

FOURTH EXTRAORDINARY CONGRESS

Additional guidelines on Congress registration and visa application processes

1 With a view to facilitating the registration of member country delegations and other eligible participants for the fourth Extraordinary Congress, as well as the related visa applications, the International Bureau (IB) would like to bring to the attention of all prospective participants the following guidelines and step-by-step process for successful registration and visa application.

Step 1 – Notification to the International Bureau of the responsible entity and country accreditor and of the composition of the delegation

2 The Event Management Platform (EMP) system, which has already been in place for Council of Administration (CA) and Postal Operations Council (POC) meetings, will be used to facilitate registrations for the fourth Extraordinary Congress. The EMP streamlines the registration process, and is designed to ensure that UPU member countries and observers are represented at meetings by individuals duly authorized and empowered – either by their national authorities in the case of UPU member countries, or by the IB in the case of observers. The individuals duly authorized and empowered to participate at meetings are referred to collectively as the “delegations”.

3 In this connection, UPU member countries were sent IB circular letter 2102(DPRM.PPRE.CCA)1038 dated 5 April 2023. All member countries were requested to proceed as described in that letter, bearing in mind the deadlines set for the provision of information to the IB, in particular: 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 the country accreditor. Most member countries have provided this information in order to participate in the previous CA and POC meetings and therefore already have a designated country accreditor responsible for validating the registration of their delegates.

4 Member countries are asked to check that the information sent to the CA/POC secretariat regarding their designated accreditor for previous CA/POC sessions is still valid. Member countries that do not have a designated country accreditor, or that need to communicate a change of country accreditor, are asked to complete the form in Annex 1 to letter 2102(DPRM.PPRE.CCA)1038 of 5 April 2023 and return it to the CA secretariat 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 or the regulator.

5 Observers do not need to fill in and submit the country accreditor form, since the registration of their delegates will be validated by the IB.

Step 2 – Participant registration

6 All prospective participants representing member countries and observers who wish to attend the fourth Extraordinary Congress remotely or in person are asked to register online at events.upu.int. If they encounter any difficulties during the registration process, registrants may consult the EMP User Guide, which can be found at www.upu.int/en/Events/4th-Extraordinary-Congress, or may contact the IB directly via events@upu.int.

7 Delegates from member countries and observers who registered through the EMP for the previous CA/POC session will register by simply using their UPU account. For these delegates, the EMP will

pre-populate the registration form with their personal data and will automatically contact the country 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 by creating a UPU account and following the relevant procedures. To create a UPU account, please follow the steps described in Annex 1.

9 After registration, prospective participants will receive an e-mail stating that their registration has been received and is pending confirmation/validation.

Step 3 – Participant registration validation by the country accreditor and the International Bureau (required for confirmation of submitted registrations and for visa applications to be processed)

10 For validation, country accreditors must log in to the EMP and update their profile. In the event that they encounter difficulties with their login details, country accreditors are asked to contact the IB directly via events@upu.int to obtain their details.

11 Once logged in to the system, accreditors will be able to review the pending registrations of their delegates (see step 2 above).

12 The country accreditor must verify whether the person requesting registration is indeed a member of their 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 that his/her registration is now 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.

13 Should the country accreditor also wish to attend the meeting, the country accreditor must both register and accredit him/herself.

14 Please note that participants who are considered observers or ad hoc observers (e.g. United Nations, restricted unions, Consultative Committee, international organizations, private companies, etc.) will be validated by the relevant IB staff and will not be asked to provide the accreditor information referred to in step 1.

Step 4 – Visa requests and issuance

15 When completing the registration form in the EMP, delegates must fill in a dedicated field if they will require a visa to enter Saudi Arabia. For this specific field, they will also be asked to upload their passport details as well as a clear picture of the page in their passport where all relevant information is shown. When the delegates' registration is validated by the country accreditor, the visa application is automatically forwarded – through the EMP system – to the authorities of Saudi Arabia. The Congress registration number (format CONGRESS23-I/XXX) can be used by delegates to track the status of their visa application on the Congress website: go to riyadhcongress.upu.int and click "Visa Status".

16 Please note that a delegate's passport should be valid for at least six months after the closing of the Congress, i.e. it should not expire before 6 April 2024.

Step 5 – 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 EMP technical issues: events@upu.int;
- for entry visas to Saudi Arabia: riyadhcongress.upu.int/Services/ContactUs;
- for Congress and all other issues: Congress2023@upu.int.

Creating a UPU account in a few steps

How to register an external account (mandatory to register in the EMP):

- 1 Go to hand2hand.upu.int.
- 2 Select your organization type and find your organization in the list.
- 3 Complete all fields marked with an asterisk (including a valid e-mail address). Please do not include any accents in your given or family name.
- 4 Enter your function and department. Please do not use an ampersand (&) character in these fields.
- 5 Tick the “I agree with UPU account terms and conditions” box.
- 6 Click Register.
- 7 Check your e-mail inbox.
- 8 Open the e-mail from UPU-Identity-noreply@upu.int with the subject line “Universal Postal Union – E-mail confirmation”; this will contain **your username** and the activation link.
- 9 Click the activation link (this is mandatory for account activation).
- 10 Check your e-mail inbox.
- 11 Open the e-mail from UPU-Identity-noreply@upu.int with subject line “Universal Postal Union – Account Password”; this will contain **your password**.

If you encounter any difficulties during registration, please contact UPU-identitysupport@upu.int.