



**UPU** | UNIVERSAL  
POSTAL  
UNION

**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, 5 October 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)1129

**Subject: Invitation to the Council of Administration (CA) and Postal Operations Council (POC) sessions (22–26 November 2021)**

Dear Sir/Madam,

On behalf of the Chair of the Council of Administration and the Chair of the Postal Operations Council, I wish to invite the members of the CA and the POC and observers to attend the regular 2021.2 CA and POC sessions (S0). The meetings are to be held at the UPU International Bureau (IB) in Berne from 22 to 24 November 2021 (POC) and from 25 to 26 November 2021 (CA), each day from 12.00 to 16.00 CEST (UTC+1). In the week before the CA/POC sessions, there will be meetings of the EMS General Assembly on 18 and 19 November 2021. The CA Management Committee and the POC Management Committee meetings are to be held on 19 November from 12.00 to 14.00 CEST (UTC+1) and on 22 November 2021 from 10.00 to 11.30 CEST (UTC+1), respectively. 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, owing to the COVID-19 pandemic, a number of CA/POC members and observers face difficulties in sending their representatives in person to this session. As a result, the CA and POC S0 will be a hybrid method of attendance, namely, attendance on site where possible, with remote participation for delegates unable to attend the session 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 will be amended and/or suspended to allow for remote participation.

*i Physical participation*

As a result of the ongoing COVID-19 pandemic, on 20 September 2021, the Government of Switzerland published new rules for entry to Switzerland and for people vaccinated abroad to access the COVID certificate that may be applicable to travellers from abroad, which, under certain conditions, will permit the physical attendance of delegates of members countries at the CA and POC sessions. Information in this regard can be found on the Swiss Federal Office of Public Health website at [www.bag.admin.ch/bag/en/home.html](http://www.bag.admin.ch/bag/en/home.html). Delegates planning to attend in person should pay careful attention to these requirements for their entry and stay in Switzerland.

*ii Registration of participants*

All delegates from CA and POC members and observers attending the session in person/or remotely are required to register through the UPU's Event Management Platform (EMP). Technical details relating to remote participation and registration instructions will be forwarded in a separate circular letter.

*iii Voting*

CA and POC members will authorize their delegates to vote in accordance with the CA and POC Rules of Procedure. In the case of open ballots, all CA/POC members participating either remotely or physically will be entitled to participate using the UPU's online electronic voting platform.

In the case of a secret ballot, only CA/POC members physically present will be entitled to participate in such a ballot using electronic voting devices or traditional paper ballots. However, a CA/POC member participating remotely will be entitled to delegate its right to vote to the representative of another member of the CA/POC physically present in Berne, provided that it gives notice (either in writing or orally at the meeting) to the CA/POC Chair prior to the vote.

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

Pursuant to articles 14.3.2 of the CA Rules of Procedure and 15.3.2 of the POC Rules of Procedure, any UPU member country wishing to submit questions for discussion at this 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 October 2021 for the POC and 13 October 2021 for the 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 during the 2021.2 meeting**

<i>Provision</i>	<i>Proposed action</i>	<i>Associated explanatory notes</i>
<p>Article 2 Members of the CA</p> <p>[...]</p> <p>2 Each member of the CA shall appoint its representative in accordance with the General Regulations.<sup>1</sup> 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 the members of its delegation. Confirmation of registration and access to sessions of the CA shall be provided only upon validation of the relevant personal information against the official list of representatives duly notified by the competent government authority of a member of the CA.</p> <p>[...]</p>	<p>For the 2021.2 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 IB to ensure active participation in the 2021.2 CA meeting.</p> <p>In such a case, notifications of remote representation shall also be provided in advance (on paper or electronically) to the IB.</p>



**UPU**  
UNIVERSAL  
POSTAL  
UNION

<sup>1</sup> Article 106.4 of the General Regulations.

<i>Provision</i>	<i>Proposed action</i>	<i>Associated explanatory notes</i>
<p>Article 12 Sessions and organization of meetings</p> <p>1 The CA shall meet as per the periodicity defined in the General Regulations for a maximum total period of 10 working days per session.<sup>2</sup> The Plenary shall fix the approximate date and duration of the CA's next session. If compelled by circumstances, the Chair 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 2021.2 CA meeting, 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 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 2021.2 CA meeting in Bern.</p>
<p>Article 13 Order of seating</p> <p>1 At meetings of the CA and its bodies, delegations shall be seated in the French alphabetical order of members.</p> <p>2 The Chair of the CA shall draw lots, in due course, for the name of the country to be placed foremost before the Chair's rostrum at each session of the CA.</p>	<p>For the 2021.2 CA meeting, the principle relating to 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 2021.2 CA meeting in Bern.</p> <p>Moreover, § 2 shall not apply to the 2021.2 CA meeting; 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 are present.</p>	<p>For the 2021.2 CA meeting, the principle that the physical presence of CA members is required to constitute a quorum shall be suspended: CA members participating by electronic means shall also be considered for quorum purposes.</p>	<p>To constitute a quorum at the 2021.2 CA 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>

<sup>2</sup> Without prejudice to article 108 of the General Regulations, this biannual scheduling of CA sessions is in accordance with Istanbul Congress resolution C 27/2016. As per that resolution, the maximum total period of 10 working days refers to both CA sessions considered together.

<i>Provision</i>	<i>Proposed action</i>	<i>Associated explanatory notes</i>
<p>Article 20 Voting</p> <p>[...]</p> <p>2 If a member of the CA, present at a session, is prevented from attending a meeting, it may as an exceptional measure delegate its right to vote to another member of the CA having the right to vote, provided it gives previous notice in writing to the Chair of the CA. However, a member of the CA may represent only one other country.</p> <p>[...]</p> <p>4 The manner of voting shall be determined before the voting begins. It may be:</p> <p>4.1 by show of hands;</p> <p>4.2 by roll-call: at the request of a member of the CA or if desired by the Chair. The roll-call shall be taken in the French alphabetical order of the countries represented on the CA;</p> <p>4.3 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.</p> <p>[...]</p>	<p>In the event of a secret ballot, a CA member participating remotely shall be entitled to delegate its right to vote to the representative of another member of the CA physically present at the meeting, provided that it gives notice (either in writing or orally at the meeting) to the CA Chair prior to the vote.</p> <p>For the 2021.2 CA meeting, 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 (show of hands) shall be suspended, and only voting by means of a roll-call (§ 4.2) or by secret ballot (§ 4.3) shall be allowed.</p> <p>In line with the procedures adopted at the 27th Congress, the possibility of remote participation shall not apply in the event of any secret ballot.</p> <p>The possibility of remote participation will apply in the event of open ballots via the UPU's online electronic voting platform.</p>	<p>A CA member participating remotely will be given the opportunity to delegate its right to vote by informing the Chair prior to the vote. The Chair will ask each CA member participating remotely to inform the meeting verbally if it wishes to exercise this right and to indicate which CA member physically present will represent it.</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>In the case of a secret ballot, only CA members physically present shall be entitled to participate in such a ballot using electronic voting devices or traditional paper ballots.</p> <p>In the case of open ballots, all CA members participating either remotely or physically shall be entitled to participate using the UPU's online electronic voting platform.</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 during the 2021.2 meeting**

<i>Provision</i>	<i>Proposed action</i>	<i>Associated explanatory notes</i>
<p>Article 2 Members of the POC]</p> <p>1 Each member of the POC shall appoint its representative(s) in accordance with the General Regulations.<sup>1</sup> 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 delegation. Confirmation of registration and access to sessions of the POC shall be provided only upon validation of the relevant personal information against the official list of representatives duly notified by the competent government authority of a member of the POC.</p> <p>[...]</p>	<p>For the 2021.2 POC meeting, 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 the 2021.2 POC meeting.</p> <p>In such a case, notifications of remote representation shall also be provided in advance (on paper or electronically) to the IB.</p>

<sup>1</sup> Article 112.3 of the General Regulations.



**UPU**  
UNIVERSAL  
POSTAL  
UNION

<i>Provision</i>	<i>Proposed action</i>	<i>Associated explanatory notes</i>
<p>Article 13 Sessions and organization of meetings</p> <p>1 The POC shall meet as per the periodicity defined in the General Regulations, for a maximum total period of 10 working days per session.<sup>1</sup> The Plenary shall fix the approximate date and duration of its next session. If compelled by circumstances, the Chair of the POC, with the prior agreement of the Chair 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 the 2021.2 POC meeting, 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 the 2021.2 POC meeting in Bern.</p>
<p>Article 14 Order of seating</p> <p>1 At meetings of the POC, delegations shall be seated in the French alphabetical order of members.</p> <p>2 The Chair of the POC shall draw lots, in due course, for the name of the country to be placed foremost before the Chair’s rostrum at each session of the POC.</p>	<p>For the 2021.2 POC meeting, 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 the 2021.2 POC meeting in Bern.</p> <p>Moreover, § 2 shall not apply to the 2021.2 POC meeting in Bern; 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 are present.</p>	<p>For the 2021.2 POC meeting, 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 the 2021.2 POC meeting, 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>

<sup>1</sup> Without prejudice to article 114 of the General Regulations, this biannual scheduling of POC sessions is in accordance with Istanbul Congress resolution C 27/2016. As per the same resolution, the maximum total period of 10 working days refers to both POC sessions considered together.

<i>Provision</i>	<i>Proposed action</i>	<i>Associated explanatory notes</i>
<p>Article 24 Voting</p> <p>[...]</p> <p>2 If a member of the POC, present at a session, is prevented from attending a meeting, it may exceptionally delegate its right to vote to another member of the POC, provided it gives previous notice in writing to the Chair of the POC. However, a member of the POC may not represent more than one country other than its own.</p> <p>[...]</p> <p>5 The voting methodology shall be decided before the voting begins. Voting may be:</p> <p>5.1 by show of hands;</p> <p>5.2 by roll-call: at the request of a member of the POC or by the choice of the Chair. The roll shall be called in the French alphabetical order of the countries represented on the POC;</p> <p>5.3 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.</p> <p>[...]</p>	<p>In the event of a secret ballot, a POC member participating remotely shall be entitled to delegate its right to vote to the representative of another member of the POC physically present at the meeting, provided that it gives notice (either in writing or orally at the meeting) to the POC Chair prior to the vote.</p> <p>For the POC 2021.2 meeting, 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 (show of hands) shall be suspended, and only voting by means of a roll-call (§ 5.2) or by secret ballot (§ 5.3) shall be allowed.</p> <p>Consistent with the procedures adopted at the 27th Congress, the possibility of remote participation shall not apply in the event of any secret ballot.</p> <p>The possibility of remote participation will apply in the event of open ballots via the UPU's online electronic voting platform.</p>	<p>A POC member participating remotely will be given the opportunity to delegate its right to vote by informing the Chair prior to the vote. The Chair will ask each POC member participating remotely to inform the meeting verbally if it wishes to exercise this right and to indicate which physically present POC member will represent it.</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>In the case of a secret ballot, only POC members physically present shall be entitled to participate in such a ballot using electronic voting devices or traditional paper ballots.</p> <p>In the case of open ballots, all POC members participating either remotely or physically shall be entitled to participate using the UPU's online electronic voting platform.</p>