



International Bureau

Weltpoststrasse 4
P.O. Box 312
3000 BERNE 15
SWITZERLAND

T +41 31 350 31 11
F +41 31 350 31 10
www.upu.int

To: Member countries of the Postal
Operations Council (POC)
POC observers

Ms Wendy Eitan (POC Secretary)/
Mr Jeremy Pawsey (POC Assistant Secretary)
T +41 31 350 32 66/+41 31 350 35 48
wendy.eitan@upu.int/jeremy.pawsey@upu.int

Berne, 19 October 2020

Reference: 4880(DOP.POC.SEC)1120

Subject: Invitation to the second regular session of the Postal Operations Council for 2020 (Berne, 1 and 2 December 2020)

Dear Sir/Madam,

On behalf of the Chairman of the Postal Operations Council I wish to invite POC members and observers to attend the second regular session of the year of the Postal Operations Council (the 2020.2 session). The meeting is to be held at the UPU International Bureau (IB) in Berne on 1 and 2 December from 12.00 to 16.00 CET (UTC+1). The provisional agenda of the session is provided in Annex 1.

It should be noted that, following the consultations undertaken through IB circular letter 4880(DOP.POC.SEC)1108, the POC decided to allow for remote participation by those POC members and observers unable to attend the second regular POC session in person, because of the COVID-19 pandemic; accordingly, as set out in Annex 2, a number of provisions of the POC Rules of Procedure have been amended and/or suspended to allow for remote participation.

This will mean that member countries may participate in one of the following three ways:

i Physical attendance only

Given the current social distancing rules and other safety measures at the IB (in line with host country guidance), as well as the physical constraints of the meeting room, the following conditions will apply to the physical attendance of POC members and observers at this session:

- A POC member attending the session only in person may send **a maximum of two delegates** to the session. At least one of these delegates must be authorized to speak and vote on behalf of that POC member.
- An observer attending the session only in person may send **only one delegate** to the session. The delegate must be authorized to speak on behalf of that observer.

POC members and observers wishing to attend the session in person should pay careful attention to the quarantine measures and other restrictions of the Swiss Government that may be applicable to travellers from abroad owing to the COVID-19 pandemic; information is to be found on the website of the Swiss Federal Office of Public Health at www.bag.admin.ch/bag/en/home.html.

ii Remote representation only

As regards those POC members and observers participating **only remotely**, the following conditions will apply to their remote representation at this session:

- A POC member participating only remotely must authorize **only one of its delegates** to speak and vote. The POC member must advise the IB of its authorized delegate by completing and returning the form in

- / Annex 6 **no later than 12 November 2020**. All other delegates of the POC member may follow the session remotely, but will not be permitted to speak or vote.
- An observer participating only remotely must authorize **only one of its delegates** to speak on its behalf. All other delegates of that observer may follow the session remotely, but will not be permitted to speak.
- / The observer must advise the IB of its authorized delegate by also completing the form in Annex 7 and returning it to the IB **no later than 12 November 2020**.

iii Physical attendance and remote representation

For POC members and observers participating **both in person and remotely**, the following conditions will apply to their physical and remote representation at this session:

- A POC member participating both in person and remotely may send **a maximum of two delegates** to attend the session in person. One or both of these delegates may be authorized to speak and vote on behalf of that POC member. All other delegates of the POC member may follow the session remotely, but will not be permitted to speak or vote.
- A POC member participating both in person and remotely whose delegate authorized to speak and vote is **only** present remotely must advise the IB of this authorized delegate by completing the form in Annex 6 and returning it to the IB **no later than 12 November 2020**. In this case, none of the other delegates of this POC member following the session either in person or remotely will be permitted to speak or vote.
- An observer participating both in person and remotely may send only one delegate to attend the session in person. That delegate may be authorized to speak on behalf of the observer. All other delegates of the observer may follow the session remotely, but will not be permitted to speak.
- An observer participating both in person and remotely whose delegate authorized to speak is **only** present remotely must advise the IB of this authorized delegate by completing and returning the form in Annex 7 to the IB **no later than 12 November 2020**. No other delegates of that observer following the session either in person or remotely will be permitted to speak.

Registration of participants and practical information

All delegates from POC members and observers attending the session either physically and/or remotely are required to register via the UPU Delegate Registration System (DRS). **Registration in the DRS is compulsory for all delegates and closes on 12 November 2020, so please ensure that you register before that date.**

- / Please also refer to the registration and logistical information for participants provided in Annexes 3 and 4.

Submission by UPU member countries of questions to be discussed at POC sessions

Under article 15.3.2 of the POC Rules of Procedure, any UPU member country wishing to submit questions for discussion at this POC session is required to send the relevant documents to the Secretary General at least six weeks before the opening of the session. Accordingly, the deadline for submission would be **20 October 2020**. Nevertheless, recognizing that this may be a tight timeline, the Council will be invited to approve *en bloc* for its consideration proposals that may be submitted after that deadline, also in accordance with article 15.3.2 of the POC Rules of Procedure.

Remote participation tool

- / Annex 5 contains technical details relating to remote participation and the proposed schedule for practical training on the remote conferencing tool, which is required for those delegates authorized to speak and vote remotely, in order to ensure smooth active participation during the meeting.

Yours faithfully,



Bishar A. Hussein
Secretary General



POSTAL OPERATIONS COUNCIL

Plenary

Berne/remote participation, 1 and 2 December 2020, 12.00 to 16.00 CET (UTC+1), Heinrich von Stephan Hall and via the International Bureau's virtual conferencing platform

Agenda

| <i>Agenda item</i> | <i>Deliverables</i> | <i>Document</i> |
|--|---------------------|-------------------|
| 1 Opening of the meeting and adoption of the agenda | – | POC 2020.2–Doc 1 |
| 2 Committee 1 issues | | |
| a Customs: Multilateral data-sharing agreement framework | | |
| – Report by the Chair | – | POC 2020.2–Doc 2a |
| b Report on the treatment of items lacking ITMATT and proposals to amend the Regulations | | |
| – Report by the Chair | – | POC 2020.2–Doc 2b |
| c UPU position paper on EAD flows 3 to 4 of the Global Postal Model | | |
| – Memorandum by the International Bureau | – | POC 2020.2–Doc 2c |
| d Surface transport UPU Regulations update | | |
| – Memorandum by the International Bureau | – | POC 2020.2–Doc 2d |
| e UPU “do not load” (DNL) guidelines | | |
| – Memorandum by the International Bureau | – | POC 2020.2–Doc 2e |
| f Proposed update to messaging standard M33, ITMATT V1 | | POC 2020.2–Doc 2f |
| – Document by the Standards Board | | |
| 3 Committee 2 issues | | |
| a Report on the work of the Quality of Service Group | | |
| – Report by the Chair | – | POC 2020.2–Doc 3a |

| <i>Agenda item</i> | <i>Deliverables</i> | <i>Document</i> |
|--------------------|---|----------------------|
| b | Proposal to set/change quality of service standards and targets | |
| | – Report by the Chair | – POC 2020.2–Doc 3b |
| c | Report on the work of the Remuneration Integration Group | |
| | – Report by the Chair | – POC 2020.2–Doc 3c |
| d | Interpretation of Convention article 28bis.6quater | |
| | – Report by the Chair | – POC 2020.2–Doc 3d |
| e | Interpretation of Convention article 28bis.6quater | |
| | – Presentation by the Chair of the proposal to amend the Convention | – POC 2020.2–Pres 3e |
| f | Proposals to amend the Regulations | |
| | – Report by the Chair | – POC 2020.2–Doc 3f |
| 4 | Committee 4 issues | |
| | – Approval of the Rules of Procedure of the Postransfer Group | |
| | – Report by the Chair | – POC 2020.2–Doc 4 |
| 5 | .POST Group | |
| a | .POST 2021 budget | |
| | – Report by the Chair | – POC 2020.2–Doc 5a |
| b | Elections for the new .POST Board, Chair and Vice-Chair | |
| | – Document by the International Bureau | – POC 2020.2–Doc 5b |
| 6 | Any other business | – |

Berne, 19 October 2020

Chair: Japan
Represented by Mr Masahiko Metoki

Suspension and/or amendment of certain provisions of the Rules of Procedure of the Postal Operations Council (POC) in order to allow for remote representation of POC members and observers

Strictly for the purposes of the second regular 2020 session (S8) of the POC and with a view to potentially allowing for remote representation of POC members and observers, it is proposed to suspend and/or amend the following provisions of the POC Rules of Procedure as a package. The specific provision to be suspended is underlined in the first column, followed by the proposed action in the second column and associated explanatory notes in the third column.

| <i>Provision</i> | <i>Proposed action</i> | <i>Associated explanatory notes</i> |
|--|--|---|
| <p>Article 2 Members of the POC</p> <p>[...]</p> <p>2 Each member of the POC shall appoint its representative in accordance with the General Regulations. This representative <u>may be accompanied</u> by one or more other delegates who shall also be entitled to participate in the discussions and to vote. In line with its national legislation or according to its internal processes, each member country shall notify the International Bureau, before the opening of the session, of its designated representative and of the delegates <u>accompanying him. Confirmation of registration and access to sessions</u> of the POC shall be provided only upon validation of the relevant personal information against the official list of delegates duly notified by the competent government authority of a member of the POC.</p> <p>[...]</p> | <p>For POC S8, the principle that attendance and participation is on an “in-person” basis shall be suspended. Remote attendance and participation may also be permitted.</p> | <p>Any references to “accompanied by” and “access to” shall be understood as also including the possibility of attendance and representation of Union member countries (and other observers) by electronic means, i.e. via web/video/audio conferencing facilities made available by the IB to ensure active participation in POC S8.</p> <p>In such a case, notifications of remote representation shall also be provided in advance (on paper or electronically) to the IB.</p> |



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| <i>Provision</i> | <i>Proposed action</i> | <i>Associated explanatory notes</i> |
|---|---|--|
| <p>Article 13 Sessions and organization of meetings</p> <p>1 In principle, the POC shall meet twice a year <u>at the headquarters of the Union</u>, for a maximum total period of 10 working days. The Plenary shall fix the approximate date and duration of its next session. If compelled by circumstances, the Chairman of the POC, with the prior agreement of the Chairman of the CA and the Secretary General, may alter the date or duration which has been fixed, provided the alteration is notified to the members of the POC at least two weeks before the opening of the session.</p> <p>[...]</p> | <p>For POC S8, the principle that attendance and participation is solely on an “in-person” basis shall be suspended. Remote attendance and participation may also be permitted.</p> | <p>Without prejudice to the requirement under article 114.2 of the UPU General Regulations to physically convene POC sessions at the headquarters of the Union, the participation of Union member countries and other observers by electronic means shall be allowed in the event that they are unable to physically attend POC S8 at Union headquarters in Berne.</p> |
| <p>Article 14 Order of seating</p> <p>1 At meetings of the POC, <u>delegations shall be seated in the French alphabetical order of members.</u></p> <p>2 The Chairman of the POC <u>shall draw lots, in due course, for the name of the country to be placed foremost before the Chairman’s rostrum at each session of the POC.</u></p> | <p>For POC S8, the principle relating to the order of seating shall be partially suspended.</p> | <p>Article 14.1 shall apply only to those member country delegations that are able to physically attend POC S8 at the IB.</p> <p>Moreover, § 2 shall not apply to POC S8; if necessary, the most recently placed “foremost country” shall be used.</p> |
| <p>Article 23 Quorum</p> <p>1 POC meetings shall only be valid if at least half of the members of the POC having the right to vote <u>are present.</u></p> | <p>For POC S8, the principle that the physical presence of POC members is required to constitute a quorum shall be suspended: POC members participating by electronic means shall also be considered for quorum purposes.</p> | <p>To constitute a quorum at the second regular session (S8), at least half of the POC members having the right to vote shall be physically present or participating by electronic means.</p> <p>In this regard, the IB shall confirm the physical or electronic presence of POC members and deem these members to be present for the purposes of the required quorum.</p> |

| <i>Provision</i> | <i>Action selected by majority of POC</i> | <i>Associated explanatory notes</i> |
|---|---|---|
| <p>Article 24 Voting</p> <p>[...]</p> <p>5 <u>The voting methodology shall be decided before the voting begins. Voting may be:</u></p> <p>5.1 <u>by show of hands;</u></p> <p>5.2 <u>by roll-call: at the request of a member of the POC or by the choice of the Chairman. The roll shall be called in the French alphabetical order of the countries represented on the POC;</u></p> <p>5.3 <u>by secret ballot: at the request of two members of the POC. The necessary measures shall then be taken to ensure the correct operation of this procedure, whether the vote is done electronically or through traditional paper ballots; this shall have priority over other voting procedures.</u></p> <p>[...]</p> | <p>For POC S8, all questions shall in principle be settled by common consent.</p> <p>For questions which cannot be settled by common consent, the voting procedures provided for in §§ 4.1 and 4.3 (respectively, show of hands and secret ballot) shall be suspended, and only voting by means of a roll-call shall be allowed.</p> <p>This shall apply to POC members participating both physically and by electronic means.</p> | <p>In the event of a roll-call vote, when the name of a POC member is called out by the IB in the French alphabetical order, the POC member's representative, whether physically or electronically present, shall respond verbally with its vote (yes, no or abstain).</p> <p>Should any POC member fail to cast a vote for any reason during the roll-call vote, that POC member shall be called upon a second time after the conclusion of the initial roll-call. Should that POC member still fail to cast a vote on the second roll-call round, the POC member shall be recorded as being absent.</p> <p>In this scenario, a secret ballot shall not be permitted, and every non-consensual question (including those which would normally be subject to a secret ballot) shall be resolved by a roll-call vote.</p> |



2020.2 Postal Operations Council session

Guidelines for delegation registration, visa letters and virtual participation training

1 With a view to facilitating the registration of member country delegations and other eligible participants in the 2020.2 POC session, as well as the related visa applications, the International Bureau would like to remind all prospective participants of the following guidelines and step-by-step process for successful registration.

Step 1 – Notification to the IB of the responsible entity and accreditor and of the composition of the delegation (for member countries only)

2 The Delegate Registration System (DRS) enables participants to register for all UPU meetings. It streamlines the registration process and helps to ensure that UPU member countries are represented at meetings by individuals duly authorized and empowered by their national authorities. These individuals are referred to collectively as the “delegations”.

3 In this connection, UPU member countries received IB circular letter 3103(DIRCAB)1073 dated 9 July 2018. All member countries 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. Should you require a copy of this letter, please contact the POC Secretariat.

4 UPU member countries that have yet to complete this first step are kindly invited to do so without further delay.

Step 2 – Participant registration (for member countries, observers and ad hoc observers)

5 All prospective participants wishing to attend the POC meeting physically and/or virtually are asked to register online (using the DRS) at www.upu.int/en/delegateregistration by **12 November 2020**. Registration is compulsory for all participants. 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.

7 All participants wishing to attend the POC meeting remotely are strongly encouraged to participate in the scheduled practical training sessions on the IB’s virtual conferencing platform by following the instructions in Annex 5.

Step 3 – Participant registration validation by the accreditor (this step is required for confirmation of submitted registrations) (for member countries only)

8 Subject to the formal notification requirements referred to above, accreditors are officials named by the responsible entity of a member country as authorized to accredit the individual pending registrations of that organization’s delegation members (please see IB circular letter 3103(DIRCAB)1073 of 9 July 2018).

9 As a first step, all accreditors must log in to the DRS and update their profiles. 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 accreditors also attending the meeting (in person or remotely) must both register and accredit themselves.

12 Note that participants who are considered observers or ad hoc observers of the POC (e.g. United Nations, restricted unions, Consultative Committee, international organizations) will be validated by the International Bureau and will not be requested to provide the IB with the accreditor information referred to in step 1.

Step 4 – Visas (for member countries, observers and ad hoc observers)

13 Please note that, at the time of dispatch of this letter, owing to the current COVID-19 pandemic, with the exception of a short list of countries, the principle of refusal of entry for short-term stays for delegates and official visits remains in force for third-country nationals wishing to enter Switzerland. Apart from the exceptions provided for in the Swiss Government's COVID-19 Ordinance 3, the issuing of Schengen visas for such individuals remains suspended. As the situation is constantly evolving, delegates are encouraged to inquire without delay at the Swiss diplomatic representation to the applicant's place of residence.

Step 5 – Special considerations due to the COVID-19 pandemic

14 Measures in place to combat the global pandemic are subject to change at any time. For more information, please consult the Swiss Government website at www.bag.admin.ch/bag/en/home.html. Currently, restrictions are in force concerning entry into Switzerland from certain countries, and the Swiss Government requires that passengers wear face coverings on all public transport. The canton of Berne also requires face coverings in enclosed public spaces, including some areas of the International Bureau.

Step 6 – Doubts and difficulties encountered during the processes above

15 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 all other issues: DRS.support@upu.int



Practical information for all participants in the 2020.2 Postal Operations Council session

A. Registration

All POC members and observers are asked to ensure that each delegate registers in the UPU Delegate Registration System at www.upu.int/en/delegateregistration by **12 November 2020**. Registration is compulsory. Please see Annex 3 for a step-by-step guide to registering in the DRS.

All registrations must be received by the International Bureau **no later than three weeks before the session begins**.

Confirmation of registration for the POC session will be provided only upon validation of registrations by the designated accreditor in the DRS for each country or observer.

B. Reimbursement of travelling expenses

Pursuant to article 116 of the UPU General Regulations, one representative of each of the members of the POC considered to be least developed countries participating physically in its meetings will 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. The travelling expenses of officials accompanying the titular representative are to be borne by the member country concerned. If a member of the POC is represented by the same person or by different persons at meetings at the POC session and at meetings of its bodies sitting in the same place during the period preceding or following the session, the fare will be refunded only once.

C. Privileges and immunities

During their stay in Switzerland, all the delegates of UPU member countries attending the session will enjoy the privileges and immunities outlined in article IV of the Agreement on Privileges and Immunities of the United Nations concluded between the Swiss Federal Council and the Secretary General of the United Nations (dated 1 July 1946), which is applicable by analogy to the delegates of UPU member countries at conferences convened by the Union and during their journey to and from the place of meeting. (See the Agreement in the "Constitution and General Regulations Manual" on the UPU website via the following link: www.upu.int/en/Universal-Postal-Union/About-UPU/Acts#scroll-nav_8).

D. Visas

Measures in place to combat the global COVID-19 epidemic may change at any time. POC members and observers wishing to attend the session in person should also pay careful attention to the quarantine measures and other restrictions of the Swiss Government that may be applicable to travellers from abroad owing to the COVID-19 pandemic. Information is to be found on the website of the Swiss Federal Office of Public Health at www.bag.admin.ch/bag/en/home.html.

Restrictions currently apply concerning entry into Switzerland from certain countries.

Please note that, at the time of dispatch of this letter, owing to the current COVID-19 pandemic, with the exception of a short list of countries, the principle of refusal of entry for short-term stays for delegates and official visits remains in force for third-country nationals wishing to enter Switzerland. Apart from the exceptions

provided for in the Swiss Government's COVID-19 Ordinance 3, the issuing of Schengen visas for such individuals remains suspended. As the situation is constantly evolving, delegates are encouraged to inquire without delay at the Swiss diplomatic representation to the applicant's place of residence.

E. Accommodation for participants

A list of available hotels can be found on the Berne Tourism website at www.bern.com/en/where-to-stay. Authorized delegates of POC members and observers may make their bookings directly through that website. Note also that the UPU has special rates with certain hotels. The IB therefore recommends, when making reservations, that POC members and observers indicate that they will be participating in UPU meetings.

Unfortunately, owing to difficulties experienced in the past, the UPU is no longer able to automatically reserve hotel rooms on behalf of POC members and observers.

However, if for special reasons POC members or observers are unable to make the required reservations at their chosen hotel, they may contact the Tourist Office of the City of Berne, located at the main station:

Tourist Information
Bahnhofplatz 10a
3011 BERNE
SWITZERLAND

Tel: +41 31 328 12 12
Fax: +41 31 328 12 77
Website: www.bern.com/en/home
E-mail: info@bern.com

F. Climate

Up-to-date information on weather conditions in Berne can be found at meteo.search.ch/3015-bern.

G. Venue of the session

As stated in the letter of invitation, the session will take place at the UPU headquarters building located on the outskirts of the city, at the following address:

Universal Postal Union
Weltpoststrasse 4
3015 BERNE

Tel: +41 31 350 31 11
Fax: +41 31 350 31 10
E-mail: info@upu.int

To get there, delegates can take the No. 8 tram, direction "Saali", as far as the "Weltpostverein" stop, located opposite the IB building.

H. Transport between airports of arrival or departure and Berne

Delegates coming by air will normally arrive in Switzerland at Zurich–Kloten or Geneva–Cointrin Airport. They then usually take the train to Berne. Current train timetables can be found at www.sbb.ch. That website is available in English, French, German and Italian.

I. Provisions concerning smoking at the International Bureau

You are reminded that smoking is prohibited on all IB premises, with the exception of the building's rooftop terrace (8th floor).

J. Interpretation costs

During the 2020.2 POC session, simultaneous interpretation will be provided.¹ It should be noted that the cost of the interpretation services will be divided among the participating countries (POC members and observers). Information on the choice of languages by UPU member countries at POC meetings is contained in the relevant articles of its Rules of Procedure.

/ Accordingly, UPU member countries that are not members of the POC but will be participating as observers at the POC session are asked to send the International Bureau, using the form in Attachment 1, details of the language(s) they would like to use during the upcoming session.

¹ French, English, Arabic, Portuguese, Russian and Spanish.

To: POC Secretariat
Universal Postal Union
P.O. Box 312
3000 BERNE 15
SWITZERLAND

Fax: +41 31 350 31 10
poc.secretariat@upu.int

UPU member country (including non-members of the POC invited as observers)

The above country will be using the following language(s) of discussion during the 2020.2 POC session and bear the associated cost in accordance with article 22 of the POC Rules of Procedure.

| | |
|----------------------------------|-------------------------------------|
| <input type="checkbox"/> French | <input type="checkbox"/> Portuguese |
| <input type="checkbox"/> English | <input type="checkbox"/> Russian |
| <input type="checkbox"/> Arabic | <input type="checkbox"/> Spanish |

If no declaration is made, the above country will be automatically placed in the category deemed most appropriate, either according to its membership of a language group or on the basis of the language of discussion it has chosen in the past.

| | | | |
|----------------|--|-----------------------------|-----------------------------|
| Sender | | <input type="checkbox"/> Ms | <input type="checkbox"/> Mr |
| Function/title | | | |
| Address | | | |
| Fax | | | |
| Date | | Signature | |

Training schedule for active remote participation by authorized representatives from POC members and observers

As the use of information technology tools to enable remote participation in POC meetings is a new development, it is strongly recommended that POC members and observers familiarize themselves with the International Bureau's virtual conferencing platform, AdobeConnect, and ensure that they thoroughly understand the procedures involved so that they can participate fully in the meeting.

Therefore, the IB is offering practical training to simulate active (with right to speak and vote) remote participation. Only those representatives of POC members authorized to speak and vote remotely (and notified to the IB by means of the form in Annex 6), and those representatives of POC observers authorized to speak remotely (and notified to the IB by means of the form in Annex 7) will be granted access to the Adobe Connect platform to participate in the meeting. They are required to participate in the practical training in order to ensure smooth active participation during the POC session. Further information on how to connect to Adobe Connect will be provided during the practical training.

All other members of the delegation of a POC member or observer following the meeting remotely will be able to do so through UPU TV at tv.upu.int, and are not required to attend the practical training.

The planned training schedule for the 2020.2 POC session is provided below. Each training session is estimated to last approximately 15 minutes for each POC member or observer.

| <i>Training day</i> | <i>Sessions (CET/UTC+1)</i> | <i>UPU region (recommended)</i> | <i>Language(s) of instruction</i> |
|---------------------|-----------------------------|---------------------------------------|------------------------------------|
| 16 November | 8.00–10.00 16.00–18.00 | Asia and Oceania Americas | English English, Spanish |
| 17 November | 9.00–11.00 16.00–18.00 | Africa Europe | English, French English, French |
| 18 November | 9.00–11.00 16.00–18.00 | Europe and Northern Asia Africa | English, French English, French |
| 19 November | 8.00–10.00 16.00–18.00 | Southern Asia and Oceania Americas | English English, Spanish |

Technical requirements for interactive remote participation:

- Internet access (download speed of at least 512 Kbps)
- Headset, microphone and webcam attached to your computer
- Quiet, well-lit location

N.B. – For active participation, the use of headsets is mandatory to prevent audio feedback.

Connection test: connect.upu.int/common/help/en/support/meeting_test.htm

The International Bureau will contact authorized delegates to provide them with information about the test once the International Bureau is in receipt of Annexes 6 and 7 from the POC members and observers that will have authorized speakers participating remotely.



Authorization form for POC members whose person authorized to speak and vote will be participating remotely during the 2020.2 session of the Postal Operations Council:

Please complete this form and return it by e-mail **no later than 12 November 2020** to POC.Secretariat@upu.int.¹

Contact for queries:

Mr Jeremy Pawsey
POC Secretariat

E-mail: jeremy.pawsey@upu.int
Tel: +41 31 350 35 48
Fax: +41 31 350 31 10

| | |
|--|-----------|
| Member country | |
| Responsible governmental authority | |
| Full name (duly authorized representative) <input type="checkbox"/> Ms <input type="checkbox"/> Mr | |
| Position/title | |
| Tel. | Fax |
| E-mail | |
| Place/date | Signature |

| | |
|--|-----|
| <p>The person authorized to speak and, as relevant, participate in the decision-making (including any votes) at the 2020.2 POC session on behalf of the above member country will do so remotely.</p> <p>Please select one of the following two options:</p> <p><input type="checkbox"/> I am the delegate authorized to speak and vote on behalf of the above member country at the session.</p> <p><input type="checkbox"/> Another delegate is authorized to speak and vote on behalf of the above member country at the session.</p> | |
| Full name of the delegate authorized to speak and vote (if different from the person completing this form) <input type="checkbox"/> Ms <input type="checkbox"/> Mr | |
| Position/title | |
| Tel. | Fax |
| E-mail | |

¹ Delegates who are authorized to speak and vote remotely on behalf of a POC member should also register in the Delegate Registration System to complete their registration for the session.



Authorization form for POC observers whose person authorized to speak will be participating remotely during the 2020.2 session of the Postal Operations Council:

Please complete this form and return it by e-mail **no later than 12 November 2020** to POC.Secretariat@upu.int.¹

Contact for queries:

Mr Jeremy Pawsey
POC Secretariat

E-mail: jeremy.pawsey@upu.int
Tel: +41 31 350 35 48
Fax: +41 31 350 31 10

| | |
|---|-----------|
| Observer | |
| Full name (duly authorized representative) | |
| <input type="checkbox"/> Ms <input type="checkbox"/> Mr | |
| Position/title | |
| Tel. | Fax |
| E-mail | |
| Place/date | Signature |

| | |
|---|-----|
| The above country/organization will be represented remotely at the 2020.2 POC session. Please select one of the following two options: | |
| <input type="checkbox"/> I am the delegate authorized to speak on behalf of the above country/organization at the session. | |
| <input type="checkbox"/> Another delegate is authorized to speak on behalf of the above country/organization at the session. | |
| Full name of the delegate authorized to speak (if different from the person completing this form) | |
| <input type="checkbox"/> Ms <input type="checkbox"/> Mr | |
| Position/title | |
| Tel. | Fax |
| E-mail | |

¹ Delegates who are authorized to speak remotely on behalf of a POC observer should also register in the Delegate Registration System to complete their registration for the session.