



**UPU** | UNIVERSAL  
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**UPU International Bureau**

Weltpoststrasse 4  
3015 BERNE  
SWITZERLAND

T +41 31 350 31 11  
F +41 31 350 31 10  
www.upu.int

To: Member countries of the Council of  
Administration and Postal Operations  
Council

Observers of the Council of  
Administration and Postal Operations  
Council

Contacts: Mr Siva Somasundram (CA Secretary)/  
Mr Altamir Linhares (CA Assistant Secretary)  
T +41 31 350 32 01/+41 31 350 35 56  
siva.somasundram@upu.int/altamir.linhares@upu.int

Berne, 3 March 2021

Ms Wendy Eitan (POC Secretary)/  
Mr Jeremy Pawsey (POC Assistant Secretary)  
T +41 31 350 36 22/+41 31 350 35 48  
wendy.eitan@upu.int/jeremy.pawsey@upu.int

**Reference:** 3100(DIRCAB)1017

**Subject:** Invitation to the Council of Administration (CA) and Postal Operations Council (POC) sessions  
(19–30 April 2021)

Dear Sir/Madam,

On behalf of the Chairman of the Council of Administration and the Chairman of the Postal Operations Council, I wish to invite the members of the CA and the POC and observers to attend the regular 2021.1 CA and 2021.1 POC sessions (S9). The meetings are to be held at the UPU International Bureau (IB) in Berne from 19 to 23 April 2021 (POC) and from 26 to 30 April 2021 (CA), each day from 12.00 to 16.00 CEST (UTC+2). In the week before the POC session (12 to 16 April 2021), there will be meetings of POC user-funded groups and the Quality of Service Fund Board. The timetable and the provisional agendas and meeting documents for the CA and POC will be available on the UPU website at [www.upu.int/en/Members-Centre](http://www.upu.int/en/Members-Centre).

It should be noted that, following the consultations undertaken through IB circular letters, the CA and POC decided to allow for remote participation by those members and observers unable to attend the sessions in person because of the COVID-19 pandemic; accordingly, as set out in Annexes 1 and 2, a number of provisions of the CA and POC Rules of Procedure have been amended and/or suspended to allow for remote participation.

*i Remote participation*

As a result of the ongoing COVID-19 pandemic, the Government of Switzerland has prohibited the holding of all public events as of 12 December 2020 until further notice. Meetings of international organizations with participants from member countries or external delegates are considered public events. Nonetheless, in order to comply with the requirements of the UPU General Regulations that sessions of the CA and POC be held physically at least in part, an exception is being sought from the Swiss Government for the physical attendance of a very limited number of participants from the delegations of the CA and POC Chairs (Turkey and Japan, respectively). Accordingly, **representatives of all other CA and POC members and observers may only participate remotely.**

*ii Registration of participants and remote participation tool*

All delegates from CA and POC members and observers attending the session remotely are required to register. A new platform for remote participation is being developed with new registration procedures. Technical details relating to remote participation and instructions for registration will be forwarded shortly in a separate circular letter.

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

Pursuant to article 14.3.2 of the CA Rules of Procedure and article 15.3.2 of the POC Rules of Procedure, any UPU member country wishing to submit questions for discussion at this joint CA/POC session is required to send the relevant documents to the Secretary General at least six weeks before the opening of the session (8 March 2021 for POC and 15 March 2021 for CA).

Yours faithfully,

A handwritten signature in black ink, appearing to read 'B. Hussein', with a long horizontal stroke extending to the right.

Bishar A. Hussein  
Secretary General

**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**

<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 CA S9, 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 CA S9.</p> <p>In such a case, notifications of remote representation shall also be provided in advance (on paper or electronically) to the IB.</p>



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<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 CA S9, 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 CA S9 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 CA S9, 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 CA S9 at the IB.</p> <p>Moreover, § 2 shall not apply to CA S9; 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 CA S9 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 CA S9, 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 CA S9, 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>

**Suspension and/or amendment of certain provisions of the Rules of Procedure of the Postal Operations Council (POC) in order to allow for remote representation of POC members and observers**

<i>Provision</i>	<i>Proposed action</i>	<i>Associated explanatory notes</i>
<p>Article 2 Members of the POC</p> <p>[...]</p> <p>2 Each member of the POC shall appoint its representative in accordance with the General Regulations. This representative <u>may be accompanied</u> by 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, before the opening of the session, of its designated representative and of the delegates <u>accompanying him. Confirmation of registration and access to sessions</u> of the POC 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 POC.</p> <p>[...]</p>	<p>For POC S9, 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 IB to ensure active participation in POC S9.</p> <p>In such a case, notifications of remote representation shall also be provided in advance (on paper or electronically) to the IB.</p>



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<i>Provision</i>	<i>Proposed action</i>	<i>Associated explanatory notes</i>
<p>Article 13 Sessions and organization of meetings</p> <p>1 In principle, the POC 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 its next session. If compelled by circumstances, the Chairman of the POC, with the prior agreement of the Chairman of the CA and the Secretary General, may alter the date or duration which has been fixed, provided the alteration is notified to the members of the POC at least two weeks before the opening of the session.</p> <p>[...]</p>	<p>For POC S9, the principle that attendance and participation is solely on an “in-person” basis shall be suspended. Remote attendance and participation may also be permitted.</p>	<p>Without prejudice to the requirement under article 114.2 of the UPU General Regulations to physically convene POC 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 POC S9 at Union headquarters in Berne.</p>
<p>Article 14 Order of seating</p> <p>1 At meetings of the POC, <u>delegations shall be seated in the French alphabetical order of members.</u></p> <p>2 The Chairman of the POC <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 POC.</u></p>	<p>For POC S9, the principle relating to the order of seating shall be partially suspended.</p>	<p>Article 14.1 shall apply only to those member country delegations that are able to physically attend POC S9 at the IB.</p> <p>Moreover, § 2 shall not apply to POC S9; if necessary, the most recently placed “foremost country” shall be used.</p>
<p>Article 23 Quorum</p> <p>1 POC meetings shall only be valid if at least half of the members of the POC having the right to vote <u>are present.</u></p>	<p>For POC S9, the principle that the physical presence of POC members is required to constitute a quorum shall be suspended: POC members participating by electronic means shall also be considered for quorum purposes.</p>	<p>To constitute a quorum at POC S9, at least half of the POC 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 POC 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 POC</i>	<i>Associated explanatory notes</i>
<p>Article 24 Voting</p> <p>[...]</p> <p>5 <u>The voting methodology shall be decided before the voting begins. Voting may be:</u></p> <p>5.1 <u>by show of hands;</u></p> <p>5.2 <u>by roll-call: at the request of a member of the POC or by the choice of the Chairman. The roll shall be called in the French alphabetical order of the countries represented on the POC;</u></p> <p>5.3 <u>by secret ballot: at the request of two members of the POC. The necessary measures shall then be taken to ensure the correct operation of this procedure, whether the vote is done electronically or through traditional paper ballots; this shall have priority over other voting procedures.</u></p> <p>[...]</p>	<p>For POC S9, 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 §§ 5.1 and 5.3 (respectively, show of hands and secret ballot) shall be suspended, and only voting by means of a roll-call shall be allowed.</p> <p>This shall apply to POC members participating both physically and by electronic means.</p>	<p>In the event of a roll-call vote, when the name of a POC member is called out by the IB in the French alphabetical order, the POC member's representative, whether physically or electronically present, shall respond verbally with its vote (yes, no or abstain).</p> <p>Should any POC member fail to cast a vote for any reason during the roll-call vote, that POC member shall be called upon a second time after the conclusion of the initial roll-call. Should that POC member still fail to cast a vote on the second roll-call round, the POC 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>