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To: Union member countries
(governmental authorities)

For information:

Designated operators

Restricted unions

Berne, 7 June 2021

Reference: 2102(DPRM.URS)1066

Subject: Participation in the 27th Universal Postal Congress. Delegates' credentials. Advance submission to the International Bureau by 15 July 2021

Dear Sir/Madam,

The invitation for Union member countries to participate in the 27th Universal Postal Congress was sent via circular letter No. 2100(DPRM.RESU)1151 of 11 November 2019. Pursuant to decision 1/2020 of the Exceptional Council of Administration (CA) session (document Exceptional CA 2020–Doc 8) of 26 October 2020, the 27th Congress was postponed until 9–27 August 2021.

As per the current Rules of Procedure of Congresses concerning credentials, delegates' credentials shall be drawn up in due and proper form and signed by the Head of State, the Head of Government or the Minister for Foreign Affairs of the country concerned, or by any other government official duly authorized in writing by one of those authorities to sign the credentials. A copy of such authorization shall be presented together with the credentials. Credentials shall be provided in original form. Credentials shall be deposited at the opening of Congress with the authority designated for that purpose. Member countries are encouraged to present them as early as possible.

The current rules governing delegates' credentials can be found in articles 2 and 3 of the Rules of Procedure of Congresses, which are available in the volume containing the decisions of the 2018 Addis Ababa Extraordinary Congress on the UPU website. The text of articles 2 and 3 is also attached (Annex 1).

Member countries are reminded that a member country may, pursuant to article 101.2 of the General Regulations, arrange to be represented by the delegation of another member country, it being understood that a delegation may represent only one member country other than its own. In this case, the proxy of the member country arranging to be so represented must be in the same form as the credentials referred to above.

Credentials and proxies in due and proper form must be deposited with the secretariat of the Credentials Committee (Committee 1) at the opening of Congress. In order to facilitate the review of credentials, you are encouraged to present them as early as possible, beginning on the first day of registration (8 August 2021).

According to the current article 3.3 of the Rules of Procedure of Congresses, delegates who are not in possession of credentials or who have not deposited their credentials may, provided their names have been communicated by their government to the International Bureau (IB), take part in the debates and vote from the moment they participate in the work of Congress. The same applies to those whose credentials are found to be not in order; such delegates will cease to be empowered to vote from the time Congress approves the last

report of the Credentials Committee establishing that their credentials have not been received or are not in order, until the position is regularized.

Kindly note that the CA, at its last session in April 2021, took note of and endorsed the recommendations contained in document CA 2021.1–Doc 12c (comprising an IB report on the legal, logistical, technological and other arrangements that would be required to host the 27th Congress, including the possibility of virtual representation, were it to become evident that it would no longer be possible to hold the Congress as currently planned). Nevertheless, as explained in §§ 18 to 21 of that document, the proposed arrangements for allowing Congress proceedings to take place in a “hybrid” form will not affect the procedures for the depositing of member countries’ credentials.

/ Please find enclosed two model credentials and two model proxies for your information.

Finally, I would remind you that, even if delegates’ credentials are in order, they will not be able to vote on the Postal Payment Services Agreement, which will be discussed in Congress Committee 5, if their member country is not a party to that Agreement. If a country did not sign the Agreement at the 26th Congress, it may still become a party by acceding to it at any time (Constitution article 27).

Advance review of delegates’ credentials

In order to ensure that all credentials are deposited in due and proper form, all member countries are requested to send the IB an advance draft copy by e-mail (credentials@upu.int) as soon as possible, but **no later than 15 July 2021**, so that the IB can review in advance the submitted documents and make an assessment before the opening of the Congress. This will mean that member countries whose credentials are not in order will have time to rectify them for the Congress.

Failure to provide such an advance draft copy of the credentials may mean that a delegation is not able to participate in the Congress or is not able to vote in the event of irregularities.

By the same token, if a member country wishes to be represented by proxy, a draft copy of the relevant proxy instrument should be sent to the IB **no later than 15 July 2021** for a similar advance review.

/ To assist with the preparation of credentials in due and proper form, please consult the credentials checklist in Annex 2.

If you need further information about any specific points, please do not hesitate to contact the IB at credentials@upu.int.

Yours faithfully,



Bishar A. Hussein
Director General



Rules of Procedure of Congresses

Article 2 Delegations

- 1 The term “delegation” shall denote the person or body of persons designated by a member country to take part in a Congress. The delegation shall consist of a Head of delegation and, if appropriate, his deputy, one or more delegates and, possibly, one or more attached officials (including experts, secretaries, etc.).
- 2 Heads of delegation, their deputies, and delegates shall be representatives of member countries within the meaning of article 14.2 of the Constitution if in possession of credentials which comply with the conditions laid down in article 3 of these Rules.
- 3 Attached officials shall be admitted to meetings, and shall have the right to participate in the proceedings, but they shall not normally have the right to vote. However, they may be authorized by the Head of their delegation to vote on behalf of their country at Committee meetings. Such authorizations shall be handed, in writing, to the Chairman of the Committee concerned, before the beginning of the meeting.

Article 3 Delegates' credentials

- 1 Delegates' credentials shall be drawn up in due and proper form and signed by the Head of State, the Head of Government or the Minister for Foreign Affairs of the country concerned, or by any other government official duly authorized in writing by one of those authorities to sign the credentials. A copy of such authorization shall be presented together with the credentials. Credentials shall be provided in original form and preferably in one of the working languages of the International Bureau. Credentials provided in a language other than one of the working languages of the International Bureau (and for which no Union translation service exists) shall be accompanied by an English or French translation, as well as a statement confirming that the translation correctly reflects the content of the original document. The credentials of delegates entitled to sign the Acts (plenipotentiaries) shall specify the scope of such signature (signature subject to ratification or approval, signature ad referendum, definitive signature). In the absence of such specific information, the signature shall be regarded as being subject to ratification or approval. Credentials authorizing the holder to sign the Acts shall implicitly include the right to speak and to vote. Delegates on whom the relevant authorities have conferred full powers without specifying their scope shall be authorized to speak, to vote and to sign the Acts unless the wording of the credentials is explicitly to the contrary. Credentials authorizing the holder to participate on behalf of the country concerned or represent the latter shall implicitly include the right to speak and to vote only.
- 2 Credentials shall be deposited at the opening of Congress with the authority designated for that purpose.
- 3 Delegates who are not in possession of credentials or who have not deposited their credentials may, provided their names have been communicated by their Government to the International Bureau, take part in the debates and vote from the moment they participate in the work of Congress. The same shall apply to those whose credentials are found to be not in order. Such delegates shall cease to be empowered to vote from the time Congress approves the last report of the Credentials Committee establishing that their credentials have not been received or are not in order until such time as the position is regularized. The last report shall be approved by Congress before any elections other than that of the Chairman of Congress and before approval of the draft Acts.
- 4 The credentials of a member country which arranges for the delegation of another member country to represent it at Congress (proxy) shall be in the same form as those mentioned in paragraph 1.

5 Credentials and proxies sent by telegram shall not be admissible. However, telegrams sent in reply to requests for information relating to credentials shall be accepted.

6 A delegation which, after it has deposited its credentials, is prevented from attending one or more meetings, may arrange to be represented by the delegation of another member country, provided that notice in writing is given to the Chairman of the meeting concerned. However, a delegation may represent only a single country other than its own.

7 The delegates of member countries which are not parties to an Agreement may take part in the debates of Congress concerning that Agreement, without the right to vote.

Delegates' credentials (proxies) checklist

Member country: _____

Date: _____

No.	Items to be checked	Yes	No	Observations	Corrective action required
1	Have the credentials been submitted in original form?			Credentials must be provided in original form to Congress Committee 1.	
2	Have the credentials been signed by: <ul style="list-style-type: none"> – the Head of State? – the Head of Government? – the Minister of Foreign Affairs? – any other government official duly authorized in writing by one of those authorities to sign the credentials? 			Credentials signed by other persons cannot be accepted.	
3	Do the credentials clearly specify the powers granted to the delegation (speak, vote and sign)?			<ul style="list-style-type: none"> – Delegates on whom the relevant authorities have conferred full powers without specifying their scope are authorized to speak, to vote, and to sign the Acts, unless the wording of the credentials is explicitly to the contrary. – The credentials of delegates entitled to sign the Acts (plenipotentiaries) shall specify the scope of such signature (signature subject to ratification or approval, signature ad referendum, definitive signature). – In the absence of such specific information, the signature shall be regarded as being subject to ratification or approval. – Credentials authorizing the holder to sign the Acts implicitly include the right to speak and to vote. 	
4	Have the credentials been provided in English or French, or one of the other languages for which a Union translation service exists, or are they accompanied by an official translation in either language?			Credentials must be provided in English or French, or one of the other languages for which a Union translation service exists, or else must be accompanied by an official English or French translation.	



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Credentials

I, the undersigned, _____¹ of _____ (name of country), authorize
by these presents

Mr/Ms _____ (title)
Head of Delegation

Mr/Ms _____
Assistant Head of Delegation

Mr/Messrs/Ms/Mses _____
Delegate(s)

to represent _____ (name of country) at the 27th Congress of the Universal Postal Union from 9
to 27 August 2021, to take part in its deliberations, to vote, and to sign, subject to ratification or approval, the
Acts adopted by the Congress.

In witness whereof these presents have been issued for whatsoever legal purpose they may serve.

Done at _____, _____ (date)

(signature)

(SEAL)

¹ Head of State, Head of Government, Minister of Foreign Affairs, or other government official duly authorized in writing
by one of those authorities to sign the credentials. Other signatures will not be sufficient.

Credentials

I, the undersigned, _____¹ of _____ (name of country), authorize
by these presents

Mr/Ms _____ (title)
Head of Delegation

Mr/Ms _____
Assistant Head of Delegation

Mr/Messrs/Ms/Mses _____
Delegate(s)

_____ (name of country)
to represent _____ at the 27th Congress of the Universal Postal Union from 9 to
27 August 2021, to take part in its deliberations and to vote.

Variant 1 Mr/Ms _____, Head of Delegation, is authorized to sign, subject to ratification or approval,
the Acts adopted by the Congress.

Variant 2 Mr/Ms _____ and Mr/Ms _____ are authorized, jointly and severally, to
sign, subject to ratification or approval, the Acts adopted by the Congress.

Variant 3 Mr/Ms _____, Head of Delegation, or, in the event that he/she is prevented, the Assistant
Head of Delegation (or one of the Assistant Heads of Delegation) is authorized to sign, subject to ratification
or approval, the Acts adopted by the Congress.

In witness whereof these presents have been issued for whatsoever legal purpose they may serve.

Done at _____, _____ (date)

(signature)

(SEAL)

¹ Head of State, Head of Government, Minister of Foreign Affairs, or any other government official duly authorized in writing
by one of those authorities to sign the credentials. Other signatures will not be sufficient.

Proxy and delegation of powers

I, the undersigned, _____¹ of _____, authorize
by these presents, in pursuance of article 101, § 2, of the General Regulations of the Universal Postal Union,

(name of country authorized)

the Delegation of _____

(name of country)

to represent _____ at the 27th Congress of the Universal
Postal Union from 9 to 27 August 2021, and to take part in its deliberations, to vote, and to sign, on behalf of

(name of country)

_____, subject to ratification or approval by the competent
authorities of that country, the Acts adopted by the Congress.

In witness whereof these presents have been issued for whatsoever legal purpose they may serve.

(date)

Done at _____,

(signature)

(SEAL)

¹ Head of State, Head of Government, Minister of Foreign Affairs, or any other government official duly authorized in writing by one of those authorities to sign the credentials. Other signatures will not be sufficient.

Proxy and delegation of powers

I, the undersigned, _____¹ of _____, authorize
by these presents, in pursuance of article 101, § 2, of the General Regulations of the Universal Postal Union,

(name of country authorized)

the Delegation of _____

(name of country)

to represent _____ at the 27th Congress of the Universal
Postal Union from 9 to 27 August 2021, and to take part in its deliberations and vote, on behalf of

(name of country)

In witness whereof these presents have been issued for whatsoever legal purpose they may serve.

(date)

Done at _____,

(signature)

(SEAL)

¹ Head of State, Head of Government, Minister of Foreign Affairs, or any other government official duly authorized in writing by one of those authorities to sign the credentials. Other signatures will not be sufficient.