UNIVERSAL POSTAL UNION

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Rules of Procedure of the Postal Operations Council

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Article 1
Purpose and functions of the Postal Operations Council and participation principles

1 The Postal Operations Council (hereinafter “POC”) has its attributions and functions duly defined in the Acts of the Union (notably the Constitution and General Regulations[1]), and its scope of activities further substantiated by the relevant decisions of Congress and the Council of the Administration (hereinafter “CA”).

2 The work of the POC shall be structured and carried out with a view to implementing the objectives of the Union’s strategy and business plan as well as its Programme and Budget.

3 Without prejudice to the relevant provisions of the General Regulations on the organization of POC sessions, any references in these Rules of Procedure to “access to”, “attend”, “delegation”, “participate”, being “present”, “seating”, “represented” and “take part” shall be understood as including the possibility of attendance and representation of members of the POC and observers by electronic means, i.e. via the UPU online electronic conferencing platform made available by the International Bureau (hereinafter the “IB”) to ensure active participation in POC meetings (hereinafter “remote participation”). In such cases, notifications of remote participation shall also be provided to the IB at the time of registration for the meeting.

Article 2
Members of the POC

1 Each member of the POC shall appoint its representative(s) in accordance with the General Regulations.[2] In line with its national legislation or according to its internal processes, each member of the POC shall notify the IB, before the opening of the session, of its delegation. Confirmation of registration and access to sessions of the POC shall be provided only upon validation of the relevant personal information against the official list of representatives duly notified by the competent government authority of a member of the POC.

2 In the event of doubt about the composition of a member country’s delegation, the head(s) of delegation, or their deputy heads, if any, shall decide the matter.

Article 3
Observers and ad hoc observers

1 Observers

1.1 The following entities shall be invited to participate in the plenary and committee meetings, as well as meetings of standing groups, task forces and expert teams, as observers without the right to vote, subject to the provisions of paragraph 3:

1.1.1 representatives of the United Nations;

1.1.2 restricted unions;

1.1.3 members of the Consultative Committee (hereinafter “CC”);

1.1.4 entities authorized to attend Union meetings as observers by virtue of a resolution or decision of Congress;[3]

1.1.5 the Chair of the CA shall represent that body at meetings of the POC when the agenda contains questions relating to the CA;

1.1.6 the Chair of the CC and the chairs of bodies reporting directly to the POC shall represent those bodies at POC meetings when the agenda contains questions of interest to the CC and to these bodies;

1.1.7 representatives of the CA, designated by that Council;

1.1.8 representatives of the CC, designated by that Committee;

[1] Articles 18 of the Constitution and 113 of the General Regulations.
[2] Article 112.3 of the General Regulations.
[3] African Union (C 92/1974), League of Arab States (C 7/1979), Palestine (C 115/1999) and European Union (C 78/2012).

1.1.9 other member countries of the Union.

1.2 The chairs of other POC bodies may, after consulting the Chair of the POC and the Secretary General, authorize the participation of the observers provided for under 1.1 in the meetings of the bodies they chair.

2 Ad hoc observers

2.1 After consultation with the Secretary General and, where appropriate, with the chair of the body concerned, the Chair of the POC shall also be authorized to invite to plenary and committee meetings, as well as meetings of standing groups, task forces and expert teams of the POC bodies, as an ad hoc observer without the right to vote, the following entities, when the Chair of the POC considers that this is in the interest of the Union or of the POC's work, equally subject to the provisions of paragraph 3:

2.1.1 specialized agencies of the United Nations;

2.1.2 intergovernmental organizations;

2.1.3 any international body, any association or enterprise, or any qualified person.

2.2 After consultation with the Chair of the POC and the Secretary General, the chairs of other POC bodies shall be authorized to invite ad hoc observers to attend their meetings when this is in the interest of the Union or of the POC's work.

3 Principles

3.1 Observers and ad hoc observers shall not be entitled to vote, but may take the floor with the Chair's permission.

3.2 Observers and ad hoc observers may, at their request, be allowed to cooperate in the studies undertaken, subject to such conditions as the POC may establish to ensure the efficiency and effectiveness of its work. They may also be exceptionally invited to chair standing groups or task forces when their experience or expertise justifies it.

3.3 The participation of observers and ad hoc observers shall be carried out without additional expense for the Union.

3.4 For logistical reasons, the POC may limit the number of attendees per observer and ad hoc observer participating. It may also limit their right to speak during the debates.

3.5 In exceptional circumstances, members of the CC and ad hoc observers may be excluded from a meeting or a portion of a meeting in which they have already been invited to participate. Their right to receive documents may also be restricted if the confidentiality of the subject of the meeting or document so requires. This restriction may be decided on a case-by-case basis by any body concerned or by its chair in consultation with the Chair of the POC and the Secretary General. The case-by-case situations shall be reported to the POC, and to the CA when matters of interest to the latter body are concerned. If it considers this necessary, the POC may subsequently review restrictions, in consultation with the CA where appropriate. Strictly in so far as prospective meetings are concerned, notification of restrictions shall preferably be sent to the members of the CC and ad hoc observers concerned at least 14 days in advance of the relevant meeting (or as soon as possible in the case of urgent meetings convened less than 14 days following issuance of the relevant invitation by the IB). Accordingly, such notifications shall not apply in the event of exclusions or document access restrictions deemed necessary in the context of an ongoing meeting of the body concerned.

4 The notification requirements outlined in article 2.1 shall apply, *mutatis mutandis*, to the other member countries of the Union referred to in paragraph 1.1.9.

Article 4
Chairs and Vice-Chairs and their election[4]

1 At its first meeting, which shall be convened and opened by the Chair of Congress, the POC shall choose, by election, from among its members, a Chair and four Vice-Chairs, and the committee chairs/ vice-chairs/co-chairs. The Chair and four Vice-Chairs shall be member countries from each of the five geographical groups of the Union. In principle, the Chair of the POC shall come from a different geographical group from that of the Chair of the CA.

2 The elections of the Chair and the Vice-Chairs of the POC shall take place by secret ballot. The candidates obtaining a majority of the votes, as defined in article 24, shall be elected. As many ballots shall be held as are necessary to obtain this majority.

3 The candidate or, in the event of a tie, the candidates obtaining the fewest votes in any one ballot shall be eliminated. If several candidates do not obtain at least 10% of the votes cast in a ballot, all these candidates shall be eliminated.

4 Candidates may withdraw before each ballot.

5 The Chair of the POC shall convene that Council, direct its proceedings and approve the Summary Record. The Chair of the POC shall also be in overall charge of the work and activity of that Council. If the Chair of the POC is unable to preside at a session, it shall be replaced by one of the Vice-Chairs.

6 The Vice-Chairs shall assist the Chair of the POC in directing and activating the POC. To this end they shall, among other things, be kept informed about the preparation and programming of the POC sessions. They shall follow the progress of and coordinate studies and issues which are assigned to it.

7 The Chair of the POC may designate another member of the POC to lead part of the deliberations, for example the chair of a committee for discussions relating to certain matters of that committee which, where appropriate, could be dealt with directly in Plenary.

Article 5
Structures

1 On the basis of the General Regulations as well as the relevant decisions of Congress, the work of the POC shall be conducted through the following bodies:

1.1 Plenary;

1.2 Committees;

1.3 Standing groups;

1.4 Task forces;

1.5 User-funded subsidiary bodies;

1.6 Management Committee.

2 Notwithstanding the powers of the CA, the POC or the committee concerned shall approve and supervise the specific operating rules of those of its bodies established on a permanent basis (Quality of Service Fund, .POST Group, etc.).

3 Participation in standing groups and task forces is open to all members of the POC and shall, in principle, allow the participation of observers and ad hoc observers as per the provisions contained in the General Regulations and article 3 of these Rules of Procedure. All members of the POC shall be entitled to take part in the work of standing groups and task forces as *de jure* members. Information on the mandates and progress of the work of standing groups and task forces shall be made available to the member countries of the Union on the Union's website.

[4] The terms "Chair" and "Vice-Chair" shall always refer to the countries which were elected to those offices.

4 In agreement with the CA, the POC may set up joint standing groups or task forces to study issues of interest to both councils, subject also to the relevant provisions of the Rules of Procedure of the CA.

5 Expert teams may also be established under the bodies referred to in paragraphs 1.1 to 1.4 of this article, subject to approval of the relevant body which establishes them (either the Plenary or a committee), including their specific mandate, objectives, deliverables and time frame, in order to deal in more detail with matters falling within the existing purview and ongoing activities of the body under which they are established (as opposed to the short-term key deliverables and cross-functional work scope applicable to task forces). Participation in expert teams is equally open to all members of the POC and, in principle, to observers and ad hoc observers as per the provisions contained in the General Regulations and article 3 of these Rules of Procedure.

Article 6
Plenary

The Plenary is the decision-making body which shall approve and take note of the work carried out by the committees as well as any task forces under its direct responsibility, and resolve any issues escalated by such bodies.

Article 7
Committees

1 Committees are decision-making bodies which report directly to the Plenary, as per the specific scope of authority delegated by the latter. Committees are responsible for the implementation and/or monitoring of the implementation of all key deliverables derived from Congress decisions in a specific activity area, the approval of the work completed by any standing groups and task forces under their responsibility, and the resolution of any issues escalated by such bodies.

2 Only members of the POC which are signatories of an optional agreement (such as the Postal Payment Services Agreement) shall be *de jure* members of the committee dealing exclusively with that agreement.

Article 8
Standing groups

1 Standing groups are the working bodies which are created to accomplish specific tasks to deal with ongoing activities and activities concerning an entire Congress cycle. Standing groups shall report to their respective committees.

2 With the participation of other international organizations, the POC may also set up standing groups in the form of contact committees or other joint bodies to deal with problems of mutual interest. In such cases, the POC shall designate its members to represent the Union. Contact committees or other joint bodies may exceptionally meet at locations other than the Union headquarters in Berne, Switzerland.

Article 9
Task forces

1 Task forces are working bodies which are created to accomplish short-term key deliverables which cannot reasonably be completed by a committee or standing group owing to their cross-functional work scope. Depending on their mandates, task forces can report to the Plenary or a committee.

2 Task forces shall be limited in number and may be created under the Plenary or a committee (as per the specific terms of reference referred to below), subject to approval of the relevant body (either the Plenary or a committee) and in line with the Union’s strategy and business plan, its Programme and Budget, and the POC work programme for a Congress cycle. The specific terms of reference of a task force (including without

limitation its mandate, objectives, deliverables and time frames) shall be approved by the body which establishes it. Task forces shall be disbanded once their assignment is completed or is suspended by the Plenary. Any exceptional extension of a task force's lifespan shall also be subject to plenary or committee approval.

Article 10
User-funded subsidiary bodies

1 In accordance with article 153 of the General Regulations, the POC shall establish its user-funded subsidiary bodies, funded by voluntary means, in order to organize operational, commercial, technical and economic activities which fall within its competence under article 18 of the Constitution, but which may not be financed by the regular budget of the Union.

2 Participation in user-funded subsidiary bodies is subject to the respective rules of procedure of those bodies.

Article 11
Management Committee

1 The Chair of the POC, the Vice-Chairs of the POC and the committee chairs, co-chairs and vice-chairs shall form the Management Committee. This Committee shall prepare and direct the work of each meeting of the POC and take on all the tasks which the latter decides to assign to it or the need for which arises in the course of the strategic planning process. The Management Committee shall meet at the request of the Chair of the POC. At the request of the Chair of the POC, the Chairs of the CA and of the CC may be invited to take part, as observers, in the meetings of the Management Committee. The Chair of the POC may invite, as observers, the chairs of other POC bodies and the representatives of member countries of the Union when questions concerning them are discussed. The Secretary General and the Assistant Secretary General of the POC shall attend the meetings of the Management Committee.

2 The Management Committee shall prepare the work of each session and monitor the progress of the work of the POC and of its bodies. It shall assist the Chair of the POC in drawing up the agenda of the plenary meetings and in coordinating the work of the bodies.

3 The Management Committee shall perform all such tasks as the POC may decide to entrust to it or the need for which arises during the strategic planning process.

4 Article 28.1 of these Rules of Procedure shall not apply to meetings of the Management Committee.

Article 12
Secretariat

1 The functions of Secretary General and Assistant Secretary General of the POC shall be exercised by the Director General and the Deputy Director General of the IB respectively. The IB shall act as secretariat of the POC.

2 The Secretary General of the POC shall:

2.1 prepare the work of the POC and make available to member countries, their designated operators, observers and ad hoc observers, on the UPU website all the documents and presentations requiring a decision or examination by the POC or its committees on the occasion of each POC session at least 20 working days before the beginning of the session, and shall announce the publication of new electronic documents by means of an appropriate, efficient system;

2.2 take part in the discussions of the POC and its bodies without the right to vote; the Secretary General may also be represented;

2.3 notify all the member countries of the Union and their designated operators of the Regulations drawn up or amended by the POC;

2.4 inform the member countries of the Union and their designated operators, the restricted unions and the members of the CC about the activities of the POC and shall make available on the Union's website, after approval by the Chair of the POC, a Summary Record and the resolutions and decisions of the POC;

2.5 prepare, and submit to the Chair of the POC for approval, the annual report on the work of the POC prepared for the CA;

2.6 send to the member countries of the Union and their designated operators, and to observers and ad hoc observers, at least two months before the opening of Congress, the comprehensive report on the work of the POC approved by the latter;

2.7 maintain contact with the CA and submit to the POC such questions as the CA may decide to entrust to it;

2.8 implement the decisions of the POC in accordance with the latter's directives;

2.9 prepare the draft Strategic Plan, the draft Programme and Budget and the draft annual operating plan and submit them to the POC;

2.10 draw up the financial reports relating to the execution of the Strategic Plan and submit them to the POC;

2.11 prepare regular reports on execution of the Programme and Budget and the annual operating plan and submit them to the POC;

2.12 dispose, by agreement with the Chair of the POC, of the current business of that Council.

3 The POC may instruct the Secretary General to study special subjects; in order to simplify management, certain POC functions may also be delegated to the Secretary General.

4 The Secretary General shall also undertake inquiries requested by the bodies of the POC in application of the General Regulations.[5] The Secretary General shall also notify the Chair and Vice-Chairs of the POC and the chair of the body concerned thereof, and make the results obtained available to them and to members of the bodies concerned.

5 The IB shall:

5.1 draft the reports of the bodies of the POC, as well as the Summary Record;

5.2 prepare correspondence and maintain archives.

Article 13
Working methodology

1 Documents (designated as "Doc") subject to a decision or discussion by the Plenary and committees shall be published on the Union's website in all the languages of deliberation of the meeting concerned at least 20 working days before the opening of the session.

2 Presentations may also be published for meetings instead of documents, for agenda items where no decision is required. Such presentations (designated as "Pres") shall equally be published at least 20 working days before the opening of the session in at least one of the working languages of the IB.

3 Notwithstanding the foregoing, presentations that are solely intended to support the presentation of meeting documents available on the Union's website shall not be subject to the requirements set forth in paragraph 2.

4 The deliverables matrix shall be presented at every POC session as part of its official agenda and include the status of completion of the deliverables. The bodies responsible for these deliverables shall present their reports to the relevant decision-making body of the POC, which shall also be responsible for approving any changes in scope, time or cost for such deliverables. Moreover, any suggested removal, deferral or creation of deliverables shall be subject to formal approval by the Plenary.

[5] Articles 113.1.8 and 133.3 of the General Regulations.

Article 14
Sessions and organization of meetings

1 The POC shall meet as per the periodicity defined in the General Regulations, for a maximum total period of 10 working days per POC/CA session.[6] The Plenary shall fix the approximate date and duration of its next session. If compelled by circumstances, the Chair of the POC, with the prior agreement of the Chair of the CA and the Secretary General, may alter the date or duration which has been fixed, provided the alteration is notified to the members of the POC at least two weeks before the opening of the session.

2 The POC may meet, exceptionally, when a request for this is made or approved by at least one third of its members or on the initiative of its Chair. The date shall be fixed by the Chair in agreement with the Chair of the CA and the Secretary General.

3 At each session, the POC shall:

3.1 exchange views on completed or current work and make, if necessary, recommendations on it;

3.2 approve the timetable drawn up, by agreement with the chairs of the bodies concerned and after consulting the Secretary General, of the meetings which will be held until the next session. Any meeting envisaged outside this timetable shall, if it involves additional expenditure, be authorized by the Chair of the POC after consultation with the Secretary General;

3.3 approve the annual operating plan (or any revisions thereto) and the reports on its execution, on the basis of the proposals made to it by the member countries and/or by the IB or in the light of changes made to the Union's strategy and its Programme and Budget;

3.4 formulate proposals for the CA with a view to updating the Programme and Budget on the basis of proposals made to it by its bodies or by the Secretary General.

4 Between POC sessions, standing groups and task forces shall, as a general rule, carry out their work using online collaboration and remote participation tools (e.g. digital work spaces and web conferences). If necessary, they may exceptionally hold physical meetings at the Union headquarters in Berne, Switzerland. In accordance with article 8, standing groups such as contact committees or other joint bodies may exceptionally meet at locations other than the Union headquarters in Berne, Switzerland.

5 Without prejudice to paragraph 3.2, the dates of meetings of standing groups or task forces organized outside sessions shall be set by the chairs of the bodies concerned after consultation with the Secretary General. Any documents produced by standing groups or task forces with the aim of reporting completed deliverables or requesting a decision by the Plenary or a committee shall be processed as official POC session documents as long as they comply with the six-week submission deadline referred to in article 16. However, any other documents produced and shared between sessions for the sole purpose of carrying out the tasks of standing groups or task forces shall not be processed as official POC session documents, although they may be made available to countries through the collaborative spaces.

Article 15
Order of seating

1 At meetings of the POC, delegations shall, if physically present, be seated in the French alphabetical order of members. This provision shall apply only to those member country delegations that physically attend the POC meetings. For the purposes of this paragraph, the observer State of Palestine shall also have the right to be seated among the member countries referred to herein.[7]

2 The Chair of the POC shall draw lots, in due course, for the name of the country to be placed foremost before the Chair's rostrum at each session of the POC.

[6] Without prejudice to article 114 of the General Regulations, this biannual scheduling of POC sessions is in accordance with Istanbul Congress resolution C 27/2016.

[7] As per Congress decision C 21/2025, Mongolia has also been granted, on an exceptional basis and strictly for the period between the 28th Congress and the 29th Congress, the status of privileged observer for the meetings of the POC, including the right to be physically seated among members of that Council according to the French alphabetical order.

Article 16
Agenda

1 The Chair of the POC shall make out, at the proposal of or after consultation with the Secretary General, the provisional agenda for each plenary meeting, giving priority to points requiring a decision. This agenda shall be sent to the members of the POC and to the observers and ad hoc observers at the same time as the invitation to attend.

2 Each chair of a body shall also prepare, on the proposal of or after consultation with the Secretary General, the agenda of the meetings of that body, in accordance with the principles set out under 1, and ensure alignment between the meeting agenda and the work plan of the relevant body.

3 The following subjects, inter alia, shall appear in the provisional agenda of the POC:

3.1 matters selected at the previous session;

3.2 questions submitted as documents by members of the POC, other member countries of the Union or by the CA between sessions and notified to the Secretary General at least six weeks before the opening of the session during which they are to be considered; documents transmitted to the Secretary General less than six weeks before the opening of the session may be considered only if the POC so decides by a majority of the members present and voting;

3.3 suggestions and proposals submitted by the Director General of the IB.

Article 17
Amendments to the Regulations and consideration of proposals

1 Following the close of each Congress, the IB shall review the decisions taken by Congress with a view to identifying all consequential changes to the Regulations necessary as a result of omissions or unanticipated Congress decisions. The IB shall formulate proposals concerning the necessary changes and publish them in accordance with article 12.2.1.

2 Proposals concerning the Regulations submitted to the POC by member countries of the Union shall be notified to the Secretary General at least six weeks before the opening of the session at which they are to be considered. Proposals notified to the Secretary General less than six weeks before the opening of the session may be considered only if the POC so decides by a majority of the members present and voting.

3 Proposals stemming from studies conducted by bodies on behalf of committees shall also be subject to paragraph 2 above when they relate to the rules that have financial consequences or involve the responsibilities of Union member countries and/or their designated operators.

4 Every proposal shall have only one aim and contain only the changes justified by that aim.

5 Amendments to proposals for amending the Regulations shall be handed in to the IB in writing at least one day before the meeting at which they are to be considered. This time limit shall not apply to amendments resulting directly from discussions in the Plenary or in a committee.

6 If the same question is the subject of several proposals, the Chair shall decide the order in which they are to be discussed, starting as a rule with the proposal which departs most from the basic text and entails the most significant change in relation to the status quo.

7 If a proposal can be subdivided into several parts, each part may, if the originator of the proposal or the assembly so agrees, be considered and voted upon separately. The same possibility shall apply for the simultaneous consideration of several related proposals.

8 Any proposal withdrawn in plenary or in committee by its originator may be resubmitted by the delegation of another member country of the Union. Similarly, if an amendment to a proposal is accepted by the originator of the proposal, another delegation may resubmit the original, unamended proposal.

9 Any amendment to a proposal which is accepted by the delegation submitting the proposal shall be immediately included in the text thereof. If the originator of the original proposal does not accept an amendment, the Chair of the meeting shall decide whether the amendment or the proposal shall be voted upon first, starting with whichever departs furthest from the meaning or intent of the basic text and entails the most significant change in relation to the status quo.

10 The procedure described in paragraph 9 shall also apply where more than one amendment to a proposal is submitted.

Article 18
Finalization of amendments to the Regulations

The IB shall be authorized to correct in the Regulations any clerical errors which have not come to light at the time of approval of amendments to the Regulations, as well as the numbering of articles and paragraphs and relevant references.

Article 19
Debates

1 Member country representatives and observers may not take the floor until they have been given permission to do so by the chair of the meeting.

2 Unless a majority of the members present and voting decides otherwise, speeches shall not exceed five minutes. The chair of the meeting shall be authorized to interrupt any speaker who exceeds the said authorized time. The speaker may also be asked not to depart from the subject.

3 During a debate, the chair of the meeting may, with the agreement of the majority of the members present and voting, declare the list of speakers closed after reading it out. When the list is exhausted, the debate shall be declared closed, although even after the closing of the list the Chair may grant the originator of the proposal under discussion the right to reply to any of the speeches delivered.

4 The chair of the meeting may also, with the agreement of the majority of the members present and voting, limit the number of speeches by any one delegation on a proposal or a certain group of proposals; but the originator of the proposal shall be given the opportunity of introducing it and speaking subsequently if it asks to do so, in order to make new points in reply to the speeches of other delegations, so that it may, if it so wishes, be the last speaker.

5 With the agreement of the majority of the members present and voting, the chair of the meeting may limit the number of speeches on a proposal or a certain group of proposals; but this limit may not be less than five for and five against the proposal under discussion.

Article 20
Reservations to the Regulations

1 Reservations to the Regulations shall take the form of proposals submitted in writing and concerning the Final Protocols of the said Regulations.

2 Reservations shall be submitted in the form of proposals to the IB in one of the Union’s working languages (proposals concerning the Final Protocol).[8]

3 Subject to paragraphs 1 and 2, proposed reservations shall be considered by the POC at its following session. However, should that session be held after the date of the entry into force of the provisions which are to be the subject of the reservations, the Management Committee shall be authorized to adopt such reservations provisionally.

[8] Proposed reservations to the Regulations may be submitted by member countries at any time during a Congress cycle, subject to the relevant formal requirements referred to herein.

4 Reservations shall be included on the agenda of the Plenary, and sufficient time shall be allowed for their discussion.

5 The reservations shall be approved by a majority of the members having the right to vote.

Article 21
Urgent questions raised between sessions

1 Urgent questions raised between sessions shall be dealt with by the Chair of the POC.

2 If the questions relate to matters of principle, the Chair of the POC shall consult the members of the POC and, if it thinks fit, all the member countries of the Union; the Chair of the POC shall inform the members consulted of the solutions arrived at.

Article 22
Languages

1 The official language of the POC shall be French.

2 For the discussions of the POC and its bodies mentioned in article 5.1, the Arabic, English, French, Russian and Spanish languages may be used, by means of a simultaneous interpretation system.

3 If members of the POC wish to use other languages, they shall provide for simultaneous interpretation into Arabic, English, French, Russian or Spanish, either by the system indicated in paragraph 2, when the necessary technical modifications can be made, or by private interpreters. New requests for the use of other languages shall be sent to the IB at least six months before the opening of the meeting in question.

4 Between sessions of the POC, any member of the POC or any other member country participating in its meetings as an observer wishing to change its language of discussion shall inform the IB. These invited member countries shall indicate their chosen language when they announce that they will participate in the session.

Article 23
Quorum

1 POC meetings shall only be valid if at least half of the members of the POC having the right to vote are present.

2 For the committees dealing exclusively with optional agreements (such as the Postal Payment Services Agreement), the quorum shall be half the members of the POC which are parties to the agreement to which the respective issues relate and which have the right to vote.

3 For voting on the Regulations of the Convention, the quorum required shall be a majority of the members of the POC having the right to vote.

4 For voting on the Regulations of the optional agreements (such as the Postal Payment Services Agreement), the quorum required shall be a majority of the members of the POC which are parties to the agreement to which the respective issues relate and which have the right to vote.

Article 24
Voting

1 Subject to the sanctions provided for in the General Regulations,[9] each member of the POC shall have one vote. Without prejudice to the exceptional representation possibility outlined in paragraph 2, proxies shall not be admitted.

[9] Article 150 of the General Regulations.

2 If a member of the POC, present at a session, is prevented from attending a meeting, it may exceptionally delegate its right to vote to another member of the POC, provided it gives previous notice in writing to the Chair of the POC (or the chair of the committee concerned). However, a member of the POC may not represent more than one country other than its own.

2.1 In the event of a secret ballot as referred to in paragraph 5.3 of this article, a member of the POC participating remotely shall also have the possibility, prior to such a secret ballot, of verbally informing the Chair of the POC (or the chair of the committee concerned) that it wishes another member of the POC physically present to represent it for the purposes of that ballot.

3 Questions which cannot be settled by common consent shall be decided by a majority of members present and voting. In the event of a tie, the proposal shall be considered as rejected. When the number of abstentions and blank or null and void ballot papers exceeds half the number of votes cast (for, against and abstentions), consideration of the matter shall be deferred until a subsequent meeting, at which abstentions and blank or null and void ballot papers shall be disregarded.

4 Proposals concerning the Regulations to the Convention shall be approved by a majority of the members of the POC having the right to vote. For proposals concerning the Regulations to the optional agreements (such as the Postal Payment Services Agreement), the majority required shall be a majority of the members of the POC present and voting which are parties to the agreement to which the vote relates and which have the right to vote.

5 The manner of voting, which shall be determined before the voting begins, may be:

5.1 by show of hands: in the case of remote participation by a member of the POC, this shall be replaced, for that member, by a non-secret vote via the UPU's online electronic conference platform. All such remote participation votes shall then be added as appropriate to the tally of the show of hands from those members of the POC physically represented at the meeting;

5.2 by roll-call: at the request of a member of the POC or by the choice of the Chair. The roll shall be called in the French alphabetical order of the countries represented on the POC. When the name of a member of the POC is called out in the French alphabetical order, that member's representative, whether attending physically or remotely, shall respond verbally with its vote. Should any member of the POC fail to cast a vote for any reason during the roll-call vote, that member shall be called upon a second time after the conclusion of the initial roll-call. Should that member still fail to cast a vote on the second roll-call round, the member of the POC shall be recorded as being absent;

5.3 by secret ballot: at the request of two members of the POC. The necessary measures shall then be taken to ensure the correct operation of this procedure, whether the vote is done electronically or through traditional paper ballots; this shall have priority over other voting procedures.

5.3.1 The possibility of remote participation referred to in article 1.3 shall not apply in the event of any secret ballot, in which case members of the POC solely availing themselves of the possibility to participate remotely shall not be counted for the purposes of article 23, nor be entitled to vote unless the appropriate notice of representation is provided to another member of the POC attending physically in accordance with paragraph 2.1.

6 The expression "members present and voting" shall mean members voting "for" or "against". Abstentions shall not be taken into consideration in counting the votes which are indispensable for ascertaining the majority; the same shall apply to blank or spoilt ballot papers in the event of a secret ballot.

7 Once the voting has begun, no delegation may interrupt it, except to raise a point of order relating to technical aspects of the voting procedure.

8 The voting rules shall apply to decisions taken by the Plenary or by the committees, as well as, by analogy, by other POC bodies, subject to specific operating rules.

Article 25
Motions on points of order and procedural motions

1 During the discussion of any question and even, where appropriate, after the closure of the debate, a delegation may submit a motion on a point of order for the purpose of requesting:

1.1 clarification on the conduct of the debates;

1.2 observance of the Rules of Procedure;

1.3 a change in the order of discussion of proposals suggested by the chair of the meeting.

2 The motion on a point of order shall take precedence over all questions, including the procedural motions set forth in paragraph 4.

3 The chair of the meeting shall immediately give the desired clarifications or take the decision which he/she considers advisable on the subject of the motion on a point of order. In the event of an objection, the chair's decision shall be put to the vote forthwith.

4 In addition, during discussion of a question, a delegation may introduce a procedural motion with a view to proposing:

4.1 the suspension of the meeting;

4.2 the closure of the meeting;

4.3 the adjournment of the debate on the question under discussion;

4.4 the closure of the debate on the question under discussion.

5 Procedural motions shall take precedence, in the order set out above, over all other proposals except the motions on points of order referred to in paragraph 1.

6 Motions for the suspension or closure of the meeting shall not be discussed, but shall be put to the vote immediately.

7 When a delegation proposes adjournment or closure of the debate on a question under discussion, only two speakers against the adjournment or the closure of the debate may speak, after which the motion shall be put to the vote.

8 The delegation which submits a motion on a point of order or a procedural motion may not, in its submission, deal with the substance of the question under discussion. The proposer of a procedural motion may withdraw it before it has been put to the vote and any motion of this kind, whether amended or not, which is so withdrawn may be reintroduced by another delegation.

9 For the purposes of this article, the observer State of Palestine shall also have the right to raise points of order and procedural motions, provided that the right to raise such points of order and procedural motions shall not include the right to challenge the decisions of the Chair of the meeting.

Article 26
Reopening of decisions

When a decision has been taken by the Plenary or by a committee, the question may only be reconsidered if the Plenary approves the principle of such reconsideration. Approval of reopening discussion shall require the majorities laid down in article 24, paragraph 3.

Article 27
Reports

1 The bodies of the POC shall prepare, for the attention of the POC, reports briefly describing the progress of the work provided for in the Union Programme and Budget, the POC work programme and its related annual operating plans.

2 The POC shall prepare for the CA an annual report on its work.

3 The POC shall make to Congress a comprehensive report on its work, including reports on user-funded subsidiary bodies as provided for in the General Regulations,[10] and send it to the member countries, their designated operators and the members of the CC at least two months before the opening of Congress.

Article 28
Refund of travelling expenses to representatives of member countries of the POC and its bodies

1 In accordance with the relevant provision[11] of the General Regulations, the representative of each eligible member of the POC participating physically in its meetings, except for meetings held during Congress, shall be entitled to reimbursement of the cost of an economy-class return air ticket or 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 air return ticket.

2 Pursuant to paragraph 1, the following provisions shall be observed:

2.1 if a member of the POC is represented by the same person or by different persons at the session of the POC and at meetings of its bodies sitting in the same place during the period preceding or following the session, the fare shall only be refunded once;

2.2 if a member of the POC is represented by the same person or by different persons, in the interval between sessions of the POC, at meetings of bodies sitting in the same place within a period not exceeding 30 days for all the meetings, the fare shall only be refunded once.

3 The travelling expenses of the representatives of an international organization, or of any other persons whom the POC wishes to associate with its work, can only be charged to the Union in exceptional cases and with the prior agreement of the Chair of the POC, of the Chair of the CA and of the Secretary General. This shall also apply to the travelling expenses of representatives of countries which are not members of the POC but which the latter expressly desires to associate with its work and which form part of the member countries considered to be one of the least developed countries referred to in the General Regulations.

Article 29
Effective date

These Rules of Procedure, including any amendments thereto, shall come into effect immediately upon their adoption by the POC.

So adopted at Dubai, 19 September 2025.

For the Postal Operations Council:

Jean-Paul Forceville
Chair representative (for France)

Masahiko Metoki
Secretary General

[10] Article 153 of the General Regulations.
[11] Article 116 of the General Regulations. For the purposes of this provision, it may be noted that the only list of “eligible” countries established by the United Nations is that of least developed countries.