

UPU International Bureau

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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.

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. 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.¹ 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,



Masahiko Metoki
Secretary General

¹ Arabic, English, French, Russian and Spanish.

Practical information for all participants in the 2025.1 Council of Administration (CA) and Postal Operations Council (POC) sessions

Guidelines for delegation registration

1 With a view to facilitating the registration of member country delegations and other eligible participants for the 2025.1 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 country accreditor on the EMP. Most member countries have provided this information in order to register for previous meetings and therefore already have a designated country accreditor responsible for validating the registrations of their delegates for the meetings of the bodies of the UPU (Congress, CA and POC).

4 As observers’ and ad hoc observers’ registration will be validated by the relevant IB secretariat, these organizations do not need to designate an accreditor.

5 **Member countries are requested to verify that the information sent to the CA/POC secretariat regarding their designated accreditor for the previous CA/POC sessions is still valid.** Member countries that do not have a designated accreditor, or that need to communicate a change of accreditor, are asked to complete the form in Attachment 1 to this annex and return it to the CA/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.

6 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)

7 All delegates from CA and POC members and observers wishing to participate in the session **remotely or on site** are required to be registered.

8 Delegates from CA and POC members and observers who registered through the EMP for the 2025.1 CA/POC session (S7) will need to register again using their UPU account. For these delegates, the EMP will pre-complete the registration form with their personal data and will automatically contact the accreditor of the member country or observer concerned, so that registrations currently saved in the system can be accredited again.

9 Delegates from member countries or observers who have not registered previously via the EMP must, however, do so in order to be accredited.

10 If registrants encounter any difficulties during the registration process, they may consult the Registration User Guide, which 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))

11 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)

12 Subject to the formal notification requirements referred to above, country accreditors are officials named by the responsible entity of a member country as authorized to validate the individual pending registrations of that organization's delegation members (see paragraphs 3 and 4 above).

13 As a first step, all accreditors must log in to the EMP and update their profiles. Once logged in to the system, country accreditors will be able to review the pending registrations of their delegates (see step 2 above).

14 The country accreditor must verify whether the person requesting registration is indeed a member of the organization's delegation. If not, the country accreditor is expected to reject the person's registration request. Once the country accreditor validates a registration request, the delegate concerned will receive an e-mail stating that his/her registration has been confirmed. Should the country accreditor reject a request, the person concerned will receive an e-mail to that effect with the reasons for the refusal.

15 Please note that country accreditors also attending the meeting must both register and validate themselves.

16 Note that participants who are considered **observers or ad hoc observers** of the CA or 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

17 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: events@upu.int;
- For all other issues: ca.secretariat@upu.int and/or poc.secretariat@upu.int.

2025.1 Council of Administration (CA) and Postal Operations Council (POC) sessions

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 e-mail (ca.secretariat@upu.int and/or poc.secretariat@upu.int) **by 7 February 2025 at the latest.**

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

Country accreditor (ministry, regulator, designated operator, head office of observers, etc.) responsible for validating delegates' registration in the EMP for each Congress, CA and POC session:

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

Practical information for participants attending the 2025.1 Council of Administration (CA) and Postal Operations Council (POC) sessions in person**A. Reimbursement of travelling expenses**

With reference to International Bureau (IB) circular 74/2022 regarding the procedure for travel expense reimbursements to eligible delegates attending the CA and POC sessions, please note the following:

For the CA

Pursuant to article 110 of the UPU General Regulations, one representative of each of the members of the CA classified as developing or least developed countries (according to the lists established, respectively, by the CA and the United Nations) participating physically in its meetings will be entitled to reimbursement of the cost of either an economy class return air ticket or a first class return rail ticket, or expenses incurred for travel by any other means, subject to the condition that the amount does not exceed the price of the economy class return air ticket. The travelling expenses of officials accompanying the titular representative are to be borne by the member country concerned. If a member of the CA is represented by the same person or by different persons at meetings at the CA session and at meetings of its bodies sitting in the same place during the period preceding or following the session, the fare will be refunded only once.

For the POC

In accordance with article 116 of the General Regulations, one representative of each of the member countries of the POC classified as least developed countries according to the list established by the United Nations and participating in the POC meetings will be entitled to reimbursement of the cost of either an economy class return air ticket or a first class return rail ticket, or expenses incurred for travel by any other means, subject to the condition that the amount does not exceed the price of the economy class return air ticket. The travelling expenses of officials accompanying the titular representative are to be borne by the member country concerned. If a member of the POC is represented by the same person or by different persons at meetings at the POC session and at meetings of its bodies sitting in the same place during the period preceding or following the session, the fare will be refunded only once.

B. Privileges and immunities

During their stay in Switzerland, all the delegates of UPU member countries attending the session will enjoy the privileges and immunities outlined in article IV of the Agreement on Privileges and Immunities of the United Nations concluded between the Swiss Federal Council and the Secretary General of the United Nations (dated 1 July 1946), which is applicable by analogy to the delegates of UPU member countries at conferences convened by the Union and during their journey to and from the place of meeting. (See the Agreement in the "Constitution and General Regulations Manual" on the UPU website via the following link: www.upu.int/en/Universal-Postal-Union/About-UPU/Acts#scroll-nav__8).

C. Visas

If official confirmation of participation in sessions of the CA and POC is required in order to obtain a visa, one will be provided by the Event Management Platform (EMP). To obtain this confirmation, please complete the visa related fields in the EMP. Once a registration is validated by the relevant country accreditor or IB staff, the visa letter will automatically be generated and sent by e-mail to the delegate.

D. Accommodation for participants

A list of available hotels can be found on the Berne Tourism website at www.bern.com/en/inform/accommodations. Authorized delegates of CA/POC members and observers may make their bookings directly through that website. Note also that the UPU has special rates with certain hotels. The IB therefore recommends, when making reservations, that CA/POC members and observers indicate that they will be participating in UPU meetings.

Unfortunately, owing to difficulties experienced in the past, the UPU is no longer able to automatically reserve hotel rooms on behalf of CA/POC members and observers.

However, if for special reasons CA/POC members or observers are unable to make the required reservations at their chosen hotel, they may contact the Tourist Office of the City of Berne, located at the main station:

Tourist Information
Bahnhofplatz 10a
3011 BERNE
SWITZERLAND

Tel: +41 31 328 12 12
Fax: +41 31 328 12 77
Website: www.bern.com/en/home
E-mail: info@bern.com

E. Climate

Up-to-date information on weather conditions in Berne can be found at meteo.search.ch/3015-bern.

F. Venue of the session

As stated in the letter of invitation, the session will take place at the UPU headquarters building located on the outskirts of the city, at the following address:

Universal Postal Union
Weltpoststrasse 4
3015 BERNE

Tel: +41 31 350 31 11
Fax: +41 31 350 31 10
E-mail: info@upu.int

To get there, delegates can take the No. 8 tram, direction "Saali", as far as the "Weltpostverein" stop, located opposite the IB building.

G. Transport between airports of arrival or departure and Berne

Delegates coming by air will normally arrive in Switzerland at Zurich–Kloten or Geneva–Cointrin Airport. They then usually take the train to Berne. Current train timetables can be found at www.sbb.ch. That website is available in English, French, German and Italian.

H. Provisions concerning smoking at the International Bureau

You are reminded that smoking is prohibited on all IB premises, with the exception of the building's rooftop terrace (8th floor).

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

E-mail: ca.secretariat@upu.int
poc.secretariat@upu.int

UPU member country (including non-members of the CA and POC invited as observers)

The above CA/POC member or observer will be using the following language(s) of discussion during the 2025.1 CA/POC sessions and will bear the associated cost in accordance with article 19 of the CA Rules of Procedure/article 22 of the POC Rules of Procedure.

<input type="checkbox"/> French	<input type="checkbox"/> Russian
<input type="checkbox"/> English	<input type="checkbox"/> Spanish
<input type="checkbox"/> Arabic	

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"/> Mr	<input type="checkbox"/> Ms
Function/title			
Address			
E-mail			
Date		Signature	



Focal point for participation in the work of CA/POC bodies

_____ [country name] is a ☐ CA member/☐ CA observer/☐ POC member/
☐ POC observer, and the following person is the focal point for CA/POC information:

Full name	<input type="checkbox"/> Mr <input type="checkbox"/> Ms
Title	
Organization	
Mobile tel.	
E-mail	

Please send your response to the following e-mail address(es) **by 7 February 2025**:

ca.secretariat@upu.int
poc.secretariat@upu.int