



**UPU International Bureau**

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To:

- Union member countries

For information to:

- Designated operators
- Restricted unions

Berne, 5 April 2023

**Reference:** 2102(DPRM.PPRE.CCA)1038

**Subject: Fourth Extraordinary Congress, October 2023 – Registration information and procedures, and anticipated consequences of the potential adoption of certain Congress proposals concerning remote participation and accreditation of Union member country delegations**

Dear Sir/Madam,

Through circular letter 2102(DPRM.PPRE.CCA)1019 of 1 March 2023, you were informed of the procedures for procuring the necessary powers (delegates' credentials) to take part in the 2023 Extraordinary Congress in Saudi Arabia, including, as appropriate, the right to speak, vote, and sign the Acts of the Union.

*Registration of Congress participants*

Union member countries should provide the International Bureau (IB) with the contact details of their country's "accreditor". The accreditor is the focal point designated by a Union member country purely for the purpose of validating the registration of its delegates using the UPU's Event Management Platform (EMP); they should not be confused with the government official duly authorized to sign the credentials instrument on behalf of a Union member country (country delegates).

The EMP for the registration of all Congress participants can be accessed at [events.upu.int](https://events.upu.int). Further instructions on registering on the EMP are provided on the dedicated Congress page of the UPU website at [www.upu.int/en/Universal-Postal-Union/About-UPU/Bodies/Congress](https://www.upu.int/en/Universal-Postal-Union/About-UPU/Bodies/Congress).

Union member countries that have already appointed an accreditor for the validation of their delegates' registration during meetings of the Council of Administration and/or Postal Operations Council are not required to act; the EMP will automatically contact these persons to seek their approval for the registration of their country's Congress delegates.

Union member countries whose accreditor's contact details have changed, or whose accreditor needs to be replaced, or which have not previously appointed an accreditor at all are required to complete the form in Annex 1 and return it to the IB by e-mail ([ca.secretariat@upu.int](mailto:ca.secretariat@upu.int)) or fax (+41 31 350 31 10) **by 15 July 2023 at the latest**.

Please also note that, specifically for the purposes of the fourth Extraordinary Congress, the accreditors are expected to validate the delegate registrations referred to above in strict accordance with articles 2 and 3 of the Rules of Procedure of Congresses (RoPC).

*Visas*

Delegates requiring a visa to enter Saudi Arabia are invited to refer to the host country's Extraordinary Congress web page.

*Importance of registering all Union member country delegates with credentials*

Please note that the authorization of individual UPU member country delegates to take part in the 2023 Extraordinary Congress, i.e. to speak, vote and/or sign the Acts of the Union at Congress, whether through the electronic platform or in person, will be based on their respective powers as outlined in their member country's credentials instrument, which must be deposited in due and proper form as specified in article 3 of the RoPC.

It is therefore imperative that **all** Union member country delegates expected to take part in the Extraordinary Congress – i.e. speak, vote and/or sign the Acts of the Union (including heads of delegation, deputy heads of delegation, other delegates and attached officials) – be duly accredited and listed in the relevant credentials instrument to be deposited with the Credentials Committee and its secretariat by the member country concerned.

Critically, access to voting through the electronic platform will be made available only to those delegates entitled to vote on behalf of a Union member country.

*Potential implementation of hybrid (physical and remote) attendance at the 2023 Extraordinary Congress*

Article 101.3 of the General Regulations provides for the designation of the country “in which the next Congress will be held”. Article 101.7 states that, *inter alia*, article 101.3 shall be applicable by analogy to an Extraordinary Congress. In other words, and similarly to what is currently provided for in the General Regulations for the convening of council sessions, the current UPU legal framework precludes the holding of purely “virtual” meetings of Congress.

Nonetheless, Congress may agree to adjust the RoPC in order to allow for its proceedings to take place in a “hybrid” form which would combine the requirement for physical convening of the Congress with the exceptional possibility of remote participation by representatives of Union member countries and observers (similar to what was adopted for the 2021 Abidjan Congress).

However, it must be noted that, prior to the implementation of any such hybrid solution, the Extraordinary Congress itself is required to convene physically in order to consider and, as the case may be, adopt the necessary adjustments to the RoPC with a view to allowing the Extraordinary Congress to continue its activities in a hybrid manner. A list of these proposed amendments will soon be published as part of the agenda of the first Extraordinary Congress plenary session scheduled for 1 October 2023.

Bearing the above information in mind, should they wish to vote on the first day of the Extraordinary Congress, or to allow for the possibility that the Extraordinary Congress does not approve the changes to the RoPC necessary to allow for hybrid attendance, Union member countries are strongly urged to consider including in their credentials instruments diplomats (or other government officials) stationed in the host country of the Extraordinary Congress, so that these delegates may also exercise the right to speak and to vote on behalf of their respective countries.

Alternatively, Union member countries may arrange for a proxy to be lodged with another member country physically attending the Extraordinary Congress. It must be borne in mind that, as per article 3.5 of the RoPC, proxies are subject to the same formal requirements as are applied to credentials instruments.

We would like to remind you that it is imperative that Union member countries submit their draft credentials instruments to the IB for confirmation that the instruments are correctly prepared as soon as possible, with a view to having the finalized and executed instruments physically deposited in original form at the opening of the Extraordinary Congress (or, alternatively, provided to the IB **no later than 25 September 2023**; please contact the Credentials Committee secretariat at [credentials@upu.int](mailto:credentials@upu.int) to discuss this option).

The IB will continue to work closely with the Saudi Government to help ensure the success of the fourth Extraordinary Congress.

Should you have any questions, please contact the secretariat at [congress2023@upu.int](mailto:congress2023@upu.int).

Yours faithfully,

(signed)

Masahiko Metoki  
Director General



## FOURTH EXTRAORDINARY CONGRESS

Form to be completed by the relevant government entity (e.g. ministry, department, embassy or permanent mission to the United Nations and other international organizations, etc.) of the UPU member country concerned if that entity has not previously provided the International Bureau with the contact details of an accreditor, for the purposes of the approval of that member country's delegates seeking to register for Congress on the Event Management Platform (EMP). You should also complete this form if the contact details of the member country accreditor have changed.

Please return the completed form to the International Bureau by e-mail ([ca.secretariat@upu.int](mailto:ca.secretariat@upu.int)) **by 15 July 2023 at the latest.**

Full name of person completing this form		<input type="checkbox"/> Mr	<input type="checkbox"/> Ms
Full name of entity			
Position/title			
Address			
Tel.		Fax	
E-mail			
Date		Signature	

Details of accreditor (responsible for validating in advance delegates registered to attend Congress and CA and POC sessions):

Accreditor's full name and title (individual person)		<input type="checkbox"/> Mr	<input type="checkbox"/> Ms
Full name of accreditor entity (ministry, regulator, designated operator, head office of observers, etc.)			
Address			
Tel.		Fax	
E-mail			