



**International Bureau**

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To: Member countries of the Council of  
Administration (CA)  
CA observers

Contacts: Mr Siva Somasundram (CA Secretary)/  
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Berne, 15 October 2020

**Reference:** 3100(DPRM.CA.SEC)1111

**Subject:** Invitation to the second regular session of the Council of Administration for 2020 (Berne, 3 and 4 December 2020)

Dear Sir/Madam,

On behalf of the Chairman of the Council of Administration, I wish to invite CA members and observers to attend the second regular session of the year of the Council of Administration (the 2020.2 session). The meeting is to be held at the UPU International Bureau (IB) in Berne on 3 and 4 December from 12.00 to 16.00 CET (UTC+1). The provisional agenda of the session is provided in Annex 1.

It should be noted that, following the consultations undertaken through IB circular letter 3100(DPRM.CA.SEC)1079 of 30 July 2020, the CA decided to allow for remote participation by those CA members and observers unable to attend the exceptional CA session in person, because of the COVID-19 pandemic; accordingly, as set out in Annex 2, a number of provisions of the CA Rules of Procedure have been amended and/or suspended to allow for remote participation.

As the exceptional CA on 26 October is expected to ratify these same procedures (please see document Exceptional CA 2020–Doc 7) for the 2020.2 CA session, this invitation is being issued on that assumption. This will mean that member countries may participate in one of the following three ways:

*i Physical attendance only*

Given the current social distancing rules and other safety measures at the IB (in line with host country guidance), as well as the physical constraints of the meeting room, the following conditions will apply to the physical attendance of CA members and observers at this session:

- A CA member attending the session only in person may send **a maximum of two delegates** to the session. At least one of these delegates must be authorized to speak and vote on behalf of that CA member.
- An observer attending the session only in person may send **only one delegate** to the session. The delegate must be authorized to speak on behalf of that observer.

CA members and observers wishing to attend the session in person should pay careful attention to the quarantine measures and other restrictions of the Swiss Government that may be applicable to travellers from abroad owing to the COVID-19 pandemic; information is to be found on the website of the Swiss Federal Office of Public Health at [www.bag.admin.ch/bag/en/home.html](http://www.bag.admin.ch/bag/en/home.html).

*ii Remote representation only*

As regards those CA members and observers participating **only remotely**, the following conditions will apply to their remote representation at this session:

- A CA member participating only remotely must authorize **only one of its delegates** to speak and vote. The CA member must advise the IB of its authorized delegate by completing and returning the form in Annex 6 **no later than 12 November 2020**. All other delegates of the CA member may follow the session remotely, but will not be permitted to speak or vote.
- An observer participating only remotely must authorize **only one of its delegates** to speak on its behalf. All other delegates of that observer may follow the session remotely, but will not be permitted to speak. The observer must advise the IB of its authorized delegate by also completing the form in Annex 7 and returning it to the IB **no later than 12 November 2020**.

*iii Physical attendance and remote representation*

For CA members and observers participating **both in person and remotely**, the following conditions will apply to their physical and remote representation at this session:

- A CA member participating both in person and remotely may send **a maximum of two delegates** to attend the session in person. One or both of these delegates may be authorized to speak and vote on behalf of that CA member. All other delegates of the CA member may follow the session remotely, but will not be permitted to speak or vote.
- A CA member participating both in person and remotely whose delegate authorized to speak and vote is **only** present remotely must advise the IB of this authorized delegate by completing the form in Annex 6 and returning it to the IB **no later than 12 November 2020**. In this case, none of the other delegates of this CA member following the session either in person or remotely will be permitted to speak or vote.
- An observer participating both in person and remotely may send only one delegate to attend the session in person. That delegate may be authorized to speak on behalf of the observer. All other delegates of the observer may follow the session remotely, but will not be permitted to speak.
- An observer participating both in person and remotely whose delegate authorized to speak is **only** present remotely must advise the IB of this authorized delegate by completing and returning the form in Annex 7 to the IB **no later than 12 November 2020**. No other delegates of that observer following the session either in person or remotely will be permitted to speak.

*Registration of participants and practical information*

All delegates from CA members and observers attending the session either physically and/or remotely are required to register via the UPU Delegate Registration System (DRS). **Registration in the DRS is compulsory for all delegates and closes on 12 November 2020, so please ensure that you register before that date.** Please also refer to the registration and logistical information for participants provided in Annexes 3 and 4.

*Submission by UPU member countries of questions to be discussed at CA sessions*

Under article 14.3.2 of the CA Rules of Procedure, any UPU member country wishing to submit questions for discussion at this CA session is required to send the relevant documents to the Secretary General at least six weeks before the opening of the session. Accordingly, the deadline for submission would be **22 October 2020**. Nevertheless, recognizing that this may be a tight timeline, the Council will be invited to approve *en bloc* for its consideration proposals that may be submitted after that deadline, also in accordance with article 14.3.2 of the CA Rules of Procedure.

*Remote participation tool*

- Annex 5 contains technical details relating to remote participation and the proposed schedule for practical training on the remote conferencing tool, which is required for those delegates authorized to speak and vote remotely, in order to ensure smooth active participation during the meeting.

Yours faithfully,



Bishar A. Hussein  
Secretary General



## **COUNCIL OF ADMINISTRATION**

### **Plenary**

Berne/remote participation, 3 and 4 December 2020, 12.00 to 16.00 CET (UTC+1), Heinrich von Stephan Hall and via the International Bureau's virtual conferencing platform

### **Provisional Agenda**

<i>Agenda item</i>	<i>Deliverables</i>	<i>Document</i>
1 Opening of the meeting and adoption of the agenda	–	CA 2020.2–Doc 1
2 UPU financial statements for 2019		
– Report by the Secretary General	CA C 1–D1	CA 2020.2–Doc 2
3 External audit report on the UPU financial statements for 2019		
– Memorandum by the Secretary General	CA C 1–D2	CA 2020.2–Doc 3
4 Report of the internal audit service		
– Memorandum by the Secretary General	CA C 1–D3	CA 2020.2–Doc 4
5 Report of the Ethics Office		
– Memorandum by the Secretary General	CA C 1–D10	CA 2020.2–Doc 5
6 Report on the 2020 financial disclosure exercise		
– Memorandum by the Secretary General	CA C 1–D4	CA 2020.2–Doc 6
7 Report on the Internal Audit Committee		
– Report by the Chair of the Committee	CA C 1–D12	CA 2020.2–Doc 7
8 Task force on reform of the system applied to contributions by Union member countries		
– Report by the Chair of the Task Force	CA C 1–D6	CA 2020.2–Doc 8

<i>Agenda item</i>	<i>Deliverables</i>	<i>Document</i>
9 Draft Programme and Budget 2021		
– Memorandum by the International Bureau	CA C 1–D7	CA 2020.2–Doc 9
10 Action plan 2021		
– Memorandum by the International Bureau	–	CA 2020.2–Doc 10
11 CA task force on the opening up of the UPU to wider postal sector players		
– Report by the task force	–	CA 2020.2–Doc 11
12 Chagos Archipelago – Implementation of UN General Assembly resolution A/RES/73/295 dated 22 May 2019		
– Memorandum by the International Bureau	–	CA 2020.2–Doc 12
13 Relations with organizations in the United Nations system and other international organizations and international partners		
– Report by the Secretary General	–	CA 2020.2–Doc 13
14 [As the case may be, other agenda items pursuant to specific member country proposals tabled for the meeting in line with the CA Rules of Procedure]	–	–
15 Any other business	–	–

Berne, 15 October 2020

Chair: Turkey  
Represented by Mr Hakan Gülten

**Suspension and/or amendment of certain provisions of the Rules of Procedure of the Council of Administration in order to allow for remote representation of CA members and observers**

Strictly for the purposes of the 2020.2 session of the CA (with a view to allowing for remote representation of CA members and observers), the following provisions of the CA Rules of Procedure have been suspended and/or amended. The specific provision suspended is underlined in the first column, followed by the replacement rule in the second column and associated explanatory notes in the third column.

<i>Provision</i>	<i>Replacement rule</i>	<i>Associated explanatory notes</i>
<p>Article 2</p> <p>Members of the Council of Administration and notification of representatives</p> <p>[...]</p> <p>2 Each member of the CA shall appoint its representative in accordance with the General Regulations. This representative <u>may be accompanied by</u> one or more other delegates who shall also be entitled to participate in the discussions and to vote. In line with its national legislation or according to its internal processes, each member country shall notify the International Bureau (hereinafter the “IB”), before the opening of the session, of its designated representative and of the delegates <u>accompanying him</u>. <u>Confirmation of registration and access to sessions</u> of the CA shall be provided only upon validation of the relevant personal information against the official list of delegates duly notified by the competent government authority of a member of the CA.</p> <p>[...]</p>	<p>For the 2020.2 session of the CA, the principle that attendance and participation is on an “in-person” basis shall be suspended. Remote attendance and participation may also be permitted.</p>	<p>Any references to “accompanied by” and “access to” shall be understood as also including the possibility of attendance and representation of Union member countries (and other observers) by electronic means, i.e. via web/video/audio conferencing facilities made available by the International Bureau to ensure active participation in the 2020.2 session of the CA.</p> <p>In such a case, notifications of remote representation shall also be provided in advance (on paper or electronically) to the IB.</p>



<i>Provision</i>	<i>Replacement rule</i>	<i>Associated explanatory notes</i>
<p>Article 12 Sessions and organization of meetings</p> <p>1 In principle, the CA shall meet twice a year <u>at the headquarters of the Union</u>, for a maximum total period of 10 working days. The Plenary shall fix the approximate date and duration of the CA's next session. If compelled by circumstances, the Chairman of the CA, after consulting the Secretary General, may alter the date or duration which has been fixed, provided the alteration is notified to the members of the CA at least two weeks before the opening of the session.</p> <p>[...]</p>	<p>For the 2020.2 session of the CA, the principle that attendance and participation is solely on an "in-person" basis shall be suspended. Remote attendance and participation may also be admitted.</p>	<p>Without prejudice to the requirement under article 108.2 of the UPU General Regulations to physically convene CA sessions at the headquarters of the Union, the participation of Union member countries and other observers by electronic means shall be allowed in the event that they are unable to physically attend the 2020.2 session of the CA at Union headquarters in Berne.</p>
<p>Article 13 Order of seating</p> <p>1 At meetings of the CA and its bodies, <u>delegations shall be seated in the French alphabetical order of members</u>.</p> <p>2 The Chairman of the CA <u>shall draw lots, in due course, for the name of the country to be placed foremost before the Chairman's rostrum at each session of the CA</u>.</p>	<p>For the 2020.2 session of the CA, the principle on the order of seating shall be partially suspended.</p>	<p>Article 13.1 shall apply only to those member country delegations that are able to physically attend the 2020.2 session of the CA at the IB.</p> <p>Moreover, § 2 shall not apply to the 2020.2 session of the CA; if necessary, the most recently placed "foremost country" shall be used.</p>
<p>Article 19 Quorum</p> <p>1 Discussions by the CA shall not be valid unless at least half of its members having the right to vote <u>are present</u>.</p>	<p>For the 2020.2 session of the CA, the principle that the checking of the quorum requires the physical presence of CA members shall be suspended: CA members participating by electronic means shall also be considered for quorum purposes.</p>	<p>For the quorum check at the 2020.2 meeting, at least half of the CA members having the right to vote shall be physically present or participating by electronic means.</p> <p>In this regard, the IB shall confirm the physical or electronic presence of CA members and deem these members to be present for the purposes of the required quorum.</p>

<i>Provision</i>	<i>Action selected by majority of CA</i>	<i>Associated explanatory notes</i>
<p>Article 20 Voting</p> <p>[...]</p> <p>4 <u>The manner of voting shall be determined before the voting begins. It may be:</u></p> <p>4.1 <u>by show of hands;</u></p> <p>4.2 <u>by roll-call: at the request of a member of the CA or if desired by the Chairman. The roll-call shall be taken in the French alphabetical order of countries represented on the CA;</u></p> <p>4.3 <u>by secret ballot: at the request of two members of the CA; in this case the necessary measures shall be taken for ensuring that this procedure is properly carried out, either electronically or by paper ballot; the secret ballot shall take precedence over the other voting procedures.</u></p> <p>[...]</p>	<p>For the 2020.2 session of the CA, all questions shall <b>in principle</b> be settled by common consent.</p> <p>For questions which cannot be settled by common consent, the voting procedures provided for in §§ 4.1 and 4.3 (respectively, show of hands and secret ballot) shall be suspended – only voting by means of roll-call shall be allowed.</p> <p>This shall apply to CA members participating both physically and by electronic means.</p>	<p>In the event of a roll-call vote, when the name of a CA member is called out by the IB in the French alphabetical order, the CA member's representative, whether physically or electronically present, shall respond verbally with its vote (yes, no or abstain).</p> <p>Should any CA member fail to cast a vote for any reason during the roll-call vote, that CA member shall be called upon a second time after the conclusion of the initial roll-call. Should that CA member still fail to cast a vote on the second roll-call round, the CA member shall be recorded as being absent.</p> <p><b>In this scenario, a secret ballot shall not be permitted, and every non-consensual question (including those which would normally be subject to a secret ballot) shall be resolved by a roll-call vote.</b></p>



## **2020.2 Council of Administration session**

### **Guidelines for delegation registration, visa letters and virtual participation training**

1 With a view to facilitating the registration of member country delegations and other eligible participants in the 2020.2 CA session, as well as the related visa applications, the International Bureau 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 Delegate Registration System (DRS) 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, UPU member countries received IB circular letter 3103(DIRCAB)1073 dated 9 July 2018 (which can be viewed on the UPU website at [www.upu.int/en/2020.2ca](http://www.upu.int/en/2020.2ca)). 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 accreditor in the DRS.

4 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)**

5 All prospective participants wishing to attend the CA meeting physically and/or virtually are asked to register online (using the DRS) at [www.upu.int/en/delegateregistration](http://www.upu.int/en/delegateregistration) by **12 November 2020**. Registration is compulsory for all participants. If they encounter any difficulties during the registration process, registrants may consult the DRS User Guide, which can be found on the top menu bar after login.

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

7 All participants wishing to attend the CA meeting remotely are strongly encouraged to participate in the scheduled practical training sessions on the IB’s virtual conferencing platform by following the instructions in Annex 5.

#### **Step 3 – Participant registration validation by the accreditor (this step is required for confirmation of submitted registrations) (for member countries only)**

8 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 (please see IB circular letter 3103(DIRCAB)1073 of 9 July 2018).

9 As a first step, all accreditors must log in to the DRS 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).



10 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 that his/her registration is now confirmed. Should the accreditor reject a request, the person concerned will receive an e-mail to that effect with the reasons for the refusal.

11 Please note that accreditors also attending the meeting (in person or remotely) must both register and accredit themselves.

12 Note that participants who are considered observers or ad hoc observers of the CA (e.g. United Nations, restricted unions, Consultative Committee, international organizations) will be validated by the International Bureau and will not be requested to provide the IB with the accreditor information referred to in step 1.

#### **Step 4 – Visas (for member countries, observers and ad hoc observers)**

13 Please note that, at the time of dispatch of this letter, owing to the current COVID-19 pandemic, with the exception of a short list of countries, the principle of refusal of entry for short-term stays for delegates and official visits remains in force for third-country nationals wishing to enter Switzerland. Apart from the exceptions provided for in the Swiss Government's COVID-19 Ordinance 3, the issuing of Schengen visas for such individuals remains suspended. As the situation is constantly evolving, delegates are encouraged to inquire without delay at the Swiss diplomatic representation to the applicant's place of residence.

#### **Step 5 – Special considerations due to the COVID-19 pandemic**

14 Measures in place to combat the global pandemic are subject to change at any time. For more information, please consult the Swiss Government website at [www.bag.admin.ch/bag/en/home.html](http://www.bag.admin.ch/bag/en/home.html). Currently, restrictions are in force concerning entry into Switzerland from certain countries, and the Swiss Government requires that passengers wear face coverings on all public transport. The canton of Berne also requires face coverings in enclosed public spaces, including some areas of the International Bureau.

#### **Step 6 – Doubts and difficulties encountered during the processes above**

15 In case of any doubts or difficulties 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 DRS technical issues: [ptc.support@upu.int](mailto:ptc.support@upu.int)
- for all other issues: [DRS.support@upu.int](mailto:DRS.support@upu.int)



## **Practical information for all participants in the 2020.2 Council of Administration session**

### **A. Registration**

All CA members and observers are asked to ensure that each delegate registers in the UPU Delegate Registration System at [www.upu.int/en/delegateregistration](http://www.upu.int/en/delegateregistration) by **12 November 2020**. Registration is compulsory. Please see Annex 3 for a step-by-step guide to registering in the DRS.

All registrations must be received by the International Bureau **no later than three weeks before the session begins**.

Confirmation of registration for the CA session will be provided only upon validation of registrations by the designated accreditor in the DRS for each country or observer.

### **B. Reimbursement of travelling expenses**

Pursuant to article 110 of the UPU General Regulations, the representative of each of the members of the CA classified as developing or least developed countries participating physically in its meetings will be entitled to reimbursement of the cost of either 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 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.

### **C. 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](http://www.upu.int/en/Universal-Postal-Union/About-UPU/Acts#scroll-nav_8)).

### **D. Visas**

Measures in place to combat the global COVID-19 epidemic may change at any time. CA members and observers wishing to attend the session in person should also pay careful attention to the quarantine measures and other restrictions of the Swiss Government that may be applicable to travellers from abroad owing to the COVID-19 pandemic. Information is to be found on the website of the Swiss Federal Office of Public Health at [www.bag.admin.ch/bag/en/home.html](http://www.bag.admin.ch/bag/en/home.html).

Restrictions currently apply concerning entry into Switzerland from certain countries.

Please note that, at the time of dispatch of this letter, owing to the current COVID-19 pandemic, with the exception of a short list of countries, the principle of refusal of entry for short-term stays for delegates and official visits remains in force for third-country nationals wishing to enter Switzerland. Apart from the exceptions

provided for in the Swiss Government's COVID-19 Ordinance 3, the issuing of Schengen visas for such individuals remains suspended. As the situation is constantly evolving, delegates are encouraged to inquire without delay at the Swiss diplomatic representation to the applicant's place of residence.

#### **E. Accommodation for participants**

A list of available hotels can be found on the Berne Tourism website at [www.bern.com/en/where-to-stay](http://www.bern.com/en/where-to-stay). Authorized delegates of CA 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 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 members and observers.

However, if for special reasons CA 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](http://www.bern.com/en/home)  
E-mail: [info@bern.com](mailto:info@bern.com)

#### **F. Climate**

Up-to-date information on weather conditions in Berne can be found at [meteo.search.ch/3015-bern](http://meteo.search.ch/3015-bern).

#### **G. 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](mailto: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.

#### **H. 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](http://www.sbb.ch). That website is available in English, French, German and Italian.

#### **I. 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).

**J. Interpretation costs**

During the 2020.2 CA session, simultaneous interpretation will be provided.<sup>1</sup> It should be noted that the cost of the interpretation services will be divided among the participating countries (CA members and observers). Information on the choice of languages by UPU member countries at CA meetings is contained in the relevant articles of its Rules of Procedure.

/ Accordingly, UPU member countries that are not members of the CA but will be participating as observers at the CA session are asked to send the International Bureau, using the form in Attachment 1, details of the language(s) they would like to use during the upcoming session.

<sup>1</sup> French, English, Arabic, Portuguese, Russian and Spanish.

To: CA Secretariat  
Universal Postal Union  
P.O. Box 312  
3000 BERNE 15  
SWITZERLAND  
  
Fax: +41 31 350 31 10  
ca.secretariat@upu.int

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

The above country will be using the following language(s) of discussion during the 2020.2 CA session and bear the associated cost in accordance with article 18 of the CA Rules of Procedure.

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

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"/> Ms	<input type="checkbox"/> Mr
Function/title			
Address			
Fax			
Date		Signature	

### Training schedule for active remote participation by authorized representatives from CA members and observers

As the use of information technology tools to enable remote participation in CA meetings is a new development, it is strongly recommended that CA members and observers familiarize themselves with the International Bureau's virtual conferencing platform, AdobeConnect, and ensure that they thoroughly understand the procedures involved so that they can participate fully in the meeting.

Therefore, the IB is offering practical training to simulate active (with right to speak and vote) remote participation. Only those representatives of CA members authorized to speak and vote remotely (and notified to the IB by means of the form in Annex 6), and those representatives of CA observers authorized to speak remotely (and notified to the IB by means of the form in Annex 7) will be granted access to the Adobe Connect platform to participate in the meeting. They are required to participate in the practical training in order to ensure smooth active participation during the CA session. Further information on how to connect to Adobe Connect will be provided during the practical training.

All other members of the delegation of a CA member or observer following the meeting remotely will be able to do so through UPU TV at [tv.upu.int](http://tv.upu.int), and are not required to attend the practical training.

The planned training schedule for the 2020.2 CA session is provided below. Each training session is estimated to last approximately 15 minutes for each CA member or observer.

<i>Training day</i>	<i>Sessions (CET/UTC+1)</i>	<i>UPU region (recommended)</i>	<i>Language(s) of instruction</i>
23 November	8.00–10.00	Southern Asia and Oceania	English
	16.00–18.00	Americas	English, Spanish
24 November	9.00–11.00	Africa	English, French
	16.00–18.00	Western Europe	English, French
25 November	9.00–11.00	Eastern Europe and Northern Asia	English, French
	16.00–18.00	Africa	English, French
26 November	8.00–10.00	Southern Asia and Oceania	English
	16.00–18.00	Americas	English, Spanish
27 November	10.00–12.00	Western Europe	English, French
	16.00–18.00	Eastern Europe and Northern Asia	English, French

Technical requirements for interactive remote participation:

- Internet access (download speed of at least 512 Kbps)
- Headset, microphone and webcam attached to your computer
- Quiet, well-lit location

**N.B.** – For active participation, the use of headsets is mandatory to prevent audio feedback.

Connection test: [connect.upu.int/common/help/en/support/meeting\\_test.htm](http://connect.upu.int/common/help/en/support/meeting_test.htm)

The International Bureau will contact authorized delegates to provide them with information about the test once the International Bureau is in receipt of Annexes 6 and 7 from the CA members and observers that will have authorized speakers participating remotely.



**Authorization form for CA members whose person authorized to speak and vote will be participating remotely during the 2020.2 session of the Council of Administration**

Please complete this form and return it by e-mail **no later than 12 November 2020** to [CA.Secretariat@upu.int](mailto:CA.Secretariat@upu.int).<sup>1</sup>

Contact for queries:

Mr Shuangming Han  
CA Secretariat

E-mail: [shuangming.han@upu.int](mailto:shuangming.han@upu.int)  
Tel: +41 31 350 35 49  
Fax: +41 31 350 31 10

Member country	
Responsible governmental authority	
Full name (duly authorized representative) <input type="checkbox"/> Ms <input type="checkbox"/> Mr	
Position/title	
Tel.	Fax
E-mail	
Place/date	Signature

<p>The person authorized to speak and, as relevant, participate in the decision-making (including any votes) at the 2020.2 CA session on behalf of the above member country will do so remotely.</p> <p>Please select one of the following two options:</p> <p><input type="checkbox"/> I am the delegate authorized to speak and vote on behalf of the above member country at the session.</p> <p><input type="checkbox"/> Another delegate is authorized to speak and vote on behalf of the above member country at the session.</p>	
Full name of the delegate authorized to speak and vote (if different from the person completing this form) <input type="checkbox"/> Ms <input type="checkbox"/> Mr	
Position/title	
Tel.	Fax
E-mail	

<sup>1</sup> Delegates who are authorized to speak and vote remotely on behalf of a CA member should also register in the Delegate Registration System to complete their registration for the session.



**Authorization form for CA observers whose person authorized to speak will be participating remotely during the 2020.2 session of the Council of Administration**

Please complete this form and return it by e-mail **no later than 12 November 2020** to CA.Secretariat@upu.int.<sup>1</sup>

Contact for queries:

Mr Shuangming Han  
CA Secretariat

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Tel: +41 31 350 35 49

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Observer	
Full name (duly authorized representative)	
<input type="checkbox"/> Ms <input type="checkbox"/> Mr	
Position/title	
Tel.	Fax
E-mail	
Place/date	Signature

The above country/organization will be represented remotely at the 2020.2 CA session. Please select one of the following two options:	
<input type="checkbox"/> I am the delegate authorized to speak on behalf of the above country/organization at the session.	
<input type="checkbox"/> Another delegate is authorized to speak on behalf of the above country/organization at the session.	
Full name of the delegate authorized to speak (if different from the person completing this form)	
<input type="checkbox"/> Ms <input type="checkbox"/> Mr	
Position/title	
Tel.	Fax
E-mail	

<sup>1</sup> Delegates who are authorized to speak remotely on behalf of a CA observer should also register in the Delegate Registration System to complete their registration for the session.