

Practical information for all participants in the 2023.1 Council of Administration (CA) and Postal Operation 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 2023.1 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 on 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 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.

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

7 Delegates from CA and POC members and observers who registered through the EMP for the 2022.2 CA/POC session (S2) 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.

8 Delegates from member countries or observers who have not registered previously via the EMP must, however, do so 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/en/Events/Council-of-Administration-\(S3\)](http://www.upu.int/en/Events/Council-of-Administration-(S3))

[www.upu.int/en/Events/Postal-Operations-Council-\(S3\)](http://www.upu.int/en/Events/Postal-Operations-Council-(S3))

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 has been 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 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

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