

Suspension and/or amendment of certain provisions of the Rules of Procedure of the Council of Administration in order to allow for virtual representation of CA members and observers

Strictly for the purposes of the exceptional session of the CA (with a view to potentially allowing for virtual representation of CA members and observers), it is proposed to suspend and/or amend the following provisions of the CA 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.

Kindly note that, specifically for article 20, only one of two options may be selected.

<i>Provision</i>	<i>Proposed action</i>	<i>Associated explanatory notes</i>
<p>Article 2 Members of the Council of Administration and notification of representatives</p> <p>[...]</p> <p>2 Each member of the CA shall appoint its representative in accordance with the General Regulations. This representative <u>may be accompanied by</u> 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 (hereinafter the "IB"), before the opening of the session, of its designated representative and of the delegates <u>accompanying him</u>. <u>Confirmation of registration and access to sessions</u> of the CA 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 CA.</p> <p>[...]</p>	<p>For the exceptional session of the CA, the principle that attendance and participation is on an "in-person" basis shall be suspended. Virtual 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 International Bureau to ensure active participation in the exceptional session of the CA.</p> <p>In such a case, notifications of virtual representation shall also be provided in advance (on paper or electronically) to the IB.</p>

<i>Provision</i>	<i>Proposed action</i>	<i>Associated explanatory notes</i>
<p>Article 12 Sessions and organization of meetings</p> <p>1 In principle, the CA 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 the CA's next session. If compelled by circumstances, the Chairman of the CA, 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 CA at least two weeks before the opening of the session.</p> <p>[...]</p>	<p>For the exceptional session of the CA, the principle that attendance and participation is solely on an "in-person" basis shall be suspended. Virtual attendance and participation may also be admitted.</p>	<p>Without prejudice to the requirement under article 108.2 of the UPU General Regulations to physically convene CA 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 the exceptional session of the CA at Union headquarters in Berne.</p>
<p>Article 13 Order of seating</p> <p>1 At meetings of the CA and its bodies, <u>delegations shall be seated in the French alphabetical order of members</u>.</p> <p>2 The Chairman of the CA <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 CA</u>.</p>	<p>For the exceptional session of the CA, the principle on the order of seating shall be partially suspended.</p>	<p>Article 13.1 shall apply only to those member country delegations that are able to physically attend the exceptional session of the CA at the IB.</p> <p>Moreover, § 2 shall not apply to the exceptional session of the CA; if necessary, the most recently placed "foremost country" shall be used.</p>
<p>Article 19 Quorum</p> <p>1 Discussions by the CA shall not be valid unless at least half of its members having the right to vote <u>are present</u>.</p>	<p>For the exceptional session of the CA, the principle that the checking of the quorum requires the physical presence of CA members shall be suspended: CA members participating by electronic means shall also be considered for quorum purposes.</p>	<p>For the quorum check at the exceptional meeting, at least half of the CA 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 CA members and deem these members to be present for the purposes of the required quorum.</p>

Provision	Proposed action	Associated explanatory notes
<p>Article 20 Voting</p> <p>[...]</p> <p>4 <u>The manner of voting shall be determined before the voting begins. It may be:</u></p> <p>4.1 <u>by show of hands;</u></p> <p>4.2 <u>by roll-call: at the request of a member of the CA or if desired by the Chairman. The roll-call shall be taken in the French alphabetical order of countries represented on the CA;</u></p> <p>4.3 <u>by secret ballot: at the request of two members of the CA; in this case the necessary measures shall be taken for ensuring that this procedure is properly carried out, either electronically or by paper ballot; the secret ballot shall take precedence over the other voting procedures.</u></p> <p>[...]</p>	<p>Attention: for this article, only one of the following two options may be selected.</p> <p>Option 1</p> <p>For the exceptional session of the CA, all questions shall be settled by common consent and no voting shall be allowed.</p> <p>Consequently, the voting procedures provided for in §§ 4.1, 4.2 and 4.3 (respectively, show of hands, roll-call and secret ballot) shall be suspended.</p> <p>Option 2</p> <p>For the exceptional session of the CA, 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 – only voting by means of roll-call shall be allowed.</p> <p>This shall apply to CA members participating both physically and by electronic means.</p>	<p>Yes <input type="checkbox"/></p> <p>In view of the exceptional circumstances, and bearing in mind the technical difficulties associated with voting by electronic means, all decisions shall be taken by consensus. In case of disagreement, the question shall be deferred <i>sine die</i> and until such time as a physical session of the CA may again be convened.</p> <p>Yes <input type="checkbox"/></p> <p>In the event of a roll-call vote, when the name of a CA member is called out by the IB in the French alphabetical order, the CA member's representative, whether physically or electronically present, shall respond verbally with its vote (yes, no or abstain).</p> <p>Should any CA member fail to cast a vote for any reason during the roll-call vote, that CA member shall be called upon a second time after the conclusion of the initial roll-call. Should that CA member still fail to cast a vote on the second roll-call round, the CA 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>