



**UPU** UNIVERSAL  
POSTAL  
UNION

## **Consultative Committee**

### **Rules of Procedure**

#### **Foreword**

The Consultative Committee (“Committee”) is established to represent the interests of the wider international postal sector, and to provide a framework for effective dialogue between stakeholders, including the development of recommendations for UPU policy, regulation and operations and the fostering of a better understanding between stakeholders and member countries of the Union. Its basic aim, functions and activities are defined in accordance with articles 119 and 122 of the UPU General Regulations, as well as other relevant decisions adopted by UPU Congresses.

**Rules of Procedure of the Consultative Committee****Contents**

## Article

1	Members of the Committee	3
2	Membership applications	3
3	Observers and ad hoc observers	4
4	Organization of the Committee	4
5	Management Committee	5
6	Secretariat	5
7	Sessions	5
8	Order of seating	6
9	Agenda	6
10	Work methodology	6
11	Financing of the Committee	6
12	Urgent questions raised between sessions	7
13	Languages	7
14	Quorum	7
15	Voting	7
16	Motions on points of order and procedural motions	8
17	Reopening of decisions	9
18	Amendment	9
19	Effective date	9

## Article 1

### Members of the Committee<sup>1</sup>

- 1 In accordance with article 120 of the General Regulations, the Committee shall consist of:
  - 1.1 non-governmental organizations (including organizations representing customers, delivery service providers, postal employees or postal employers); philanthropic entities; standardization, financial and development organizations; suppliers of goods and services to the postal services sector; transportation entities and other private sector entities; and like organizations of individuals and companies which have an interest in supporting the mission and objectives of the Union;
  - 1.2 high-level figures from the postal sector recommended by member countries or the bodies of the Union concerned, including the Committee.
- 2 All members of the Committee shall be established (and, if so required by the Union member country concerned, duly registered) or, in the case of the high-level figures referred to in 1.2, have permanent residence, in a Union member country.
- 3 Each member of the Committee shall appoint its representative(s), who shall be competent in matters relevant to the work of the Union. This representative/these representatives may be accompanied by one or more other delegates, who shall also be entitled to participate in the discussions and work. Each member of the Committee shall have one vote.
- 4 Each member of the Committee shall provide the International Bureau with the names of its attending delegates, one week before every Committee meeting.

## Article 2

### Membership applications

- 1 An entity in category 1.1 (article 1) may submit a request for Committee membership on the recommendation of the corresponding Union member country.
- 2 A Union member country, a UPU council or the Committee itself may submit a request for Committee membership for a high-level figure from the postal sector in category 1.2 (article 1).
- 3 Any requests for membership of the Committee as submitted by the entities or high-level figures referred to in article 120 of the General Regulations shall be accompanied by the prior written authorization or recommendation of the corresponding Union member country, in accordance with paragraph 2 of that article.
- 4 In each case, the request shall be sent to the Director General of the International Bureau ("Director General"), who, in consultation with the Chair and in accordance with the guidelines established by the CA, shall review the application and approve or deny the request.
- 5 Immediately upon being notified of the approval by the Committee, the successful applicant shall be eligible for participation in any activity open to members of the Committee.
- 6 Without prejudice to the automatic exclusion possibility referred to in article 11.4, membership of the Committee may also be revoked at any time by the CA if, in the latter's sole opinion, the criteria set forth in articles 1 and 2 are no longer fulfilled by the relevant member.
- 7 Any requests for membership of the Committee as referred to in paragraphs 1 and 2 shall be submitted in accordance with the relevant application form established by the Committee.

<sup>1</sup> The amendments to this article are effected as a result of amendments to article 120 of the UPU General Regulations and shall enter into force on 1 July 2022, the effective date of entry into force of the Additional Protocol to the General Regulations.

### Article 3

#### Observers and ad hoc observers

1 In accordance with article 125 of the General Regulations and as further detailed below, member countries of the Union and the observers and ad hoc observers referred to in article 105 of the UPU General Regulations may participate in sessions of the Committee, without the right to vote.

2 Upon request to the Chair of the Committee, representatives of the United Nations, restricted unions and other entities authorized to attend Union meetings as observers by virtue of a resolution or decision of Congress shall be invited to attend and to take part in the discussions of the Committee as observers.

3 After consultation with the Chair of the CA and the Secretary General, the Chair of the Committee shall be authorized to invite specialized agencies of the United Nations, other intergovernmental organizations, any international body, any association or enterprise, or any qualified person to attend meetings of the Committee as ad hoc observers if the Chair of the Committee considers that this is in the interests of the Union and of the Committee.

4 The observers and ad hoc observers referred to in paragraphs 1 to 4 shall not be entitled to vote, but may take the floor with the permission of the Chair of the Committee.

### Article 4

#### Organization of the Committee

1 Immediately after each UPU Congress, the Chair of the CA shall preside at the organizational meeting and at subsequent elections of Committee officers, in accordance with article 123 of the General Regulations.

2 The Committee shall elect a Chair and a Vice-Chair, as well as seven other members of the Management Committee. All elected officers shall take up their duties immediately upon election and serve concurrently until the next UPU Congress; their mandates shall be renewable.

3 The Chair and Vice-Chair, as well as the other members of the Management Committee, shall be required to fulfil the following requirements:

- 3.1 be employed or officially nominated by the member concerned (such a requirement to apply throughout the duration of term of office as defined in paragraph 2 above); and
- 3.2 be able to substantiate their professional skills and experience to carry out the required functions within the Committee in an appropriate manner, including in particular the availability to travel and to participate in meetings of the Committee, as well as sufficient technical knowledge of matters pertaining to the activities of the Committee.

4 Should the nominated representative of a member of the Management Committee no longer be able to represent the respective member, the said member shall nominate another representative to serve during the pending period of the mandate under the conditions set out in paragraph 3.2 above.

5 For the purpose of this article, the nominated representative of a member of the Management Committee shall be deemed as no longer able to represent the respective member when the representative or the member that appointed the representative declares that he or she is unable to carry out the duties or if the representative is no longer employed by the member in question.

6 Should a member of the Management Committee no longer be a member of the Committee (or if the member concerned is subject to the sanctions defined in article 11.4 of these Rules), such a vacancy shall be filled by means of the election procedures defined below in paragraph 7.

7 Where there is no consensus or where there is more than one candidate, the elections of the Chair and the Vice-Chair, as well as those of the seven other members of the Management Committee, shall take place by secret ballot. The candidate obtaining a majority of the votes of members present and voting shall be elected. The expression "members present and voting" shall mean members entitled to vote for one of the candidates. Abstentions shall not be taken into consideration. Similarly, blank or spoiled ballot papers shall not be taken into account. In the event of a tie, an additional ballot or ballots shall be held to decide between the

tied candidates, and the voting will be restricted to these candidates only. As many ballots shall be held as are necessary.

#### Article 5 Management Committee

1 The work of the Committee shall be guided by a Management Committee consisting of the Chair and Vice-Chair of the Committee and seven other members elected in accordance with the procedures defined in article 4 above.

2 The quorum required for the Management Committee meetings shall be five attending or represented members. Voting shall be conducted in accordance with article 15.

3 If a member of the Management Committee is not able to attend a meeting, this member shall, exceptionally, be able to delegate its right to vote to another member of the Management Committee entitled to vote, subject to prior written notice being provided to the Committee Chair. However, each representative of the Management Committee shall be able to represent only one member in addition to the one usually represented.

4 Members of the Committee that are not members of the Management Committee may attend meetings of the Management Committee as observers, provided that not more than one individual serves in an observer capacity to represent any Committee member.

5 The Management Committee shall prepare the work of each session and monitor the progress of the work of the Committee. It shall assist the Chair of the Committee in drawing up the provisional agenda of its meetings and in coordinating the work of the Committee.

6 The Management Committee shall perform all such tasks as the Committee may decide to entrust to it or for which the need arises between meetings of the Committee. Moreover, the Management Committee shall be able to assign specific duties to members, in the interests of the Committee.

#### Article 6 Secretariat

1 The Secretariat of the Committee shall be provided by the International Bureau under the responsibility of its Director General and shall have the following functions, without prejudice to the duties of the Director General and Deputy Director General as specified in articles 128 and 129 of the General Regulations:

- 1.1 take part in the discussions of the Committee without the right to vote;
- 1.2 prepare the work of the Committee and make available on the UPU website all the documents published on the occasion of each session. The documents published before the session shall be made available in accordance with the rules pertaining to the CA;
- 1.3 publish the report of the meeting after it has been approved by the Chair of the Committee; and
- 1.4 assist the Chair of the Committee with preparing appropriate reports for the CA, the POC and Congress about the activities of the Committee.

#### Article 7 Sessions

1 The Committee shall meet once a year, in principle at Union headquarters and at the same time as meetings of the POC. The date and location of each meeting shall be fixed by the Committee's Chair, in agreement with the Chair of the CA, the Chair of the POC and the Director General.

2 At one of the council sessions, the Committee shall fix the approximate date and duration of its next session. If compelled by circumstances, the Chair, after consulting the Director General, may alter the date or duration which has been fixed, provided the alteration is notified to the members of the Committee in sufficient time.

3 The Committee 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 Chair. The date shall be fixed by the Chair of the Committee with the prior agreement of the Chair of the CA and of the Director General. Not less than 15 days' notice, by electronic means, shall be given of any such meeting.

#### Article 8 Order of seating

1 At meetings of the Committee and its bodies, if considered necessary, delegations shall be seated in the French alphabetical order of members.

#### Article 9 Agenda

1 The Chair of the Committee shall draw up, with the support of the secretariat and after consultation with the Management Committee, the provisional agenda for each session of the Committee. This agenda shall be sent to the members of the Committee and to the observers and ad hoc observers at the same time as the convening notice.

2 The provisional agenda shall be considered for approval as the first item of business at any meeting.

#### Article 10 Work methodology

1 In accordance with article 123 of the General Regulations, the Committee shall, taking into account the general principles of the Union and subject to the concurrence of the CA and having consulted the POC, determine its internal organization and methods of work which are most suitable for the completion of its activities.

#### Article 11 Financing of the Committee

1 Each member of the Committee shall be charged a membership fee in order to defray the costs of convening and running the Committee. The Committee shall develop a sliding scale for membership fees (including, as appropriate, any specific fee-related membership benefits) in order to take into account the varied financial capabilities and substantive contribution levels of the members.

2 At least once a year, the International Bureau shall provide the Committee with a report on income and expenses related to the work of the Committee, including information on members' contributions to the Committee.

3 The amount of the annual membership fee shall be agreed upon by a majority of the Committee members entitled to vote following discussion of financial needs with the Secretariat.

4 Membership fees shall be due at the beginning of each calendar year. Members that have not paid the membership fee within three months from the date of the invoice may not participate in the meetings of the Committee and shall not be eligible to vote until their outstanding debts in arrears are settled in full. Moreover, members that have not paid their membership fees for two years shall be automatically excluded from the Committee.

4.1 In order to be reinstated following the automatic loss of membership referred to above, a former member shall re-apply for membership using the relevant admission procedures set forth in these Rules. However, in such a case, membership shall not be effective until all debts and interest owed to the Committee for the previous years of membership have been paid in full.

5 All members of the Committee, as well as observers and ad hoc observers, shall be responsible for covering their own travel and daily expenses in relation to meetings of the Committee or any subsidiary bodies.

## Article 12

### Urgent questions raised between sessions

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

2 If, in the judgement of the Chair of the Committee, wider consultation is desirable, the Chair of the Committee shall consult the members of the Management Committee. In due course, the Chair of the Committee shall inform the members of the Committee of the issue raised and the solutions adopted.

## Article 13

### Languages

1 The Committee, by majority vote, shall determine the language or languages besides French as the official language in which documents are issued and in which business is conducted at its meetings. In doing so, the Committee shall take into account articles 155 and 156 of the General Regulations relating to languages, the language capabilities and needs of its members and its secretariat, as well as the costs of providing document or translation and interpretation services in other languages.

2 After the Committee has made a determination regarding languages, any member that wishes to have interpretation in any other language must provide at its own expense for interpretation into that language and also from that language into a language approved by the Committee. Requests for such arrangements must be sent to the secretariat at least three months before the opening of the meeting in question.

## Article 14

### Quorum

1 Meetings shall be convened at the announced time and date. A quorum of one third of the Committee members eligible to vote shall be required for voting.

## Article 15

### Voting

1 In principle, the Committee shall seek to elicit all views of stakeholders and to communicate the diversity of views in its reports to the bodies of the Union. However, when, for reasons of efficiency, a vote is needed:

1.1 each member of the Committee shall have a single vote;

1.2 questions shall be decided by a simple majority of members present and voting (entitled to vote);

1.3 in the event of a tie, the proposal shall be considered as rejected.

2 If a member of the Committee is prevented from attending a meeting, they may as an exceptional measure delegate their right to vote to the representative of another member having the right to vote, provided they give previous notice in writing to the Chair of the Committee. However, a member of the Committee may represent only one Committee member other than their own.

3 The voting method shall be decided before the voting commences. Voting may be:

3.1 by a show of hands;

- 3.2 by roll-call, at the request of a member of the Committee or if desired by the Chair. The roll-call shall be taken in the alphabetical order of members of the Committee;
- 3.3 by secret ballot: at the request of at least two members of the Committee; in this case, the necessary measures shall be taken to ensure this procedure is properly carried out, whether by electronic or traditional means; the secret ballot shall take precedence over the other voting procedures.
- 4 The expression "members present and voting" shall mean members voting "for" or "against" the proposal examined. 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.
- 5 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.
- 6 The voting rules shall apply to decisions taken by the Plenary of the Committee or by the Management Committee.

## Article 16

### 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 Chair.
- 2 The motion on a point of order shall take precedence over all questions, including the procedural motions set forth in paragraph 4.
- 3 The Chair of the Committee shall immediately provide the desired clarifications or take the decision considered advisable on the subject of the motion on a point of order. In the event of an objection, the Chair's decision shall be put to the vote forthwith.
- 4 In addition, during discussion of a question, a delegation may introduce a procedural motion with a view to proposing:
- 4.1 the suspension of the meeting;
- 4.2 the closure of the meeting;
- 4.3 the adjournment of the debate on the question under discussion;
- 4.4 the closure of the debate on the question under discussion.
- 5 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.
- 6 Motions for the suspension or closure of the meeting shall not be discussed, but shall be put to the vote immediately.
- 7 When a member 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.
- 8 The member that 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 17

Reopening of decisions

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

Article 18

Amendment

1 These Rules may be amended by a simple majority of the CA.

Article 19

Effective date

1 These Rules shall take effect on 1 July 2022 upon approval by the CA.

So adopted at Berne, XX May 2022.

For the Council of Administration:

Chair: Côte d'Ivoire (Rep.)  
Represented by Mr Isaac Gnamba-Yao

Masahiko Metoki  
Secretary General