



**UPU** | UNIVERSAL  
POSTAL  
UNION

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To: Member countries of the Council of  
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Council

Observers of the Council of  
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Council

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Berne, 29 March 2021

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**Reference:** 3100(DIRCAB)1034

**Subject: Registration for the Council of Administration and Postal Operations Council sessions (19–30 April 2021)**

Dear Sir/Madam,

Further to our invitation letter 3100(DIRCAB)1017 of 3 March 2021, we are now in a position to provide you with more information regarding registration for, and participation in, the upcoming sessions of the Council of Administration (CA) and the Postal Operations Council (POC).

*i Registration of participants*

All delegates from CA and POC member countries and observers wishing to participate remotely in the sessions are required to register. The new Event Management Platform (EMP) to be used for registration can be accessed here: registration to UPU meetings. The guidelines for delegation registration for the sessions can be found in Annex 1, while the Registration User Guide can be accessed here:

<https://www.upu.int/en/Events/The-Council-of-Administration-2021-1-session>

or here: <https://www.upu.int/en/Events/The-Postal-Operations-Council-2021-1-session>.

**Registration is compulsory for all delegates. Please ensure that you register by the deadline of 9 April 2021.**

*ii Voting*

CA/POC 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 in their registration. All other delegates of CA/POC member countries may participate in the session remotely, but they will not be permitted to vote.

*iii Remote participation tool*

Technical details relating to remote participation using the Zoom platform can be accessed here:

<https://www.upu.int/en/Events/The-Council-of-Administration-2021-1-session>

or here: <https://www.upu.int/en/Events/The-Postal-Operations-Council-2021-1-session>.

Please note that you will receive a Zoom link via e-mail to join any meeting that you have registered to participate in.

*iv Interpretation costs*

During the 2021.1 CA/POC sessions, simultaneous interpretation will be provided.<sup>1</sup> It should be noted that the cost of the interpretation services will be divided among the participating countries (CA/POC members and observers). Information on the choice of languages by UPU member countries at CA/POC 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/POC but will be participating as observers at the sessions are asked to inform the International Bureau, using the form in Annex 2, of the language(s) they would like to use during the upcoming sessions.

Yours faithfully,



Bishar A. Hussein  
Secretary General

<sup>1</sup> French, English, Arabic, Portuguese, Russian and Spanish.

## 2021.1 Council of Administration and Postal Operations Council sessions

### Guidelines for delegation registration

1 With a view to facilitating the registration of member country delegations and other eligible participants for the 2021.1 CA and POC sessions, 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 or POC 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 prospective participants wishing to attend the CA/POC virtual meetings are asked to register online **by 9 April 2021** via the EMP (available here: Registration for UPU meetings). Registration is compulsory for all participants. If registrants encounter any difficulties during the registration process, they may consult the Registration User Guide, which can be accessed here:

<https://www.upu.int/en/Events/The-Council-of-Administration-2021-1-session>

or here: <https://www.upu.int/en/Events/The-Postal-Operations-Council-2021-1-session>.

7 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)**

8 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).

9 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).

10 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.

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

12 Note that participants who are considered observers or ad hoc observers of the CA/POC (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**

13 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](mailto:support.events@upu.int)
- For all other issues: [events@upu.int](mailto:events@upu.int)

**Congress, Council of Administration and Postal Operations Council**

**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 by fax or e-mail **by 6 April 2021 at the latest** to the following address:

UPU International Bureau  
Weltpoststrasse 4  
3015 BERNE  
SWITZERLAND

Tel: +41 31 350 32 01 (Mr Siva Somasundram)

Tel: +41 31 350 36 22 (Ms Wendy Eitan)

Fax: +41 31 350 31 10

E-mail: [ca.secretariat@upu.int](mailto:ca.secretariat@upu.int)  
[poc.secretariat@upu.int](mailto:poc.secretariat@upu.int)

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, POC and CA 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			

To: CA/POC Secretariat  
 Universal Postal Union  
 Weltpoststrasse 4  
 3015 BERNE  
 SWITZERLAND

Fax: +41 31 350 31 10  
 ca.secretariat@upu.int  
 poc.secretariat@upu.int

<b>UPU member country (including non-members of the CA and POC invited as observers)</b>
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The above country will be using the following language(s) of discussion during the 2021.1 CA/POC sessions and will bear the associated cost in accordance with article 18 of the CA Rules of Procedure/article 22 of the POC 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		