

SECOND EXTRAORDINARY CONGRESS

Guidelines on Congress registration and visa application processes

1 With a view to facilitating the registration of member country delegations and other eligible participants for the Extraordinary Congress, as well as the related visa applications, the International Bureau (IB) would like to bring to the attention of all prospective participants the following guidelines and step-by-step process for successful registration and visa application.

Step 1 – Notification to the IB of the responsible entity and accreditor and of the composition of the delegation

2 A new automated registration system, the Delegate Registration System (DRS), has been developed and launched for the Extraordinary Congress and future UPU meetings. This system streamlines the registration process and has been designed to ensure that UPU member countries and observers are represented at meetings by individuals duly authorized and empowered – either by their national authorities in the case of UPU member countries or by other competent entities in the case of observers. The individuals duly authorized and empowered to participate at meetings are referred to collectively as the “delegations”.

3 In this connection, UPU member countries and observers received IB circular letter 3103(DIRCAB)1073 dated 9 July 2018. All member countries and observers were requested to proceed as described in that letter, bearing in mind the deadlines set for the provision of information to the IB, in particular i) the name of the entity responsible for providing formal notification of delegates’ names (referred to as the “responsible entity”) and ii) the contact details of the person within the responsible entity who will act as accreditor in the DRS.

4 In cases where this first step (deadline 15 July) has not yet been completed, UPU member countries and observers are kindly invited to do so without further delay.

Step 2 – Participant registration

5 All prospective participants wishing to attend the Extraordinary Congress are asked to register online at www.upu.int/en/delegateregistration. If they encounter any difficulties during the registration process, registrants may consult the DRS User Guide, which can be found on the top menu bar after login.

6 After registration, prospective participants will receive an e-mail stating that their registration has been received and is pending confirmation.

Step 3 – Participant registration validation by the accreditor (this step is required for confirmation of submitted registrations and before a visa application can be submitted)

7 Subject to the formal notification requirements referred to above, accreditors are officials named by the responsible entity of a member country or observer as authorized to notify the IB of members of that organization’s delegation (please see IB circular letters 3103(DIRCAB)1096 of 25 July 2017, 3103(DIRCAB)1019 of 13 February 2018 and 3103(DIRCAB)1073 of 9 July 2018).

8 As a first step, all accreditors must log in to the DRS and update their profiles. All officials notified to the IB as accreditors should have already received an e-mail with their username and password. Accreditors who have not yet received login details are asked to use the button located directly on the sign-in page to obtain their login details.

9 Once logged-in to the system, accreditors will be able to review the pending registrations of their delegates (see step 2 above).

10 The accreditor must verify whether the person requesting registration is indeed a member of the organization's delegation. If not, the accreditor is expected to reject the person's registration request. Once the accreditor validates a registration request, the delegate concerned will receive an e-mail that his/her registration is now confirmed. Should the accreditor reject a request, the person concerned will receive an e-mail to that effect with the reasons for the refusal.

11 Please note that, if an accreditor will also attend the meeting, the accreditor must both register and accredit him or herself.

Step 4 – Visa requests and issuing

12 When a Congress registration is confirmed, the delegate will receive an authorization letter from Ethiopia by e-mail for the e-visa application. Once this letter has been received, and not before, the visa application form can be filled out online at www.upu.int/en/the-upu/congress/participation/visas.html. In most cases, successful applicants will have their visas processed and issued within 48 hours.

Step 5 – Doubts and difficulties encountered during the processes above

13 In case of any doubts or difficulties during the processes described above, UPU member countries and observers are kindly invited to send an e-mail to one of the following addresses:

- for DRS technical issues: ptc.support@upu.int
- for entry visas to Ethiopia: UPUAddis@flawlessevents.net
- for Congress and all other issues: Congress2018@upu.int

Berne, 23 July 2018