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To: Union member countries

        Consultative Committee members

        Observers

For information:

        Designated operators

        Restricted unions

Berne, 9 July 2018

Reference: 3103(DIRCAB)1073
Subject: New UPU automated registration system for the Extraordinary Congress and future UPU meetings

Dear Sir/Madam,

The UPU International Bureau (IB) has developed a new computerized registration system, which will allow easier, faster and more secure processing of delegates wishing to register for UPU meetings. This system will be used for the first time for the upcoming Extraordinary Congress. It is accessible here: www.upu.int/ en/delegateregistration

We take this opportunity to thank those member countries and observers that have already sent us the name of the entity responsible for providing formal notification to the UPU of delegate names (see circular letter 3104(DIRCAB)1096 of 25 July 2017). All other member countries and observers that have not yet responded are requested to complete the form in Annex 1, clearly indicating this responsible entity and providing contact details of the responsible person (accreditor). This is a one-time notification for the entire cycle, and must be received from the government entity (or head office of observers) **no later than 15 July 2018**.

This information will also be used for the new registration system. The system will require delegates registering for UPU meetings to be validated by their approved accreditor.

Anyone wishing to register for the Extraordinary Congress will find practical information and instructions on how to use the new system – which went live on 2 July – in Annex 2 (Arabic, French, Portuguese, Russian and Spanish versions will be made available on the UPU website). **The deadline for registering for the upcoming Extraordinary Congress in Addis Ababa is 17 August 2018**. Please note that only those government entities and head offices of observer organizations that have provided the IB with details of their accreditors will be able to have their registered delegates validated. Please do not hesitate to contact the IB for further information.

Yours faithfully,

(Signed)

Pascal Clivaz
Deputy Director General

UNIVERSAL POSTAL UNION

Congress, Council of Administration and Postal Operations Council

Form to be completed by the relevant government entity of the UPU member country concerned (e.g. ministry, department, embassy or permanent mission to the United Nations and other international organizations, etc.), or the head office of observers.

Please return the completed form by fax or e-mail **by 15 July 2018 at the latest** to the following address:

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Full name and title of person completing this form	❑ Ms ❑ Mr
Full name of entity	
Position/title	
Address	
Tel.	Fax
E-mail	
Date	Signature

Accreditor (ministry, regulator, designated operator, head office of observers, etc.) responsible for notifying the International Bureau of delegates' names in advance of each Congress, POC and CA session:

Full name and title of individual	❑ Ms ❑ Mr
Full name of accreditor entity	
Address	
Tel.	Fax
E-mail	

Delegate Registration System (DRS)

User Guide

Table of contents

About this document

This guide is for the staff of the UPU and postal operators who are using the **Delegate Registration System (DRS)** to register for events or accredit event registrations.

This guide describes the step by step procedure on how participants and accreditors perform tasks in DRS. For information on how:

- participants register for events and meetings, see "Functions for participants" on page 9
- accreditors accredit registrations, see "Functions for accreditors" on page 16

Getting Started

Welcome to the **Delegate Registration System (DRS)**, a web-based tool developed by the Postal Technology Centre (PTC) of the UPU, to manage the registration of delegates for UPU events and meetings.

DRS automates the registration process - from the moment a participant sends a request to attend an event until the time the participant's event badge is printed. Automation prevents data duplication errors and reduces costs.

Log in to DRS

1. Open your browser and go to www.upu.int/en/delegateregistration.
2. Enter the username and password provided to you by the DRS administrator, then click **LOGIN**.
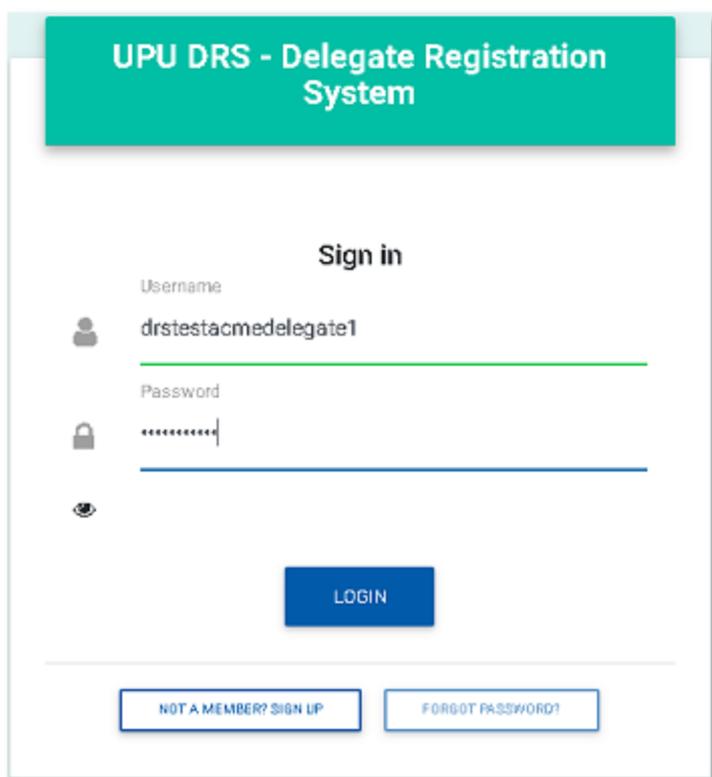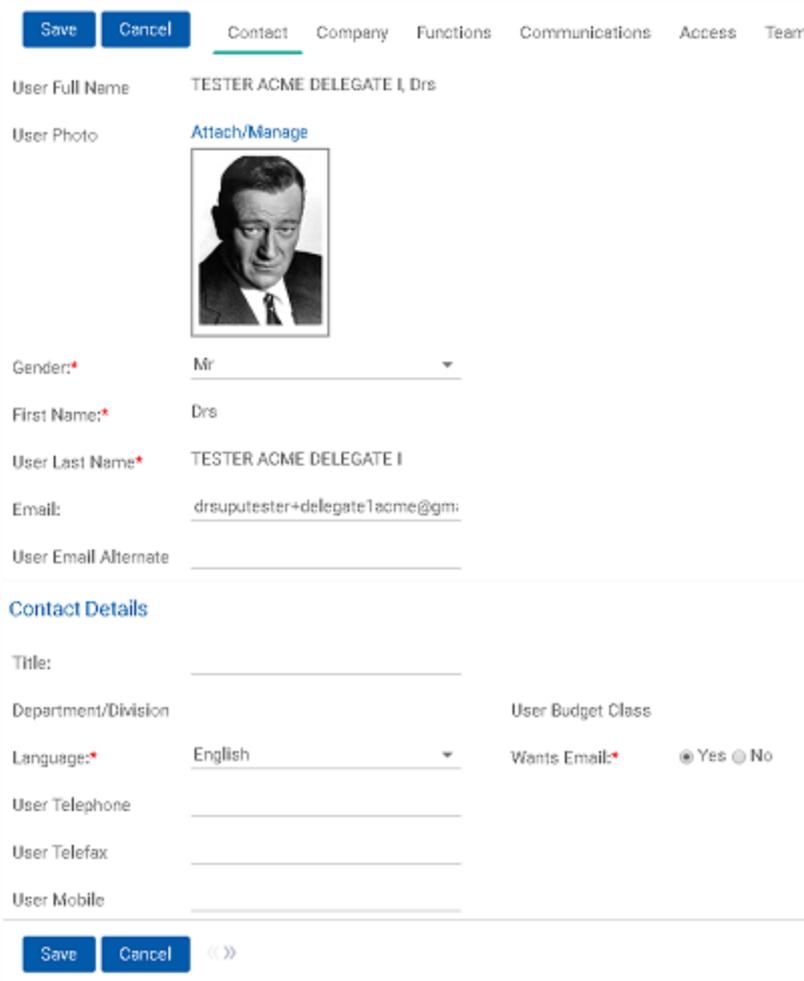

If you do not have the username and password, click the **NOT A MEMBER? SIGN UP** button and enter the required information on the page that appears before clicking **Save**. The PTC sends your login credentials via email.

1. Click the down arrow next to your user name in the application bar, then click **Profile**.
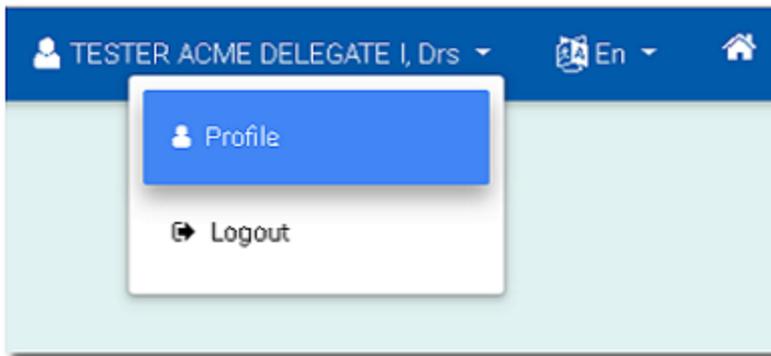
2. Modify your details, as necessary. You can enter an alternate email, upload or change your profile picture, for example. For your photo, be sure to upload a professional-looking one as this is used to print your badge. DRS supports files with .jpeg/.jpg and .png extensions only.
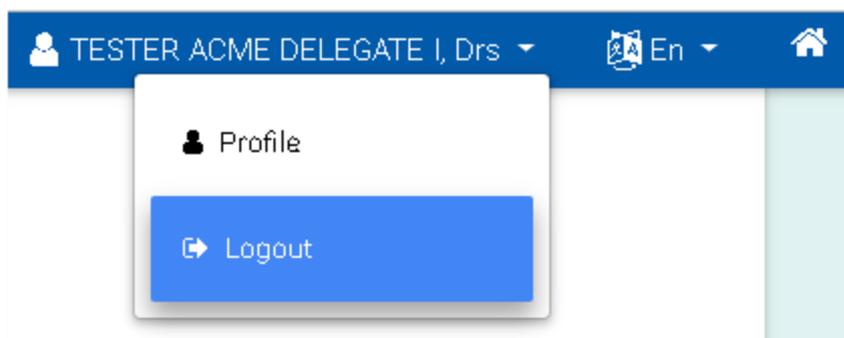

3. Click **Save**.

To log out from DRS, click the down arrow beside your user name in the application bar, then click
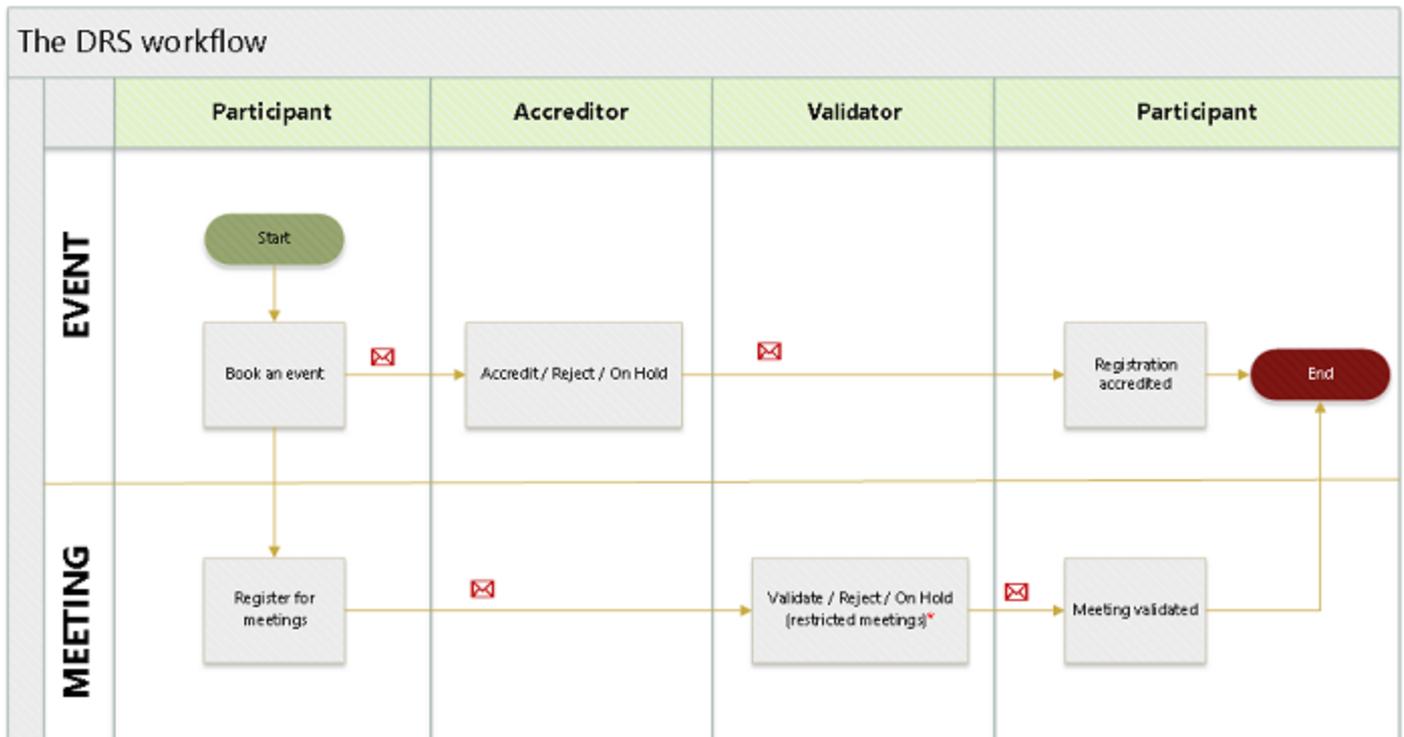**Logout**.

The following are the key terms used in DRS.

Term	Description
Participant	A postal operator's staff member who registers for an event and represents a member country.
Guest	A person invited by the UPU to take part in an event and who does not represent a member country.
Accreditor	The person who approves the attendance of a participant to an event and who belongs to the same organization as the participant.
Validator	The person who approves the attendance of a participant to a restricted meeting. This is the meeting owner or a UPU staff member.
Event	An event is a planned happening, for example, a postal congress. An event contains a list of meetings and becomes available in DRS for participant registration on the date set by the administrator as the **Opening Registration date**.
Meeting	Meetings are of two types: • restricted - require validation as some parts may contain sensitive information that is restricted to a group • unrestricted - do not require validation and are open to all participants

The DRS workflow

The following chart shows how DRS handles events and meetings.

For a participant to attend an event, the participant's event registration must be accredited by the **accreditor**.

To attend restricted meetings, the meeting requests must be validated. The **validator** is the meeting owner who receives one email for each restricted meeting request that the participant registers in the event booking.

Functions for participants

A participant registers for an event by booking it in DRS. However, some organizations opt to have a staff member register all participants from their organization instead. Where this is the case, contact the PTC at ptc.support@upu.int.

Registering for an event

1. Click the **Events** tile on your Home page. DRS displays the UPCOMING EVENTS page.
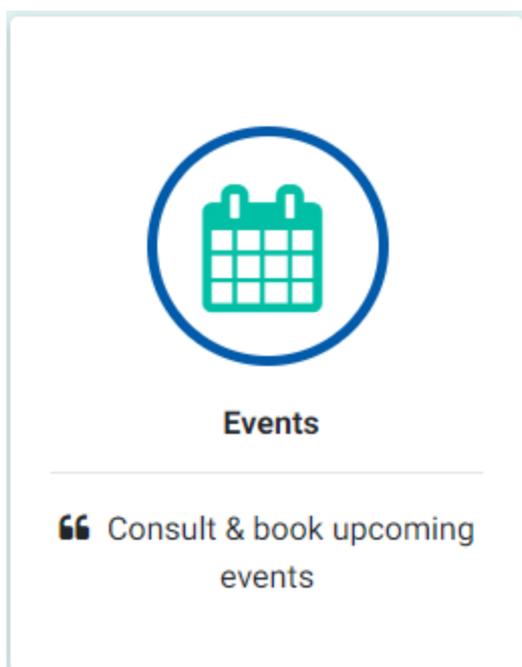
2. Click the **BOOK THIS EVENT** button of the event you wish to attend.

3. In **Participant**, enter your details. If you need a visa to travel to this event, select the **Do you need a visa?** radio button and specify the other details requested. You can then print a letter to support your visa application after your registration is accredited. Fields with a red asterisk (*)

are required.

4. In **Role(s) during the event**, click **New**.

In the window that opens, specify your role(s) and the period during which you will assume the role(s) before clicking **Save**.

5. In **Organ represented**, DRS displays your country and organization name in the **Country** and **Account** fields by default. Modify these values accordingly only if you are representing another country and organization, or another organization within your country.

In some postal organizations, the secretary registers on behalf of the participants with prior approval from the UPU. If you are a secretary, you cannot change the organization name.

6. In **Meeting participations**, click the dropdown button to display the list of meetings.

To register for a meeting:

a. Check the **Click to participate** button of the meeting you want to attend. If the requested meeting is restricted, DRS displays the status, 'Requested', as the **Meeting Participation Status**. Otherwise, it displays the status, 'Validated'.

7. Click **Save**. DRS brings you back to the UPCOMING EVENTS page.

DRS displays the status, 'Submitted', next to your name, organization and country details in the **Event registrations** section just below the particular event you have booked. You can edit or delete your registration details using the **EDIT** or **DELETE** buttons. You can also view the status of all meetings (restricted or not) that you have requested by clicking **Requested Meetings**.

Editing an event registration

1. Click the **Events** tile on your Home page and in the UPCOMING EVENTS page look for the event which you booked. You may have to scroll downwards.
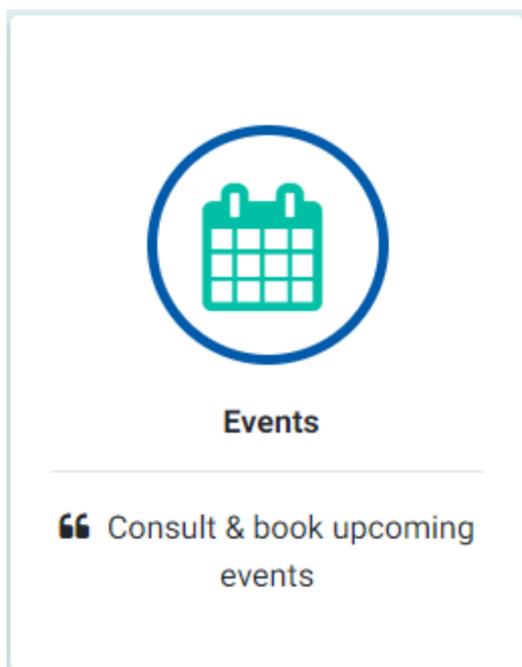
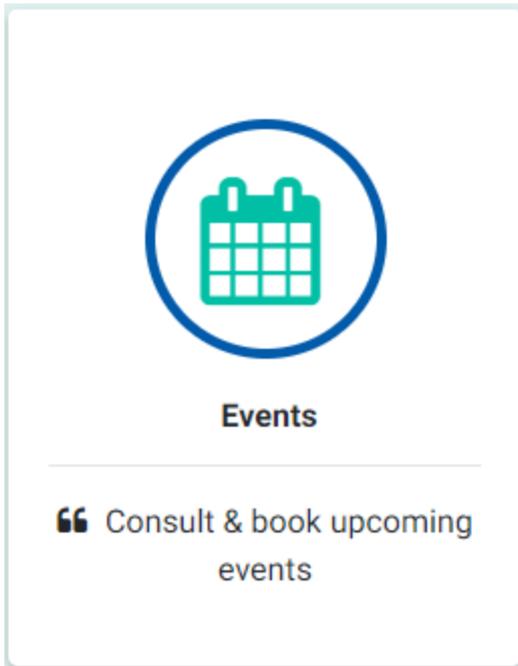2. Under **Event registrations**, click **EDIT** next to your name.

3. Modify your event registration details. You can request to attend more meetings, for example.

4. Click **Save**.

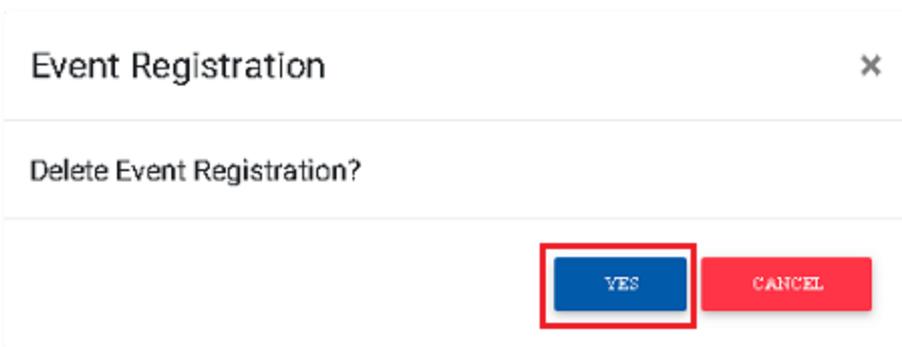### Deleting an event registration

1. Click the **Events** tile on your Home page and in the UPCOMING EVENTS page, scroll to the event for which you have submitted your request.

2. In **Event registrations**, click the **DELETE** button.

3. Click **YES** when prompted. DRS removes your name from the list.
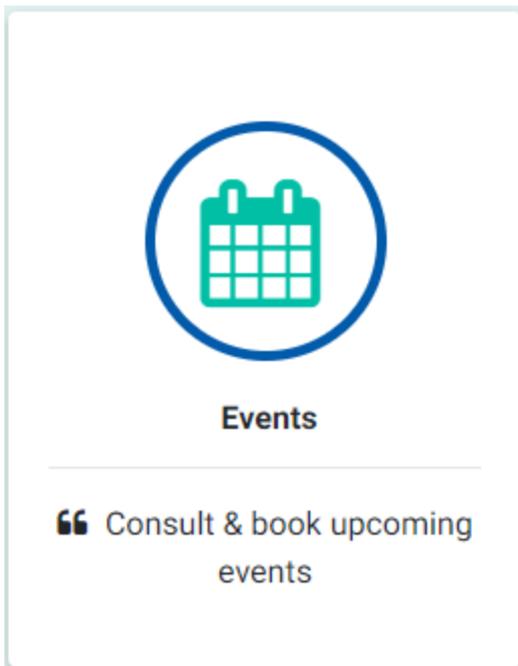

Printing the registration confirmation for visa application

 If you specified that you need a visa when registering, you can print a letter confirming your attendance to an event after your registration has been accredited.

1. Click the **Events** tile on your Home page.

2. In the UPCOMING EVENTS page, scroll to the event which you are accredited to attend.

3. In **Event registrations**, click the **VISA CERT** button. Note that DRS enables the **VISA CERT** button only after accreditation.
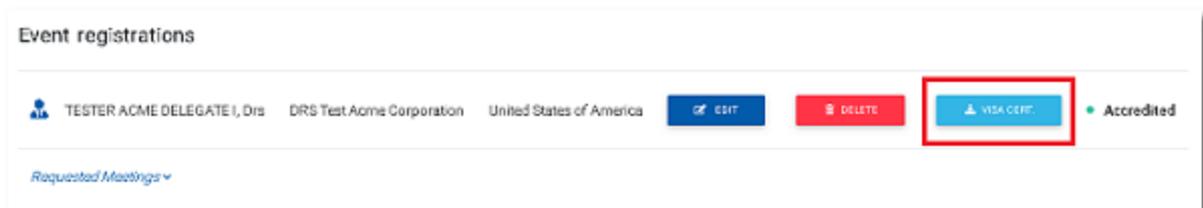
4. Save the PDF file to a location in your local directory.

5. Print the file.

What's next

DRS sends your event registration to the **accreditor**, who either accredits, rejects, or modifies your registration. If your registration is rejected, the rejection reason is indicated in the email that you receive. If rejection is due to invalid or missing information, edit your registration details, as in see "Editing an event registration" on page 13.

Functions for accreditors

The **accreditor** can only accredit event registrations of participants from their organization. For guest participants, the UPU grants the accreditation.
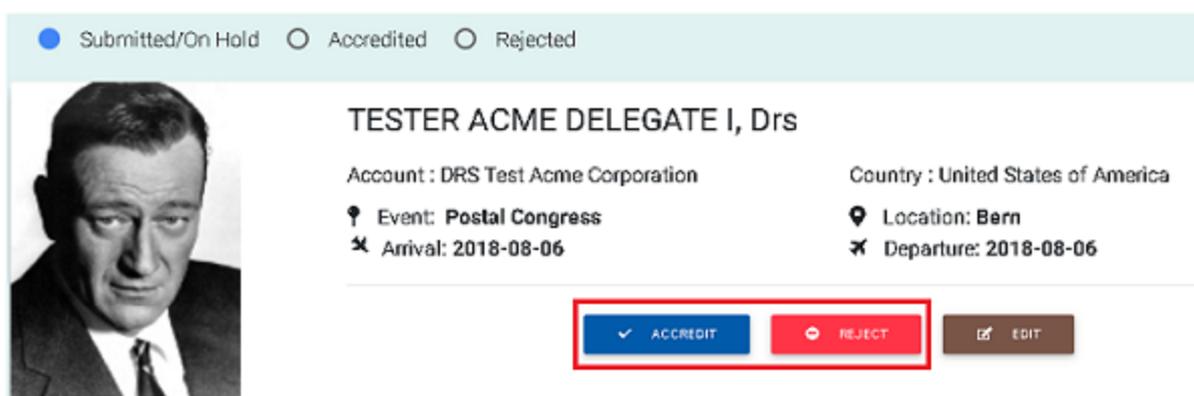
Accrediting/rejecting a participant's registration

1. Click the **Accredit registration** tile on your Home page. The ACCREDIT PARTICIPANTS page opens with the **Submitted/On Hold** requests list displayed by default.
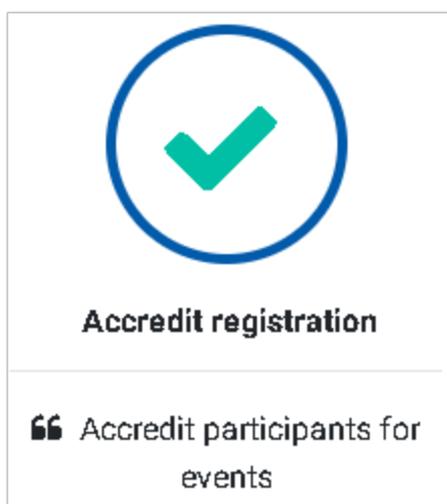
2. To accredit/reject a participant's registration, click either the **ACCREDIT** or **REJECT** button of the participant you want to accredit/reject.

If you click **REJECT**, you must enter the rejection reason before clicking **YES** in the **Reject Event Registration** pop-up dialog.

3. To verify, click either the **Accredited** or **Rejected** radio button to view the accredited/rejected list. The participant's name appears in the list. DRS notifies the participant via email that the event request has been accredited/rejected.


After accreditation, DRS also notifies the validator, if the participant requested to attend a restricted meeting. The validator receives one email for each restricted meeting request.

  If you click the **Events** tile on the Home page, DRS displays the status, 'Accredited' or 'Rejected' next to the name of the participant you have just accredited/rejected in the **Event registrations** section of the relevant event.

Editing a participant's registration details

1. In the ACCREDIT PARTICIPANTS page, click the **EDIT** button of the participant whose registration details you want to change.
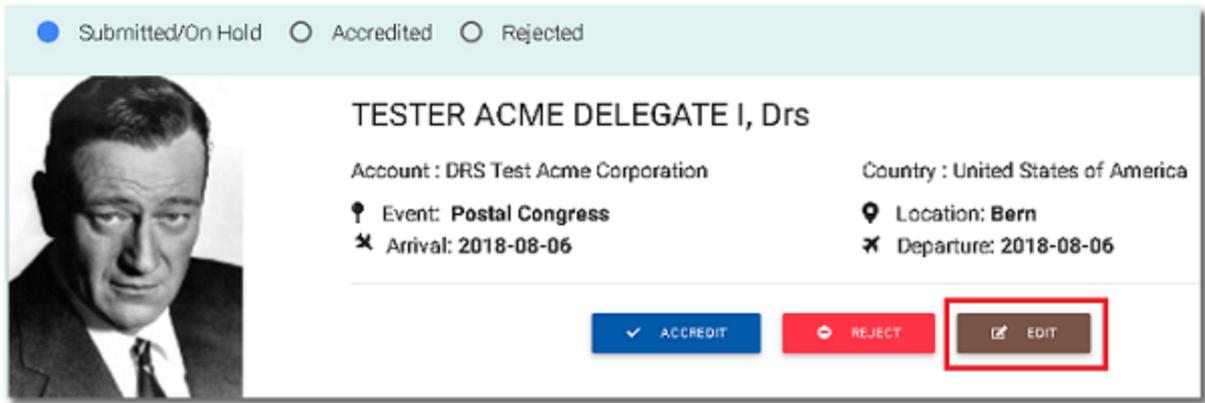
2. Modify the registration details, as necessary. Note that you cannot change the following fields:

- Event Name
- Name (of the participant)
- Photo
- Country
- Account

3. Click **Save**.

## Rejecting/putting on hold a participant's event accreditation

1. In the ACCREDIT PARTICIPANTS page, click the **Accredited** radio button. DRS displays the list of accredited participants.

2. Click the **REJECT** or **ON HOLD** button of the participant whose accreditation you want to reject/put on hold. DRS removes the participant's name from the list.
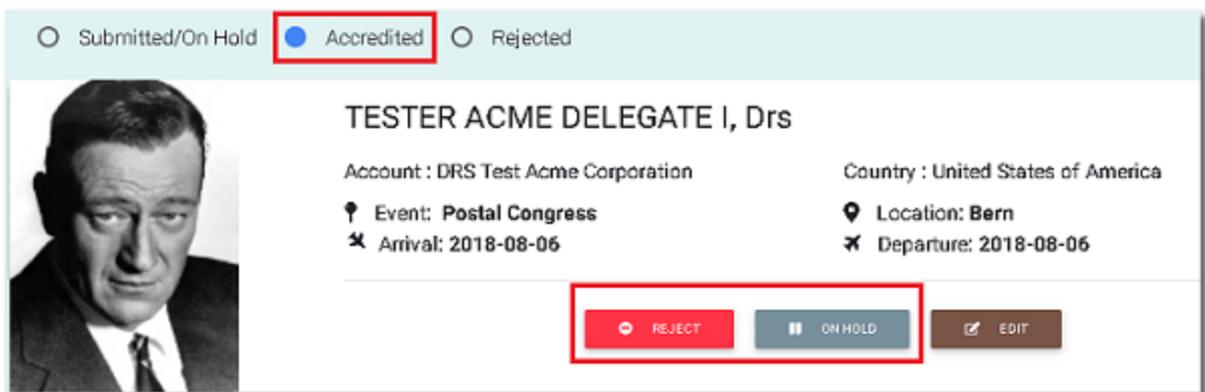
If you click **REJECT**, you must enter the rejection reason before clicking **YES** in the pop-up dialog that appears.
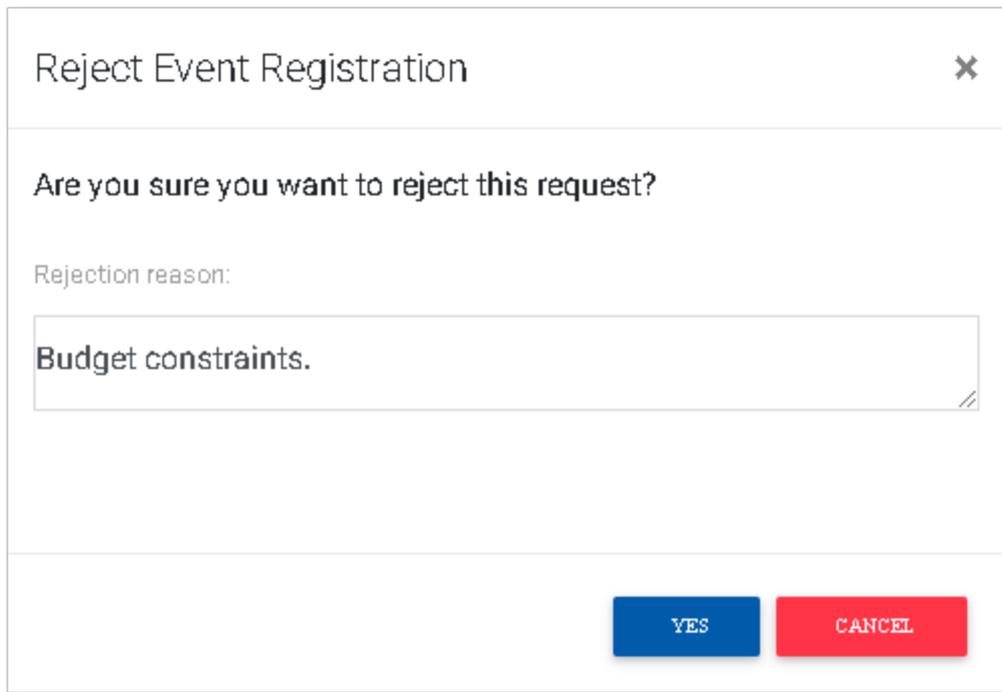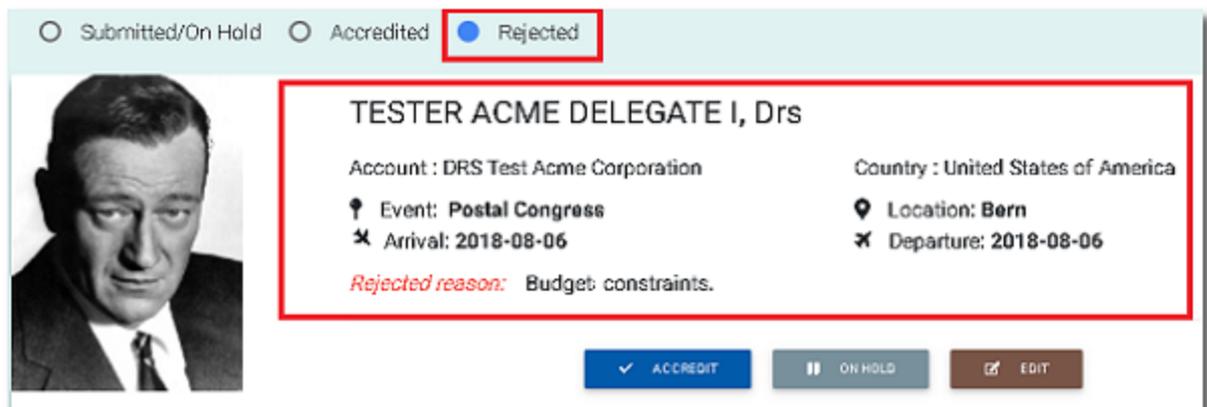
3. To verify, click the **Rejected** or **Submitted/On Hold** radio button. The participant's name appears on the list with the reason for rejection. DRS notifies the participant via email that the accreditation has been rejected/put on hold.
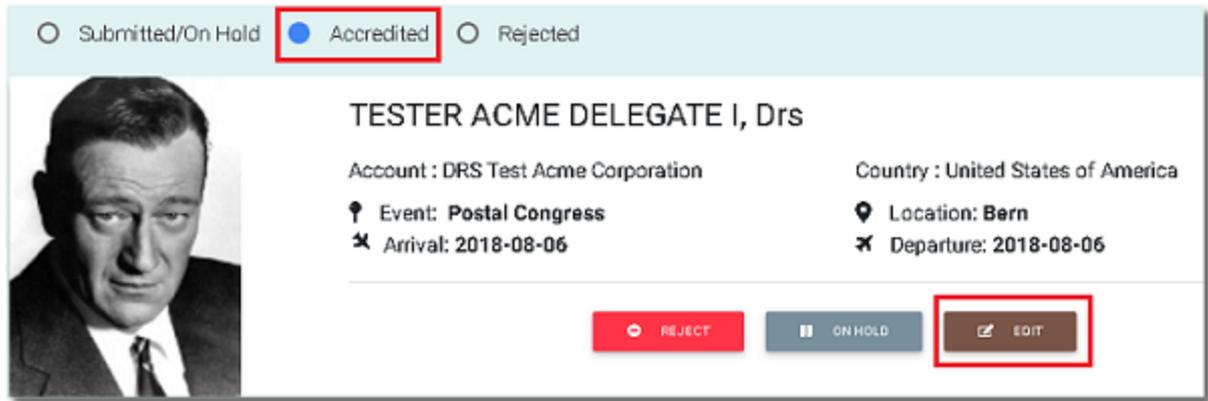

Editing an accredited participant's registration details

1. In the ACCREDIT PARTICIPANTS page, click the **Accredited** radio button. DRS displays the list of accredited participants.
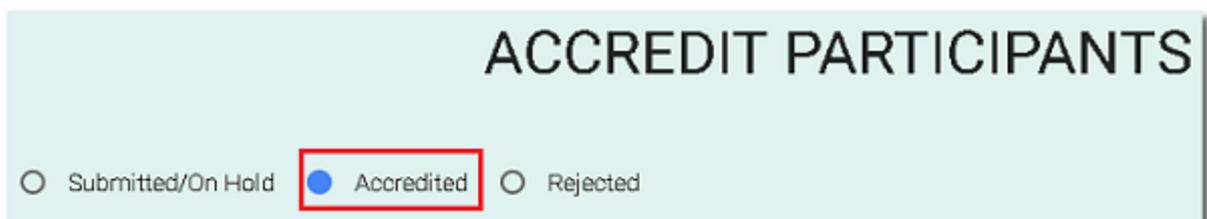
2. Click the **EDIT** button of the participant whose registration details you want to change.

3. Enter changes, as necessary.

4. Click **Save**.

Accrediting/putting on hold a rejected participant's registration

1. In the ACCREDIT PARTICIPANTS page, click the **Rejected** radio button. DRS displays the list of rejected participants.

2. Click the **ACCREDIT** or **ON HOLD** button of the rejected participant you want to accredit/put on hold. DRS removes the participant's name from the list.
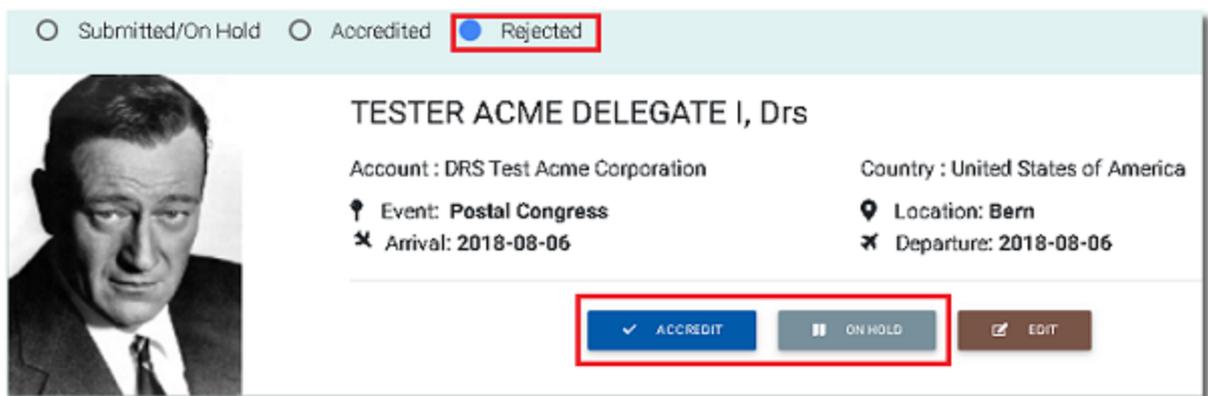
3. To verify, click the **Accredited** or **Submitted/On Hold** radio button. DRS displays the par-

ticipant's name on the list.