Council shall set up its bodies (Committees, Project Groups, etc.) and determine their powers. It may also, with the participation of other international organizations, set up contact committees or joint working parties to deal with problems of mutual interest.

2 The relevant provisions of these Rules of Procedure shall apply to the proceedings of bodies of the Council.

3 The Council and its bodies may, subject to paragraph 7, set up Project Groups composed of experts appointed on the basis of their professional skills and equitable geographical distribution. The Chairmen of the bodies concerned shall determine the methods of work that are most suitable for the successful completion of their activities.

4 In agreement with the Postal Operations Council, the Council may set up joint CA-POC groups to study special questions of interest to both Councils. The rules for its operation shall be laid down in the decision setting up the joint group. The costs of the interpretation services shall be shared equally between the CA and the POC.

5 Council members are members ex officio of all Committees.

6 Each Council member that is not a member of a body may, with the authorization of its Chairman, attend meetings thereof and take part in the proceedings without the right to vote.

7 The Council shall approve the timetable, drawn up in agreement with the Chairmen of the bodies concerned and after consultation with the Secretary General, of meetings which will be held before the next session. Any meeting planned and not appearing in this timetable must, if it entails additional expenditure, be authorized by the Chairman of the Council after consultation with the Secretary General.

#### Article 12

##### Financial consequences of proposals made by the bodies

1 Any proposal submitted by the bodies which has financial repercussions for the Union shall be submitted for consideration to the Finance Committee before it is studied by the Council. This Committee, which the Council shall set up, shall report to the Council on the matter.

#### Article 13

##### Urgent questions raised between sessions

1 Urgent questions raised between sessions shall be dealt with by the Chairman.

2 If questions of principle are involved, the Chairman shall consult the members of the Council and, if he thinks fit, all the member countries of the Union; he shall inform the members consulted of the solutions adopted.

#### Article 14

##### Languages

1 The official language of the Council shall be French.

2 For the discussions of the Council and its bodies, the French, English, Spanish and Russian languages shall be accepted, provision being made for a simultaneous interpretation system.

3 The cost of the interpretation services in the languages mentioned in § 2 shall be borne, in accordance with the method laid down in § 4, by the members of the four groups of countries given below, and by the observers referred to in article 3.9.4:

<i>French</i>	<i>English</i>	<i>Spanish</i>	<i>Russian</i>
Belgium	Armenia	Chile	
Benin	Australia	Colombia	
Cameroon	Azerbaijan	Costa Rica	
Morocco	Germany	Cuba	
Romania	Great Britain	Ecuador	
Senegal	Hungary (Rep.)	Panama (Rep.)	
Tunisia	Indonesia	Spain	
	Iran (Islamic Rep.)		
	Italy		
	Japan		
	Kazakhstan		
	Korea (Rep.)		
	Malaysia		
	Nigeria		
	Pakistan		
	Poland		
	Trinidad and Tobago		
	Uganda		
	Viet Nam		
	Zimbabwe		

Any member country wishing to change its language of discussion between sessions of the Council must inform the Secretary General accordingly.

4 The costs of interpretation services in the languages mentioned in § 2 shall, in principle, be divided into four equal parts, each of which shall be supported by members of the Council and member countries participating in its meetings as observers in accordance with article 3.9.4 which have elected to use the same language, in proportion to their contributions to the expenses of the Union. However, if interpretation into one of the languages laid down in § 2 is not used for a session of the Council or for an interim meeting of one of its bodies, and provided the International Bureau has not yet entered into any commitments in this regard, the costs referred to in § 3 shall be shared equally between the language groups represented at the meeting.

5 If members of the Council wish to use other languages, they must provide for simultaneous interpretation into English, French, Russian or Spanish, either by the method stated in paragraph 2, when the necessary technical modifications can be made, or by special interpreters. Requests for the use of other languages must be sent to the secretariat at least six months before the opening of the meeting in question.<sup>1</sup>

6 The cost of the use of other languages shall be divided between the member countries using them, in proportion to their contribution to the expenses of the Union.

7 Notwithstanding the provisions of paragraphs 4 and 6, any group of interested countries may inform the International Bureau, either direct or through a recognized spokesman, that it constitutes, for the purposes of the interpretation costs mentioned in paragraphs 4 and 6, a language group bearing the costs in question, at the same time giving the key for apportionment among the member countries. The International Bureau will take this statement into account in collecting the said costs.

8 The cost of installing and maintaining the technical equipment shall be borne by the Union.

#### Article 15

##### Quorum

1 Discussions by the Council shall not be valid unless at least half of its members having the right to vote are present.

#### Article 16

##### Voting

1 Subject to the sanctions provided for in article 129 of the General Regulations, each member of the Council shall have a single vote.

2 If a member of the Council, who is represented at a session, is prevented from attending a meeting, he may as an exceptional measure delegate his right to vote to the representative of another member country having the right to vote, provided he gives previous notice in writing to the Chairman of the Council. However, a member of the Council may represent only one country other than his own.

3 Questions which cannot be settled by common consent shall be decided by a majority of members present and voting and having the right to vote. In the event of a tie, the proposal shall be considered as rejected.

4 Voting shall be:

4.1 by show of hands;

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<sup>1</sup> The following member countries have requested authorization to use another language:

*Arabic:* Algeria, Sudan, United Arab Emirates

*Chinese:* China (People's Rep.)

*Japanese:* Japan

*Portuguese:* Angola, Brazil, Portugal

- 4.2 by roll-call: at the request of a member of the Council or if desired by the Chairman. The roll-call shall be taken in the French alphabetical order of countries represented on the Council;
- 4.3 by secret ballot: at the request of two members of the Council; in this case the necessary measures shall be taken for ensuring that this procedure is properly carried out; the secret ballot shall take precedence over the other voting procedures.
- 5 The expression "members present and voting" shall mean members having the right to vote voting "for" or "against". Abstentions shall not be taken into consideration; similarly, blank or spoiled ballot papers shall not be taken into account in the event of a secret ballot.
- 6 Once the voting has begun, no delegation may interrupt it, except to raise a point of order relating to the way in which the vote is being taken.
- 7 The voting rules apply to decisions taken by the plenary or by the Committees.

## Article 17

### Motions on points of order and procedural motions

- 1 During the discussion of any question and even, where appropriate, after the closure of the debate, a delegation may submit a motion on a point of order for the purpose of requesting:
- 1.1 clarification on the conduct of the debates;
- 1.2 observance of the Rules of Procedure;
- 1.3 a change in the order of discussion of proposals suggested by the Chairman.

The motion on a point of order shall take precedence over all questions, including the procedural motions set forth in paragraph 3.

2 The Chairman shall immediately give the desired clarifications or take the decision which he considers advisable on the subject of the motion on a point of order. In the event of an objection, the Chairman's decision shall be put to the vote forthwith.

3 In addition, during discussion of a question, a delegation may introduce a procedural motion with a view to proposing:

- 3.1 the suspension of the meeting;
- 3.2 the closure of the meeting;
- 3.3 the adjournment of the debate on the question under discussion;
- 3.4 the closure of the debate on the question under discussion.

Procedural motions shall take precedence, in the order set out above, over all other proposals except the motions on points of order referred to in paragraph 1.

4 Motions for the suspension or closure of the meeting shall not be discussed, but shall be put to the vote immediately.

5 When a delegation proposes adjournment or closure of the debate on a question under discussion, only two speakers against the adjournment or the closure of the debate may speak, after which the motion shall be put to the vote.

6 The delegation which submits a motion on a point of order or a procedural motion may not, in its submission, deal with the substance of the question under discussion. The proposer of a procedural motion may withdraw it before it has been put to the vote, and any motion of this kind, whether amended or not, which is withdrawn may be reintroduced by another delegation.

## Article 18 Reopening of decisions

1 When a decision has been taken by the Council or by a Committee, the question may only be reconsidered if the Council approves the principle of such reconsideration by a vote taken in the same way (by show of hands, roll-call or secret ballot) as the ballot previously used for the proposal in question.

## Article 19 Election and replacement of the Deputy Director General

1 If, in the case provided for in article 111.4 of the General Regulations, the Council has to elect the Deputy Director General of the International Bureau, the election shall take place by secret ballot. The candidate who obtains a majority of votes as defined in article 16.3 and 5, shall be elected. There shall be as many ballots as are necessary to obtain this majority.

2 The candidate who obtains the fewest votes in a ballot shall be eliminated.

3 In the event of a tie, a first and, if necessary, a second additional ballot, shall be held in order to decide between the tying candidates; the ballot shall be for these candidates only. If the result is negative, lots shall be drawn. The drawing of lots shall be done by the Chairman.

4 If several candidates obtain no votes in a ballot, all those candidates shall be eliminated without a further ballot being taken in an attempt to decide between them.

5 If the post of Deputy Director General falls vacant, the Council shall, on the proposal of the Director General, instruct one of the D2 grade Directors to take over the functions of Deputy Director General until the following Congress.

## Article 20 Reports

1 The bodies of the Council shall prepare, for the attention of the Council, concise reports on their work.

## Article 21 Refund of travelling expenses to representatives of members and to invitees of the Council and its bodies

1 In accordance with article 102.10, of the General Regulations, the representative of each member of the Council participating in its meetings, except for meetings which take place during Congress, shall be entitled to reimbursement of the cost of either an economy-class return air ticket or first-class return rail ticket, or expenses incurred for travel by any other means subject to the condition that the amount does not exceed the price of the economy-class return air ticket.

2 Pursuant to paragraph 1, the following provisions shall be observed:

2.1 if a member country of the Council is represented by the same person or by different persons at the session of the Council and at meetings of its bodies sitting in the same place during the period preceding or following the session, the fare shall only be refunded once;

2.2 if a member country of the Council is convened and is represented by the same person or by different persons, in the interval between sessions of the Council, at meetings of bodies of the Council sitting in the same place within a period not exceeding 30 days for all the meetings, the fare shall only be refunded once.

3 The travelling expenses of the representatives of an international organization, or of any other persons whom the Council wishes to associate with its work, can only be charged to the Union with the prior agreement of the Chairman of the Council and of the Secretary General and

if such participation is in the interest of the Union or of the Council's work. This shall also apply to the travelling expenses of representatives of postal administrations of countries which are not members of the Council but which the latter expressly desires to associate with its work.

Article 22  
Effective date

1 These Rules shall take effect immediately.

So adopted at Berne, on 19 October 2005.

For the Council of Administration:

Gabriel MATEESCU	Edouard DAYAN
Chairman	Secretary General

## **2 Commentary for the use of the Chairmen and Secretaries of the CA and of the Committees**

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## **I. Introduction**

The function of Chairman is both crucial and difficult. The way in which it is exercised and the assistance given by the Secretariat can be decisive for the smooth running of Council proceedings. To help the Chairmen and Secretaries to prepare themselves, therefore, the International Bureau has written this commentary which recalls certain procedural rules drawn from the Council's Rules of Procedure and from traditional practice. The problems are mentioned in the chronological order in which they arise before and during Council sessions.

## **II. General**

In the exercise of his functions, the Chairman must as far as possible act with complete impartiality. To this end, he will avoid taking a position on the substance of the matters discussed, while endeavouring to guide the debates towards their conclusion and to sum up the discussions before proceeding to the vote when this is necessary. In particular, he will ensure that the various trends of opinion that may exist on a given subject can be expressed before he draws the necessary conclusions regarding the adoption or rejection of a proposal.

As the chairmanships and vice-chairmanships are assigned, under article 5 of the Council's Rules of Procedure, to member countries and not to persons, it follows that, if the presiding Chairman is unable to attend one or more meetings, the country holding the chairmanship may either itself appoint a substitute or refer the matter to the Council or to the Committee, as the case may be, in order that one of the countries holding a vice-chairmanship may replace him in his duties.

## **III. Preliminary work**

### *A. Drawing up the agenda of the Council and of the Committees*

It is up to the Chairmen to draw up, at the proposal or after consultation with the Secretary-General, the agenda of the plenary meetings and Committee meetings. Each agenda will then be submitted to the body concerned for approval in the form of a CA - Doc.

### *B. Distribution of questions submitted by member countries (Council Rules of Procedure, article 10)*

Under normal circumstances, no new question is receivable less than six weeks before the opening of the session. However, questions notified to the Secretary-General less than six weeks before the opening of the session may be considered if the Council so decides by a majority of the members present and voting.

## **IV. Proceedings of meetings and conduct of debates**

### *A. Quorum (Council Rules of Procedure, article 15)*

At the opening of each meeting, the Chairman first of all makes sure that the minimum number of member countries is represented at the meeting to enable the Council or Committee to validly proceed to business and, hence, vote. This minimum number, known as the quorum, is constituted by half the total number of Council member countries. However, it is not necessary to check whether this figure has been reached at each meeting - the Chairman can confine himself to noting that the hall is well filled.

If a quorum has not been formed at the opening of the meeting, the latter must be delayed until such time as the requisite number is present.

### *B. Deliberations*

In principle, the Chairman gives the floor to all the delegations in the order in which they request it. He must afford delegates the possibility of freely and fully expressing their views on the subject discussed, so long as this is compatible with the normal course of the debate.

If all the speeches aim at the same solution or if a very large majority expresses similar views, there is no need for a vote to be taken (Council Rules of Procedure, article 16, paragraph 3). The Chairman may simply note that there is a very big majority in favour of such and such a solution and so close the debate.

During a debate, the Chairman may, with the agreement of the majority of the members present and voting, declare the list of speakers closed after reading it out. When the list is exhausted, he will declare the debate closed, although even after the closing of the list he may grant the right to reply to any of the speeches delivered.

### *C. Motions on points of order and procedural motions (Council Rules of Procedure, article 17)*

Any delegation may intervene with priority during a debate through either a motion on a point of order or a procedural motion.

Motions on points of order are intended simply to call for observance of the Rules of Procedure or to obtain clarification of the procedure being carried out (purpose of the vote, majority required, etc). It is for the Chairman to reply to them or to comply with them, without other delegations being able to speak.

Procedural motions, on the other hand, aim at changing the course of the debates. They must be voted on and are sometimes preceded by a brief discussion on the advisability of the procedure suggested. Such cases are enumerated limitatively and in order of priority, viz:

- suspension of the meeting;
- closure of the meeting;
- adjournment of the debate on the question under discussion;
- closure of the debate on the question under discussion.

Motions for the suspension or closure of the meeting are not discussed, but put to the vote immediately.

On the other hand, when adjournment or closure of the debate is requested, the Chairman gives the floor to two delegations opposed to the measures in question and then puts the motion to the vote.

Delegations which submit a motion on a point of order or a procedural motion may not, in their submissions, deal with the substance of the question under discussion.

Delegates wishing to speak on a point of order or on a procedural motion must indicate their wish to do so not by raising their country's namecard in the normal way, but by waving the latter conspicuously.

*D. Voting procedure (Council Rules of Procedure, article 16)*

A vote is only taken if the debates leave some doubt as to whether the required majority has been obtained.

As a rule, the votes are taken by a show of hands but the Chairman may, at his discretion or if a Council member so requests, arrange for a roll-call vote to be taken. The voting is conducted by the secretariat, using ad hoc lists for this purpose.

If two Council members so request, the vote is taken by secret ballot. This procedure takes priority over the other two. In this case, the Chairman appoints three tellers who take their seats on the rostrum to count the votes.

*E. Reopening of decisions (Council Rules of Procedure, article 18)*

When a proposal has been adopted or rejected by the Council, it can only be reconsidered if the Council approves the principle of such reconsideration by a vote taken in the same way (by show of hands, roll-call or secret ballot) as the ballot previously used for the proposal in question. This procedure applies equally whether the initial decision was taken by the Council itself or by a Committee. In the latter case, the proposal is reopened before the Council.

*F. Presentation of Committee reports*

To streamline the work and shorten the Council sessions, duplication of Committee and plenary proceedings should be avoided wherever possible. Subject to requests for reopening, each question is considered once only, either in Committee or in plenary, and the final decision is taken at the same level.

Under these conditions, it is no longer necessary to submit to the plenary a detailed report on all Committee discussions, and the model report prepared by the International Bureau should be followed.

## Chapter IV

### Background information about the CA

Under the title of "Executive and Liaison Committee", it was created by the Paris Congress in 1947, and was originally composed of 19 member countries, chosen on the basis of equitable geographical distribution. Its membership was subsequently increased to 20 by the 1952 Brussels Congress which introduced the principle of equitable geographical distribution of seats, to 27 by the 1964 Vienna Congress, to 31 by the 1969 Tokyo Congress, to 40 by the 1974 Lausanne Congress and to 41 by the 1994 Seoul Congress. The 1964 Vienna Congress also gave the body the title of "Executive Council" and the 1994 Seoul Congress changed it to "Council of Administration".

In accordance with a provision which was incorporated in the Acts when the Executive and Liaison Committee was set up, and was repeated in article 102, § 3, of the General Regulations, at least half of its membership was renewed at every Congress, and no member country was chosen by three Congresses in succession. The composition of the Executive and Liaison Committee and of the Executive Council appointed by the various Congresses is given below.

#### *Paris Congress 1947: 19 members*

Argentina	France	Switzerland
Australia	Great Britain	Turkey
Brazil	India	USSR
China	Mexico	United States of America
Colombia	Netherlands	Yugoslavia
Czechoslovakia	Portugal	
Egypt	Sweden	

Chairman: France

Vice-Chairmen: Great Britain, USSR, Brazil and China

#### *Brussels Congress 1952: 20 members*

Australia	India	Switzerland
Belgium	Indonesia	Syrian Arab Rep.
Brazil	Italy	USSR
Chile	Japan	United States of America
Denmark	Pakistan	Uruguay
Egypt	Poland	Venezuela
France	South Africa	

Chairman: Belgium

Vice-Chairmen: USSR, United States of America, Australia and Egypt

#### *Ottawa Congress 1957: 20 members*

Argentina	Italy	Pakistan
Belgium	Japan	Poland
Canada	Lebanon	South Africa
Chile	Libya	Turkey
Germany	Mexico	Venezuela
Great Britain	New Zealand	Yugoslavia
Indonesia	Norway	

Chairman: Great Britain

Vice-Chairmen: Canada, South Africa, Japan and Yugoslavia

*Vienna Congress 1964: 27 members*

Argentina	Hungary	Senegal
Austria	India	Sudan
Bulgaria	Kuwait	Sweden
Canada	Malagasy (Rep.)	Syrian Arab Rep.
Egypt	Malaysia	Thailand
Ethiopia	Mexico	Tunisia
France	New Zealand	Turkey
Germany	Nigeria	USSR
Great Britain	Peru	United States of America

Chairman: Austria

Vice-Chairmen: Mexico, USSR, India and Egypt

*Tokyo Congress 1969: 31 members*

Australia	Indonesia	Romania
Austria	Iran	Senegal
Bulgaria	Italy	Thailand
Cameroon	Japan	Trinidad and Tobago
Colombia	Lebanon	Tunisia
Congo (People's Rep.)	Morocco	USSR
Egypt	Netherlands	United States of America
Ethiopia	Niger	Uruguay
Finland	Nigeria	Venezuela
France	Pakistan	
India	Peru	

Chairman: Japan

Vice-Chairmen: United States of America, USSR, Netherlands and Egypt

*Lausanne Congress 1974: 40 members*

Argentina	Iceland	Niger
Australia	Indonesia	Pakistan
Bangladesh	Italy	Romania
Brazil	Jamaica	Spain
Cameroon	Japan	Sri Lanka (Ceylon)
Canada	Kenya	Sudan
China (People's Rep.)	Lebanon	Switzerland
Colombia	Liberia	Syrian Arab Rep.
Congo (People's Rep.)	Libya	Ukraine
Cuba	Malaysia	Uruguay
Czechoslovakia	Mali	Venezuela
Germany, Fed. Rep. of	Mauritius	Yugoslavia
Great Britain	Morocco	
Guinea	Netherlands	

Chairman: Switzerland

Vice-Chairmen: Canada, Czechoslovakia, Lebanon and Kenya

*Rio de Janeiro Congress 1979: 40 members*

Algeria	Germany, Fed. Rep. of	Mexico
Argentina	Great Britain	Mongolian People's Rep.
Bangladesh	Guinea	Saudi Arabia
Barbados	Honduras (Rep.)	Senegal
Brazil	India	Spain
Canada	Iraq	Sri Lanka
Chile	Ireland	Sudan
China (People's Rep.)	Ivory Coast (Rep.)	Syrian Arab Rep.
Cuba	Jordan	Thailand
Czechoslovakia	Kenya	USSR
Denmark	Liberia	United States of America
Egypt	Libyan Jamahiriya	Yugoslavia
France	Malaysia	
Gabon	Mali	

Chairman: Brazil

Vice-Chairmen: USSR, Spain, China (People's Rep.) and Liberia

*Hamburg Congress 1984: 40 members*

Algeria	Hungarian People's Rep.	Peru
Australia	India	Polish People's Rep.
Belgium	Iraq	Portugal
Benin	Ireland	Romania
Brazil	Ivory Coast (Rep.)	Saudi Arabia
Cameroon	Japan	Senegal
Chile	Jordan	Switzerland
Colombia	Lebanon	Thailand
Egypt	Madagascar	USSR
Ethiopia	Mexico	United States of America
France	New Zealand	Uruguay
Gabon	Nigeria	Zambia
Germany, Fed. Rep. of	Norway	
Honduras (Rep.)	Pakistan	

Chairman: Germany, Fed. Rep. of

Vice-Chairmen: Mexico, USSR, Jordan and Benin

*1989 Washington Congress: 40 members*

Argentina	Great Britain	Polish People's Rep.
Australia	Hungary (Rep.)	Sweden
Bahamas	Indonesia	Switzerland
Belgium	Italy	Tanzania (United Rep.)
Benin	Japan	Togo
Brazil	Kenya	Tunisia
Cameroon	Korea (Rep)	United Arab Emirates
Canada	Kuwait	United States of America
China (People's Rep.)	Lebanon	Venezuela
Colombia	Mongolian People's Rep.	Yugoslavia
Costa Rica	Morocco	Zambia
Cuba	New Zealand	Zimbabwe
Ethiopia	Nigeria	
Germany, Fed. Rep. of	Pakistan	

Chairman: United States of America

Vice-Chairmen: Hungary (Rep.), Italy, China (People's Rep.) and Cameroon

*Seoul Congress 1994: 41 members*

Argentina	Germany	Russian Federation
Bangladesh	Ghana	Saudi Arabia
Barbados	Great Britain	Slovakia
Bulgaria (Rep.)	India	South Africa
Burkina Faso	Indonesia	Tanzania (United Rep.)
Chile	Iran (Islamic Rep.)	Thailand
China (People's Rep.)	Italy	Tunisia
Congo (Rep.)	Jordan	Ukraine
Côte d'Ivoire (Rep.)	Kazakhstan	United Arab Emirates
Cuba	Kenya	United States of America
Egypt	Korea (Rep.)	Uruguay
Finland	Kuwait	Venezuela
France	Mexico	Zimbabwe
Gabon	Netherlands	

Chairman: Korea (Rep.)

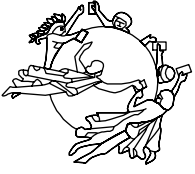
Vice-Chairmen: Congo (Rep.), Cuba, Jordan, Ukraine

*Beijing Congress 1999: 41 members*

Australia	Ethiopia	Russian Federation
Bangladesh	France	Saudi Arabia
Barbados	Gabon	Spain
Brazil	Ghana	Sudan
Bulgaria (Rep.)	Hungary (Rep.)	Switzerland
Burkina Faso	India	Syrian Arab Rep.
China (People's Rep.)	Japan	Thailand
Congo (Rep.)	Korea (Rep.)	Turkey
Costa Rica	Madagascar	Uganda
Côte d'Ivoire (Rep.)	Mexico	Ukraine
Denmark	Morocco	United States of America
Dominican Rep.	Netherlands	Uruguay
Ecuador	Pakistan	Viet Nam
Egypt	Poland (Rep.)	

Chairman: China (People's Rep.)

Vice-Chairmen: Barbados, Bulgaria (Rep.), Morocco and Turkey



UNIVERSAL POSTAL UNION

# **Practical Guide for delegates attending UPU meetings**

**BERNE 2006  
INTERNATIONAL BUREAU OF THE UNIVERSAL POSTAL UNION**



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## **1 Arrival in Switzerland and transport between the airports of arrival/departure and Berne**

Along with the invitations to the various meetings, members and observers are sent some practical information, including the timetables for trains between Zürich-Kloten or Geneva-Cointrin airports and Berne. These timetables are also available from the International Bureau Reception Service.

Some international flights from/to Amsterdam, Brussels, Frankfurt, London, Munich, Paris, Prague, Vienna, etc, also arrive at/depart from Belp airport near Berne.

Unfortunately, the International Bureau cannot provide a protocol service or a special courtesy/transport service at the airport or the train station. Delegates are usually welcomed at UPU headquarters.

## **2 Obtaining a visa for Switzerland**

Normally, delegates should obtain in their home countries all visas for their travel, ie entry visa for Switzerland and visa for transit in Europe or elsewhere.

## **3 Privileges and immunities**

Article IV of the Agreement on Privileges and Immunities of the United Nations concluded by the Swiss Federal Council and the Secretary-General of the United Nations on 1 July 1946 (see binder on the UPU Constitution and General Regulations, with commentary by the International Bureau) is applicable by analogy to the representatives of UPU member countries during conferences convened by the Union and during their journey to and from the meeting venue (Berne).

## **4 Embassies**

A list of member-country embassies, consulates and permanent missions located in Berne, accredited to the United Nations in Geneva, and in Zurich is available for consultation at the Reception Service.

## **5 Location of UPU headquarters**

Meetings are held at UPU headquarters in the International Bureau building on the outskirts of Berne. The address is as follows:

Universal Postal Union  
 Weltpoststrasse 4  
 CH-3000 BERNE 15

Tel: +41 31 350 31 11  
 Fax: +41 31 350 31 10 or +41 31 350 31 12\*

Internet address: [info@upu.int](mailto:info@upu.int)

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\* The number 350 31 12 is reserved solely for telefax messages sent in numeric form (ISDN network, G 4 equipment).

## **6 Transport in Berne**

To get to the International Bureau from the main train station or the city centre, delegates can take tram No 3 towards "Saali", as far as the "Weltpostverein" stop which is just 100 metres from the International Bureau building, just across the road. The building is signposted.

Delegates who use public transport frequently can purchase a day ticket, a ticket for twelve trips, or a monthly season ticket. Tickets must be stamped before entering the tram. Tickets may be obtained by inserting money, according to the fare indicated, in ticket machines at each tram stop or at kiosks. However, monthly season tickets have to be bought at the train station from the regional transport counter.

### *Parking facilities*

Limited parking is available for delegates in front of the International Bureau. A UPU parking card can be obtained on request from the Reception Service.

## **7 Climate**

When the Council of Administration (CA) sessions are held in October, the daytime temperatures may fluctuate between 6° and 13° C (42° to 55° F). However, in some years, the temperature has been known to rise above 20° C (69° F) or, exceptionally, to drop below 0° C (32° F).

## **8 Participants' accommodation**

Along with the invitation to the session, the Secretary-General sends Council members and observers certain information, in particular an updated list of hotels in Berne and suburbs.

Delegates are asked to make their reservations direct with the hotel of their choice. Owing to difficulties encountered in the past, the International Bureau has discontinued the practice of systematically booking rooms for delegates.

However, if for particular reasons it is not possible to make the reservations with the chosen hotel, delegates can contact the Tourist Office of the City of Berne: Official Tourist Office and Convention Bureau, Railway Station, P.O. Box - CH-3001 Berne, Switzerland (tel: +41 31 328 12 28 fax: +41 31 312 12 33 - [www.bernetourism.ch](http://www.bernetourism.ch) / E-mail: [info-res@bernetourism.ch](mailto:info-res@bernetourism.ch)).

As a last resort, insofar as it can, the International Bureau is prepared to approach certain hotels on your behalf.

## **9 Meals**

### *Coffee breaks*

Coffee/tea is served on the first floor, next to the Heinrich von Stephan conference hall, during breaks in the meetings.

### *Cafeteria*

The International Bureau cafeteria (seventh floor) is open in the morning from 8.45 to 10 a.m. and in the afternoon from 2.45 to 4 p.m.

Lunch can be taken in the cafeteria from Monday to Friday between 11.45 a.m. and 1.30 p.m. The menu of the day is displayed on the ground floor, near the Reception Service, and in the cafeteria. Meals are served at the counter.

## *Restaurants in Berne*

There are several good restaurants near the International Bureau and many others in the city centre. The Berne Guide, available from the Reception Service, provides further information.

## **10 Banking services**

The main banks are concentrated in downtown Berne. Near the International Bureau, there are two bank agencies in Muri, less than one kilometre from the International Bureau – namely the Credit Suisse at the "Muri" blue-train stop and the Cantonal Bank of Berne near the Hotel Sternen – which also provide a Monday-to-Friday currency exchange service. The Credit Suisse is open from 8.30 a.m. to 12 noon and from 1.30 to 5 p.m., while the Cantonal Bank of Berne is open from 8 a.m. to 12 noon and from 1.30 to 5 p.m., and until 6 p.m. on Thursday evenings.

There is also a cash-dispenser (Postomat) outside the post office next to the International Bureau. Cash can be withdrawn from it in CHF using the main international bank and credit cards.

## **11 Medical and dental care**

In the event of a medical emergency on the International Bureau premises, the Secretariat will immediately contact the UPU consultant physician or emergency services. If emergency medical or dental care is required outside the International Bureau, number 311 22 11 in Berne will help find a doctor who can visit the delegate at his hotel. Delegates can also contact the "Inselspital" Hospital Emergency Service on 632 21 11.

All medical costs must be borne by the delegate.

Berne also has a permanent pharmacy service. The International Bureau Secretariat, as well as hotel reception staff, can provide information about the night pharmacy on duty after 6.30 p.m. and on public holidays. The pharmacy in Berne station is open 7 days a week (even on holidays) from 6.30 a.m. to 10 p.m.

## **12 UPU meetings**

Most meetings are held in the three main conference halls in the Universal Postal Union building with simultaneous interpretation facilities:

- the Heinrich von Stephan hall, on the first floor, seating 220 and equipped for simultaneous interpretation in ten languages;
- the Montgomery Blair hall, on the ground floor, seating 126 and equipped for simultaneous interpretation in seven languages; this hall can be divided into two 63-seat halls by a sliding partition: (Hall A: simultaneous interpretation in up to three languages, Hall B: simultaneous interpretation in up to four languages);
- fourth floor meeting room, seating 32 to 38 and equipped for simultaneous interpretation in three languages.

The conference rooms on the ground, third, sixth and seventh floors in the office wing are also used for some meetings.

Unless stated otherwise, meetings are held in the morning from 9 a.m. to 12.30 p.m. and in the afternoon from 2.30 to 6 p.m., with coffee breaks at 11 a.m. and 3.40 p.m. The meeting timetable, which is distributed to member countries in advance, is also available from the Reception Service and on the UPU website ([www.upu.int](http://www.upu.int)). The CA and POC organizational charts, with details of the Chairmen and Secretariats of the various bodies, are given in a communication distributed on the spot and available from the Reception Service.

### **13 Reservation of rooms for restricted meetings**

Delegates wishing to reserve rooms for restricted meetings are asked to contact the Conference Service Manager.

### **14 Identification badges and access control cards**

For security reasons, all delegates or visitors must wear a badge while on International Bureau premises. This badge is issued to the delegate/visitor by the Reception Service at the main entrance on registration. As necessary, he also receives an access control card. The badge and the access card must be returned to the Reception Service on departure from the International Bureau once the conferences are over.

### **15 Documentation**

For each session, a large percentage of the working documents are sent in advance to Council members and observers; delegates attending the meetings are urged to take these documents with them because stocks of spares on the spot are kept to a minimum (spares and documents prepared after the final dispatch are kept on the gallery floor, above the Heinrich von Stephan hall, where delegates can help themselves).

The documents are also available on the UPU website ([www.upu.int](http://www.upu.int)).

During the sessions, delegations are assigned a number of boxes, situated in the ground-floor entrance hall (beside the Montgomery Blair hall), where some documents (in particular, agendas) are available as they are published, in the language of the language group of the country represented.

Working party, etc, documents are made available to delegates in the conference rooms on the day of the meeting.

The colour used for the first or cover page of documents serves to distinguish the languages as follows:

French:	white	Portuguese:	olive green
Arabic:	pale green	Russian:	buff
English:	blue	Spanish:	yellow

Any written contribution that a delegation would like either to submit to a body meeting during the session or have distributed as a document of such a body must be submitted to the secretary of the body concerned in one of the above languages.

Other communications which delegations would like to have disseminated in their own name may be distributed with the authorization of a member of the International Bureau Management. Failing such authorization, the Secretariat will agree only to distribution in addressed envelopes.

As a general rule, the Secretariat is not authorized to provide typing, translation or printing services for individual delegations.

### **16 Languages of discussion in meetings (interpretation)**

The languages of discussion and interpretation in meetings are posted at the entrance of the main conference halls (Heinrich von Stephan, first floor, Montgomery Blair, ground floor, and fourth floor meeting room). In the other rooms of the building, meetings are usually conducted in a single language, without interpretation. The languages of interpretation of each body meeting during the session are shown in the timetable of the meetings.

To ensure optimum interpretation of speeches and interventions prepared in writing in advance, delegates are invited to hand the text before the meeting to the secretary of the body concerned, who will have it copied for the interpreters, while observing all the required discretion.

## **17 List of delegates**

A provisional list of delegates and other participants is distributed at the beginning of the session. A single revised list is published around mid-session. Participants are requested to notify the Reception Service of any mistakes noted in their particulars and/or of any other change they wish to have made.

## **18 Postal service and telecommunications**

### *Letter post*

The Swiss Postal Service bears the cost of prepayment of priority items up to 20 grammes and non-priority items up to 2 kilogrammes. These items, complete with the sender's address (name and delegation), should be posted in the letter box in the large conference hall (near the telephonist) or handed to the Secretariat. For priority items over 20 grammes and non-priority items over 2 kilogrammes, however, the appropriate postage is payable.

### *Telecommunications*

Four telephone booths, each with a public telephone, are available to delegates on the ground floor, opposite the reception area. Three of the telephones accept the pre-paid Taxcards, which can be purchased at the reception desk. The fourth telephone accepts Swiss coins.

There is also a public card-operated telephone (accepting Taxcard, Postcard, main bank/credit cards) in front of the post office next to the International Bureau.

For fax service, delegates are asked to go to the central reception desk. This service must be paid for in cash.

## **19 Information technology and telematic services**

PCs are available for delegates' use in the Library. This will give delegates the opportunity to prepare texts, use electronic mail via Post\*Net and Internet and access UPU documentation stored on its website. The information technology service will provide any assistance required.

## **20 Reimbursement of travel expenses**

Delegates entitled to reimbursement of their travel expenses (General Regulations, articles 102, § 10, and 104, § 4) are requested to apply to the DRH, office 534.

The maximum amounts reimbursed are as follows:

- air ticket: actual price paid up to the round-trip economy class fare, and including relevant taxes and airport charges;
- rail ticket: round-trip first class fare;
- cost of travel by any other means: actual cost up to the total of the above amounts.

## **21 Confirmation of flight reservations**

A special communiqué is issued to delegates at the beginning of the session.

## **22 Exhibitions and demonstrations during sessions**

Exhibitions and demonstrations are often held on the first floor and the ground floor during Council sessions. As necessary, a communiqué is distributed to delegates notifying them of these events at the beginning of the session.

## **23 Library**

The Library is located beside the main entrance. It is open from 8 am to 6 pm. The librarian can provide an overview of the services available.