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To:

- Union member countries

For information to:

- Designated operators
- Restricted unions

Berne, 27 March 2023

**Reference:** 2102(DPRM.PPRE.CCA)1028

**Subject:** Submission of proposals and paperless documentation

Dear Sir/Madam,

With reference to article 139 of the General Regulations, I wish to remind you of the rules relating to proposals for submission to the fourth Extraordinary Congress (EC), which will take place from 1 to 5 October 2023 in Riyadh, Saudi Arabia. In order to prepare for the Extraordinary Congress, I would like to inform you of certain decisions taken by the Council of Administration (CA) concerning the content of proposals, and also remind you of the deadline for proposals pursuant to article 139 of the General Regulations.

Given the limited time available for discussions, the CA has adopted a draft proposal, for submission to the Extraordinary Congress, to limit the topics discussed only to those related to the specific purpose of the EC contained in Abidjan Congress resolutions, namely:

- C 11/2021: Further reform and opening of the Union to wider postal sector players;
- C 12/2021: Organization of an Extraordinary Congress in 2023;
- C 16/2021: Period covered by the financial decisions taken by the 27th Congress; and
- C 17/2021: Reduction of greenhouse gas emissions in the postal sector.

The CA also decided that any proposals pertaining to other topics will not be considered unless Congress decides, by a majority of the member countries represented at Congress and having the right to vote, that they concern urgent postal sector issues.

Pursuant to article 29 of the UPU Constitution, the right to present proposals is reserved to Union member countries. A distinction is made between proposals of a general nature (resolutions, decisions, recommendations and formal opinions), and proposals to amend the Acts of the Union. The CA has approved the following principles, which all member countries are required to observe:

- Proposals should be limited to issues of real importance to the Union or the international postal service;
- Member countries should refrain from presenting proposals aimed at settling unusual cases or problems that could be resolved through domestic legislation; and
- Should likewise refrain from presenting proposals of a drafting nature that are not obviously useful.

*Basic texts for the presentation of proposals*

Proposals concerning the Acts should be based on their final texts as adopted by the Abidjan Congress and published in the UPU publication "Decisions of the 2021 Abidjan Congress", namely the Constitution as amended by its Eleventh Additional Protocol, the General Regulations as amended by its Third Additional

Protocol, the current Rules of Procedure of Congresses, and the Universal Postal Convention as amended by its Final Protocol.

Proposals concerning the Postal Payment Services Agreement (PPSA) should be based on its final texts as adopted by the Abidjan Congress and published in the UPU publication "Decisions of the 2021 Abidjan Congress".

On the other hand, consequential proposals relating to the Convention Regulations (for submission to the Postal Operations Council (POC) in accordance with article 16.2 of the POC Rules of Procedure) shall be based on the text approved by the 2021.1 session of the POC and further amended by the POC at its 2021.2, 2022.1, 2022.2 and 2023.1 sessions.

These Acts are also available in English and French on the UPU website (from the home page, use the link to "The UPU" and then "Acts").

/ Each proposal should be prepared on a separate sheet, and should follow the same format as the sample proposal provided in Annex 1.

If a proposal leads to further costs for the Union beyond the amounts already budgeted in the Abidjan Business Plan approved by the 2021 Congress, these additional costs should be indicated by the member country submitting the proposal, in consultation with the International Bureau (see General Regulations article 139.3).

/ To this end, a programme and budget impact (PBI) statement should accompany all proposals of a general nature submitted to the 2023 Extraordinary Congress. An example of a PBI statement is reproduced in Annex 2.

#### *Deadlines for submission of proposals by member countries*

Under article 139 of the UPU General Regulations and article 13 of the Rules of Procedure of Congresses, individual Union member country proposals will be accepted only if they are submitted at least four months before the date fixed for Congress (i.e. by 1 June 2023). After that deadline, no proposals to amend the Constitution or General Regulations will be accepted. In the interval between four and three months (1 June to 1 July) before the date fixed for Congress, any proposal of substance must be supported by at least two member countries in order to be accepted. In the interval between three and two months (1 July to 1 August) before the date fixed for Congress, a proposal of substance must have the support of eight member countries in order to be accepted.

Pursuant to article 140 of the UPU General Regulations, Union member countries may equally submit amendments to proposals from the councils until two months before the opening of the EC; in other words, amendments to proposals submitted by the CA or the POC must reach the International Bureau by 1 August 2023 at the latest. Beyond that point, member countries may present their amendments at Congress sessions (General Regulations article 140).

To speed up and facilitate the transmission of these proposals for submission to Congress, you are asked to send them, in Word format only, to [congress.proposals@upu.int](mailto:congress.proposals@upu.int).

UPU member countries and observers are also reminded that this Extraordinary Congress will be a paperless event following the measures taken to implement the e-publication policy during the Doha cycle.

Accordingly, in order to implement the UPU e-publication policy, paper copies of documents for the fourth Extraordinary Congress will not be distributed in Riyadh. For Congress documents, proposals and information notes, please visit the UPU website:

[documents.upu.int/Pages/Default.aspx?RootBodyID=17&BodyID=17&Year=2023](https://documents.upu.int/Pages/Default.aspx?RootBodyID=17&BodyID=17&Year=2023)

Yours faithfully,

(signed)

Masahiko Metoki  
Director General