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**To:**

- Member countries of the Council of Administration and Postal Operations Council
- Observers of the Council of Administration and Postal Operations Council

Berne, 9 December 2024

**Reference:** 3100(DACAB)1130

**Subject: Invitation to the Council of Administration and Postal Operations Council sessions (17–28 February 2025)**

Dear Sir/Madam,

On behalf of the Chair of the Council of Administration (CA) and the Chair of the Postal Operations Council (POC), I wish to invite CA and POC members and observers to attend the regular 2025.1 CA and POC sessions (S7). The meetings are to be held at the UPU International Bureau (IB) in Berne from 17 February to 21 February 2025 (POC) and from 24 February to 28 February 2025 (CA). Meetings of the POC user groups will take place in the week preceding the POC session (10 to 14 February). The timetable, provisional agendas and meeting documents for the CA and POC will be available on the UPU website at [www.upu.int/en/Members-Centre](http://www.upu.int/en/Members-Centre).

*i In-person and remote participation possibilities*

At the 2024.1 session, the CA and POC approved the relevant amendments to their Rules of Procedure to offer the option of remote participation for members and observers unable to attend the sessions in person.

*ii Registration of participants and practical information*

All delegates from CA and POC members and observers wishing to participate in the sessions **remotely or in person** are required to register through the UPU's Event Management Platform (EMP), accessible at [events.upu.int](http://events.upu.int). Registration is compulsory for all delegates, and the registration platform will open on 16 December 2024. The deadline for registration is **7 February 2025**.

- / The guidelines for delegation registration for the sessions can be found in Annex 1, and the Registration User Guide can be accessed at:

[www.upu.int/en/Events/Council-of-Administration-\(S7\)](http://www.upu.int/en/Events/Council-of-Administration-(S7))

[www.upu.int/en/Events/Postal-Operations-Council-\(S7\)](http://www.upu.int/en/Events/Postal-Operations-Council-(S7))

- / Practical information for delegates attending in person can be found in Annex 2.

*iii Voting*

CA and POC members will authorize their delegates to vote in accordance with the CA and POC Rules of Procedure. All CA and POC members attending either remotely or physically will be entitled to participate using the UPU's online electronic voting platform.

*iv Interpretation costs*

During the 2025.1 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 in the 2025.1 CA/POC sessions are asked to inform the IB, using the form provided in Annex 3, of the language(s) that they wish to use.

*v Focal point for contact relating to the work of CA/POC bodies*

/ To facilitate communication between CA/POC members and the IB secretariat, all CA/POC members were asked before the last session to notify the secretariat of their focal point for contacts relating to the work of the CA/POC bodies. Any countries that have not yet done so are kindly asked to complete and return the form in Annex 4 **by 7 February 2025**.

*vi Submission by UPU member countries of questions to be discussed at CA and POC sessions*

Pursuant to articles 15.3.2 of the CA Rules of Procedure and 16.3.2 of the POC Rules of Procedure, any UPU member country wishing to submit questions for discussion at this CA/POC session is required to send the relevant documents to the Secretary General at least six weeks before the opening of the session (3 January 2025 for the POC and 10 January 2025 for the CA).

Yours faithfully,

(Signed)

Masahiko Metoki  
Secretary General

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