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To:

- Union member countries
  - Governmental authorities
  - Regulators

For information to:

- Designated operators of Union member countries
- Consultative Committee members
- Restricted unions

Berne, 17 June 2022

**Reference:** 3513.2(DPRM.REMOSE.DR)1048

**Subject: Consultative Committee – Council of Administration decisions and new membership application procedure (effective from 1 July 2022)**

Dear Sir/Madam,

On behalf of the Chair of the Consultative Committee (CC), it is my pleasure to inform you of the decisions taken at the 2022.1 Council of Administration (CA) session regarding the Committee and, in particular, the new membership application procedure effective from 1 July 2022.

*Decisions taken at the 2022.1 CA session regarding the Consultative Committee*

As you may be aware, CC membership currently includes non-governmental organizations and high-level figures from the postal sector that have been recommended by member countries or relevant Union bodies. As of 1 July 2022, the requirement to appoint Council of Administration and Postal Operations Council (POC) members to serve on the CC will be discontinued. The four CA members and four POC members, as designated by each council, will continue to hold their positions on the CC until 30 June 2022, after which they will be able to attend CC meetings as observers. Individual companies will be able to apply for membership as of 1 July 2022.

The 2022.1 CA session, which took place from 16 to 20 May 2022, approved the internal organization, financing model and Rules of Procedure of the CC, as well as the new membership application procedure. The decisions taken were as follows:

- 1 Internal organization of the CC: As of 1 July 2022, the CC will be structured around six thematic chapters; the CC reporting structure and CC input to CA and POC bodies will be organized around these thematic chapters.
- 2 Financing of the CC: The CC will adopt a stepped approach to membership fees for existing CC members and will implement a differentiated fee structure for new members from individual companies.
- 3 Rules of Procedure of the CC: The CA approved the new CC Rules of Procedure, taking immediate account of the principal changes made by Congress. In addition, the CA approved the amendment to

article 11.4 of the Rules of Procedure to provide for the exclusion of members that have not paid their membership fees for two years, and to allow former members to reapply for membership using the relevant admission procedures set out in the rules in the event of automatic loss of membership. The new Rules of Procedure are available in the Consultative Committee section of the UPU website ([www.upu.int/en/Universal-Postal-Union/About-UPU/Bodies/Consultative-Committee](http://www.upu.int/en/Universal-Postal-Union/About-UPU/Bodies/Consultative-Committee)).

*New membership application procedure as of 1 July 2022*

The CA also approved a new membership application procedure and application form, based on the rules governing CC membership in the General Regulations (articles 120 and 121<sup>1</sup>). The new procedure and application form are set out in Annex 1 and will take effect from 1 July 2022.

Member countries are kindly requested to follow the new membership application procedure, noting in particular that prior written authorization or recommendation from the corresponding Union member country is required for new membership applications.

The new membership application procedure and application form are also available in the Consultative Committee section of the UPU website.

Yours faithfully,



Masahiko Metoki  
Secretary General

<sup>1</sup> Abidjan Acts, coming into force on 1 July 2022.



## **Membership application procedure for the Consultative Committee**

### **I. Rules governing membership of the Consultative Committee in the UPU General Regulations**

#### Article 120

##### Composition of the CC

- 1 The Consultative 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 Consultative Committee.
- 2 All members of the Consultative Committee shall be established (and, if so required by the 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 The operational costs of the Consultative Committee shall be shared by members of the Consultative Committee, except as otherwise determined by the Council of Administration. In this regard, and as further outlined in the Rules of Procedure of the Consultative Committee, different membership fees may apply depending on the specific legal nature and financial capability of members of the Consultative Committee.
- 4 The members of the Consultative Committee shall not receive remuneration or any other compensation.

#### Article 121

##### Membership of the CC

- 1 Membership of the Consultative Committee shall be determined through a process of application and acceptance established by the Council of Administration and carried out in accordance with article 107.1.30.
- 2 Any requests for membership of the Consultative Committee as submitted by the entities or high-level figures referred to in article 120 shall be accompanied by the prior written authorization or recommendation of the corresponding Union member country, in accordance with article 120.2.
- 3 Each member of the Consultative Committee shall appoint its own representative(s).

### **II. Membership application process**

Applications for CC membership must be in accordance with the relevant provisions in the UPU General Regulations (articles 120 and 121) and the Rules of Procedure of the Consultative Committee (article 2).

- 1 In accordance with article 2 of the Rules of Procedure, applications for membership may be submitted as follows:
  - non-governmental organizations may submit a request for CC membership on the recommendation of the corresponding UPU member country;

- a request for CC membership for a high-level figure may be submitted by a UPU member country, a UPU council or the CC itself;
- individual companies may submit a request for CC membership on the recommendation of the corresponding UPU member country.

2 The applicant must complete the application form available at [www.upu.int/en/Universal-Postal-Union/About-UPU/Bodies/Consultative-Committee](http://www.upu.int/en/Universal-Postal-Union/About-UPU/Bodies/Consultative-Committee).

3 Prior written authorization or recommendation by the corresponding UPU member country is required. This written authorization or recommendation must consist of a standard letter by the competent ministry (or delegated to the national postal regulator) confirming that:

- the applicant is acting as one of the organizations listed under article 120.1.1 of the UPU General Regulations; or
- the private entity is registered in the competent authority's country under the national laws and regulations as an entity acting in the postal market (i.e. a postal service provider or supplier to postal service providers).

4 The request must be sent to the Director General of the UPU International Bureau. The Director General will review the application in accordance with the guidelines established by the Council of Administration, in consultation with the CC Chair, and approve or deny the request.

5 In order for the Director General, along with the CC Chair, to assess the application and decide whether to accept it, the applicant must provide the following information:

- General information about the organization or company;
- Legal status of the organization or company and relevant documentation;
- Methods of funding of the organization or company;
- How the organization or company supports the mission and objectives of the UPU;
- CC work areas or topics of interest to the applicant;
- Access to the applicant granted to the UPU (e.g. activities in which the UPU can participate; documentation, information or services the UPU can receive or access);
- For individual companies, the membership category sought (Gold, Silver or Bronze).

6 Immediately upon being notified of the approval by the Consultative Committee, the successful applicant will be eligible for participation in any activity open to members of the CC, as defined by the Council of Administration and Postal Operations Council.

7 Membership of the Consultative Committee may be revoked by the Council of Administration according to criteria established by that latter body, in line with the relevant provisions of the General Regulations.

8 This membership application process takes effect on 1 July 2022.

### UPU Consultative Committee – Application form

The organization/company indicated below wishes to apply for membership of the UPU Consultative Committee. It declares that it is aware of the provisions of the Rules of Procedure of the UPU Consultative Committee, and that a membership fee, set by the UPU Consultative Committee, will be charged annually.

- Non-governmental organization (specific membership benefits as presented in the fee scale defined by the UPU Consultative Committee)

[Company name] wishes to apply for membership of the UPU Consultative Committee in the following category (category-specific membership benefits as presented in the fee scale defined by the UPU Consultative Committee) – for individual companies only:

- Gold member  
 Silver member  
 Bronze member

#### 1 General information

Name of organization/company	
Sector represented or type of organization	
<input type="checkbox"/> Postal customers/consumers	<input type="checkbox"/> Delivery service providers
<input type="checkbox"/> Postal workers/employees	<input type="checkbox"/> Supplier of postal goods and services
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Multinational/national company specializing in e-commerce, retail, return logistics, payment solutions, Internet and technology
<input type="checkbox"/> Transport and logistics provider	<input type="checkbox"/> Other (please specify):
<input type="checkbox"/> Multinational association/organization	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Head office address	
Brief information about the organization/company and its membership	
Legal status of the organization/company (please enclose relevant documentation)	

How is the organization/company funded?
Reasons for joining the Consultative Committee (e.g. areas or topics of interest)
Information-sharing possibilities and other contributions by the organization/company in support of the UPU's mission and objectives (e.g. activities in which the UPU can participate; documentation, information or services that the UPU can receive or access)

## 2 Authorization

This application has been validated/accredited by the competent authority (ministry or postal regulator) of the UPU member country in which the applicant is established:

I certify that	
<input type="checkbox"/>	[Organization name] is established (and registered, if so required) in [country name].
<input type="checkbox"/>	[Entity name] is registered in [country name] under the laws and regulations of the member country as an entity acting in the postal market.
Full name	<input type="checkbox"/> Mr <input type="checkbox"/> Ms
Title	
Address	
Tel.	
E-mail	

## 3 Contact person of the organization/company

Full name	<input type="checkbox"/> Mr <input type="checkbox"/> Ms
Title	
Address	
Tel.	
E-mail	

**4 Billing information (if different from 3)**

Full name	<input type="checkbox"/> Mr <input type="checkbox"/> Ms
Title	
Address	
Tel.	
E-mail	

Place and date	Signature
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Please return to:

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