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UNION

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To: Member countries of the Council of
Administration (CA)
CA observers

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Berne, 17 June 2021

Reference: 3100(DPRM.CA.SEC)1081

Subject: Invitation to an exceptional session of the Council of Administration (Berne, 30 June 2021)

Dear Sir/Madam,

On behalf of the Chairman of the Council of Administration and in accordance with article 12.2 of the Rules of Procedure of the CA, I wish to invite CA members and observers to attend an exceptional session, to be held at the UPU International Bureau (IB) in Berne on 30 June 2021 from 12.00 to 16.00 CEST (UTC+2). The provisional agenda is attached.

It should be noted that the CA has decided to allow for remote participation by CA members and observers because of the COVID-19 pandemic; accordingly, as set out in Annex 1, a number of provisions of the CA Rules of Procedure have been amended and/or suspended to allow for remote participation.

i Remote participation

Owing to the ongoing COVID-19 pandemic, and the resulting health and safety and travel restrictions, it is proposed that all CA members and observers attend this meeting remotely.

ii Registration of participants

All delegates from CA member countries and observers wishing to participate remotely in the session are required to register through the UPU's Event Management Platform (EMP).

Delegates of a CA member country or observer who already registered through the EMP for the 2021.1 CA session (S9) will not need to register again. For those delegates, the EMP will automatically contact the accreditor of the member country or observer concerned, so that the registrations currently saved in the system can be accredited again.

Delegates of a member country or observer who have not registered previously in the EMP must, however, register in the EMP in order to be accredited. The EMP can be accessed at [events.upu.int/CommunityPortal/Registration/POCCA2021.aspx](https://www.upu.int/CommunityPortal/Registration/POCCA2021.aspx).

The guidelines for delegation registration for the session are provided in Annex 2, while the Registration User Guide can be accessed at www.upu.int/ExceptionalCA2021.

Registration is compulsory for all delegates. If you did not already register for CA S9, please ensure that you register by the deadline of 24 June 2021.

iii Voting

CA member countries will authorize **their head of delegation and deputy head of delegation** to vote. These individuals must indicate their designation as head/deputy head when registering. All other delegates of CA member countries may participate in the session remotely, but they will not be permitted to vote.

iv Remote participation tool

Technical details relating to remote participation using the Zoom platform can be accessed at www.upu.int/ExceptionalCA2021.

Please note that you will receive a Zoom link via e-mail to join any meeting that you have registered to participate in. Alternatively, if you are registered and accredited, you can also go to events.upu.int, which will then provide you with the link to the scheduled meeting.

v Interpretation costs

During this exceptional CA 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 (CA members and observers). Information on the choice of languages by UPU member countries at CA meetings is contained in the relevant articles of the Rules of Procedure of the two bodies.

Accordingly, UPU member countries that are not members of the CA but will be participating as observers in the exceptional CA session are asked to inform the International Bureau, using the form in Annex 3, of the language(s) they wish to use.

Yours faithfully,



Bishar A. Hussein
Secretary General

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



COUNCIL OF ADMINISTRATION

Plenary

Berne/remote participation, 30 June 2021, 12.00 to 16.00 CEST (UTC+2), via the International Bureau's virtual conferencing platform

Agenda

<i>Agenda item</i>	<i>Document</i>
1 Opening of the meeting and adoption of the agenda	Exceptional CA 2021–Doc 1
2 Update on host country preparations for the 27th Congress – Report by Côte d'Ivoire (Rep.)	–
3 Update on substantive preparations for the 27th Congress – Presentation by the International Bureau	Exceptional CA 2021–Pres 3
4 Update on technology and conferencing platform preparations for the 27th Congress – Presentation by the International Bureau	Exceptional CA 2021–Pres 4
5 Update on logistics and health and safety preparations for the 27th Congress – Presentation by the International Bureau	Exceptional CA 2021–Pres 5
6 Any other business	–

Berne, 16 June 2021

Chair: Turkey
Represented by Mr Hakan Gülten



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

<i>Provision</i>	<i>Replacement rule</i>	<i>Associated explanatory notes</i>
<p>Article 2 Members of the Council of Administration and notification of representatives [...]</p> <p>2 Each member of the CA 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 (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>For this exceptional session, 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 International Bureau to ensure active participation in this exceptional session.</p> <p>In such a case, notifications of remote representation shall also be provided in advance (on paper or electronically) to the IB.</p>

<i>Provision</i>	<i>Replacement rule</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 at the <u>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 this exceptional session, the principle that attendance and participation is solely on an "in-person" basis shall be suspended. Remote 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 this exceptional session 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 shall draw lots, in due course, <u>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 this exceptional session, 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 this exceptional session at the IB.</p> <p>Moreover, § 2 shall not apply to this session; 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 this exceptional session, 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 this exceptional session, 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	Action selected by majority of CA	Associated explanatory notes
<p>Article 20 Voting [...]</p> <p>4 <u>The manner of voting shall be determined before the voting begins. It may be:</u></p> <p><u>4.1 by show of hands;</u></p> <p><u>4.2 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><u>4.3 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>For this exceptional session, 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>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>



Exceptional session of the Council of Administration, 30 June 2021

Guidelines for delegation registration

1 With a view to facilitating the registration of member country delegations and other eligible participants for the exceptional CA session, the International Bureau (IB) 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 Event Management Platform (EMP) 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, all member countries must provide: 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 EMP. Most member countries have provided this information in order to register for previous meetings and therefore already have a designated accreditor responsible for validating the registrations of their delegates for the meetings of the bodies of the UPU (Congress, CA and POC).

4 Member countries that do not have a designated accreditor, or that need to communicate a change of accreditor, are asked to complete and return the form in Attachment 1 to this annex to the CA secretariat, as appropriate, as soon as possible. Please note that the IB must be notified of the nomination of the designated accreditor by the **competent governmental authority** of the UPU member country concerned, i.e. by the supervising ministry, department, embassy or permanent mission to the United Nations and other international organizations.

5 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)

6 All delegates from CA member countries and observers wishing to participate remotely in the session are required to be registered.

7 Delegates of a CA member country or observer who already registered through the EMP for the 2021.1 CA session (S9) will not need to register again. For those delegates, the EMP will automatically contact the accreditor of the member country or observer concerned, so that the registrations currently saved in the system can be accredited again.

8 Delegates of a member country or observer who have not registered previously in the EMP must, however, register in the EMP in order to be accredited.

9 If registrants encounter any difficulties during the registration process, they may consult the Registration User Guide, which can be accessed at www.upu.int/ExceptionalCA2021.

10 Following registration, prospective participants will receive an e-mail stating that their registration has been received and is pending confirmation.

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

11 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 (see paragraphs 3 and 4 above).

12 As a first step, all accreditors must log in to the EMP 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).

13 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 stating 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.

14 Please note that accreditors also attending the meeting must both register and accredit themselves.

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

Step 4 – Doubts and difficulties encountered during the above processes

16 In case of any doubts or difficulties encountered 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 technical issues relating to the EMP: support.events@upu.int
- For all other issues: CA.secretariat@upu.int

Exceptional session of the Council of Administration, 30 June 2021

Form to be completed by the relevant government entity of the UPU member country concerned (e.g. ministry, department, embassy or permanent mission to the United Nations and other international organizations, etc.).

Please return the completed form to the International Bureau by **fax** (+41 31 350 31 10) or **e-mail** (ca.secretariat@upu.int) **by 24 June 2021 at the latest.**

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

Accreditor (ministry, regulator, designated operator, head office of observers, etc.) responsible for notifying the International Bureau of delegates' names in advance of each Congress, CA and POC session:

Full name and title of individual		<input type="checkbox"/> Ms	<input type="checkbox"/> Mr
Full name of accreditor entity			
Address			
Tel.		Fax	
E-mail			



Exceptional session of the Council of Administration, 30 June 2021 – Choice of language(s) of discussion

Please return the completed form to the International Bureau by **fax** (+41 31 350 31 10) or **e-mail** (ca.secretariat@upu.int).

UPU member country (including non-members of the CA invited as observers)
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The above country will be using the following language(s) of discussion during the exceptional CA session on 30 June 2021 and will bear the associated cost in accordance with article 18 of the CA 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	