

Rules of Procedure of the Council of Administration

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Article 1

Purpose and functions of the Council of Administration

1 The Council of Administration (hereinafter the "CA") shall be responsible for ensuring the continuity of the work of the Union between Congresses in accordance with the provisions of the Acts of the Union. Its functions shall derive in particular from the General Regulations and from the relevant decisions of Congress.

2 The work of the CA shall be structured and carried out with a view to implementing the objectives of the Union's strategy and business plan, as well as its Programme and Budget.

Article 2

Members of the Council of Administration and notification of representatives

1 The CA shall consist of 41 members (i.e. the host country of Congress as Chairman and 40 other members elected by Congress), which shall exercise their functions during the period between two successive Congresses.¹

2 Each member of the CA shall appoint its representative in accordance with the General Regulations.² This representative may be accompanied 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 (hereinafter the "IB"), before the opening of the session, of its designated representative and of the delegates accompanying him. 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 delegates duly notified by the competent government authority of a member of the CA.

3 In the event of doubt about the composition of a member country's delegation, the representative, or his deputy if any, shall decide the matter.

Article 3

Observers and ad hoc observers

1 Observers

1.1 The following entities shall be invited to participate in the plenary sessions and committee meetings of the CA as observers:

1.1.1 representatives of the United Nations;

1.1.2 restricted unions;

1.1.3 members of the Consultative Committee (hereinafter the "CC");

1.1.4 entities authorized to attend Union meetings as observers by virtue of a resolution or decision of Congress;³

1.1.5 the Chairman of the Postal Operations Council (hereinafter the "POC") shall represent that body at CA meetings on the agenda of which there are questions of interest to the POC;

¹ It may be noted that the reference to "two successive Congresses" concerns the period between two quadrennial Congresses as defined in article 14 of the Constitution.

² In line with the modification adopted by the Istanbul Congress.

³ There are currently four observers in this category: the African Union (C 92/1974), the League of Arab States (C 7/1979), Palestine (C 115/1999) and the European Union (C 78/2012).

- 1.1.6 the Chairman of the CC shall represent that body at CA meetings on the agenda of which there are questions of interest to the CC;
 - 1.1.7 the representatives of the POC, designated by the latter;
 - 1.1.8 the representatives of the CC, designated by the latter;
 - 1.1.9 other member countries of the Union.
- 2 Ad hoc observers
- 2.1 The Chairman of the CA, after consultation with the Secretary General and, where appropriate, with the Chairman of the committee concerned, may invite the following entities to attend specific meetings as ad hoc observers when this is considered to be in the interest of the Union and its bodies:
 - 2.1.1 specialized agencies of the United Nations;
 - 2.1.2 intergovernmental organizations;
 - 2.1.3 any international body, any association or enterprise, or any qualified person.
- 3 Principles
- 3.1 Observers and ad hoc observers shall not be entitled to vote, but may take the floor with the Chairman's permission.
 - 3.2 Observers and ad hoc observers may also attend meetings of the bodies of the CA mentioned in articles 6 to 9, subject to informing the Chairman of those bodies in advance, either in writing or verbally.
 - 3.3 Observers and ad hoc observers may, at their request, be allowed to cooperate in the studies undertaken, subject to such conditions as the CA may establish to ensure the efficiency and effectiveness of its work. They may also be invited to chair bodies of the CA when their experience or expertise justifies it. The participation of observers and ad hoc observers shall be carried out without additional expense for the Union.
 - 3.4 For logistical reasons, the CA may also limit the number of attendees per observer participating. It may also limit their right to speak during the debates.
 - 3.5 In exceptional circumstances, observers and ad hoc observers may be excluded from a meeting or a portion of a meeting or may have their right to receive documents restricted if the confidentiality of the subject of the meeting or document so requires. This restriction may be decided on a case-by-case basis by any body concerned or its Chairman. The case-by-case situations shall be reported to the CA and to the POC when matters of interest to the latter body are concerned. If it considers this necessary, the CA may subsequently review restrictions, in consultation with the POC where appropriate.

Article 4

Chairmanships and vice-chairmanships⁴

1 The chairmanship of the CA shall devolve by right on the host country of the last Congress. If that country waives this right it shall become a *de jure* member, and the CA shall elect to the chairmanship one of the member countries belonging to the geographical group of the host country. At its first meeting, the

⁴ The terms "Chairman" and "Vice-Chairman" shall always refer to the countries which were elected to those offices. In due observance of article 108 of the General Regulations, the term "Chairman" shall equally apply to Co-Chairmen of CA bodies.

CA shall elect, from among its members and on the basis of equitable geographical distribution, the countries which are to hold the offices of the four Vice-Chairmen and the Chairmen and Vice-Chairmen of the committees, and shall designate its members to serve as members of the CC.

2 The Chairman shall convene the CA, direct its proceedings and approve the Summary Record. The Chairman shall also be responsible for the general direction of the CA's work and activities. If prevented from discharging its duties, it shall be replaced by one of the Vice-Chairmen, selected by drawing lots.

3 The Chairman may designate another member of the CA to lead part of the deliberations, for example the Chairman of a committee for discussions relating to certain matters of that committee which, where appropriate, could be dealt with directly in plenary.

Article 5 Structures

1 On the basis of the General Regulations as well as the relevant decisions of Congress, the work of the CA shall be conducted through the following bodies:

- 1.1 Plenary;
- 1.2 Committees;
- 1.3 Standing groups;
- 1.4 Task forces;
- 1.5 Management Committee.

2 Participation in standing groups and task forces is open to all members of the CA and, in principle, to observers and ad hoc observers as per the provisions contained in the General Regulations and article 3 of these Rules of Procedure. All members of the CA shall be entitled to take part in the work of standing groups and task forces as *de jure* members. Information on the mandates and progress of the work of standing groups and task forces shall be made available to the member countries of the Union on the Union's website.

3 In agreement with the POC, the CA may set up joint standing groups or task forces to study issues of interest to both Councils.

Article 6 Plenary

1 The Plenary is the decision-making body which shall approve or take note of the work carried out by the committees, as well as any task forces under its direct responsibility, and resolve any issues escalated by such bodies.

Article 7 Committees

1 Committees are decision-making bodies which report directly to the Plenary, as per the specific scope of authority delegated by the latter. Committees are responsible for the implementation or monitoring of the implementation of all key deliverables derived from Congress decisions in a specific activity area, the approval of the work completed by any standing groups and task forces under their responsibility, and the resolution of any issues escalated by such bodies.

2 Each member of the CA shall be entitled to take part in the work of the committees.

Article 8

Standing groups

1 Standing groups are the working bodies which are created to accomplish specific tasks to deal with ongoing activities and activities concerning an entire Congress cycle. Standing groups shall report to their respective committees.

2 With the participation of other international organizations, the CA may also set up standing groups in the form of contact committees or other joint bodies to deal with problems of mutual interest. In such cases, the CA shall designate its members to represent the Union. Contact committees or other joint bodies may exceptionally meet at locations other than the Union headquarters in Berne, Switzerland.

Article 9

Task forces

1 Task forces are working bodies which are created to accomplish short-term key deliverables that cannot reasonably be completed by a committee or standing group. Depending on their mandates, task forces can report to the Plenary or a committee.

2 Task forces shall be limited in number and may be created under a committee (with specific mandates, objectives, deliverables and time frames), subject to the approval of the Plenary and in line with the Union's strategy and business plan, its Programme and Budget, and the CA work programme for a Congress cycle. The specific terms of reference of a task force shall be approved by the Plenary. Task forces shall be disbanded once their assignment is complete, or if the work is suspended by the Plenary. Any exceptional extension of a task force's lifespan shall also be subject to plenary approval.

Article 10

Management Committee

1 The Chairman and the Vice-Chairmen of the CA, as well as the Chairmen and Vice-Chairmen of its committees, shall constitute the Management Committee, which shall meet at the request of the Chairman of the CA. At the request of the Chairman of the CA, the Chairmen of the POC and CC may be invited to take part, as observers, in the meetings of the Management Committee. The Chairmen of the other bodies coming directly under the CA may also be invited to attend the meetings of the Management Committee as observers. The Secretary General and Assistant Secretary General of the CA mentioned in article 11.1 shall attend the meetings of the Management Committee.

2 The Management Committee shall prepare the work of each session and monitor the progress of the work of the CA and of its bodies. It shall assist the Chairman of the CA in drawing up the agenda of the plenary meetings and in coordinating the work of the bodies.

Article 11

Secretariat

1 The Director General and the Deputy Director General of the IB shall serve respectively as Secretary General and Assistant Secretary General of the CA. The IB shall act as Secretariat of the CA.

2 The Secretary General of the CA shall:

- 2.1 take part in the discussions of the CA and its bodies without the right to vote; he may also be represented;
- 2.2 prepare the work of the CA and make available on the Union's website all the documents published on the occasion of each session; the documents subject to a decision or discussion by the Plenary and committees shall be published on the Union's website in all the languages of deliberation of the meeting concerned at least 20 working days before the opening of the session;
- 2.3 after it has been approved by the Chairman of the CA, publish on the website a Summary Record and the resolutions and decisions of the CA. Paper copies may be sent to member countries at their request;⁵
- 2.4 prepare the comprehensive report on the work of the CA, which is referred to in the relevant article⁶ of the General Regulations, and make it available on the Union's website after approval by the CA and at least two months before the opening of Congress;
- 2.5 maintain contact with the POC and submit to that body those matters which the CA decides to entrust to it, in accordance with the relevant article⁷ of the General Regulations;
- 2.6 implement the decisions of the CA in accordance with the latter's instructions;
- 2.7 organize, in the intervals between sessions, and in accordance with any directives by the CA, representation of the Union at meetings of the United Nations, the specialized agencies, the restricted unions and other international organizations of interest to the Union;
- 2.8 transmit to the relevant bodies, for their prior notification, questions submitted to the CA between sessions by a member country of the Union or by international organizations;
- 2.9 dispose, after consultation with the Chairman, of the routine business of the CA.

3 The Secretary General may be entrusted, by the Chairman or by the CA itself, with the study of certain special subjects; in the same way, in order to simplify management, certain functions may be delegated to him.

4 The Secretariat of the CA shall:

- 4.1 draft the reports of the meetings of the bodies of the CA, as well as the Summary Record;
- 4.2 prepare correspondence and maintain archives.

Article 12

Sessions and organization of meetings

1 In principle, the CA shall meet twice a year at the headquarters of the Union, for a maximum total period of 10 working days.⁸ 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.

2 The CA may meet, exceptionally, when a request for this is made or approved by at least one third of its members or on the initiative of its Chairman. The date shall be fixed by the Chairman in agreement with the Secretary General.

⁵ In accordance with the modification adopted by the Istanbul Congress.

⁶ Article 111.2 of the General Regulations.

⁷ Article 107.1.25 of the General Regulations.

⁸ In accordance with Istanbul Congress resolution C 27/2016.

3 At each session, the CA shall:

3.1 exchange views on completed or current work and make, if necessary, recommendations on it;

3.2 approve the timetable drawn up, in agreement with the Chairmen of the bodies concerned and after consulting the Secretary General, of the meetings which shall be held until the next session. Any meeting envisaged outside this timetable shall, if it involves additional expenditure, be authorized by the Chairman of the CA after consultation with the Secretary General;

3.3 approve the annual operating plan (or any revisions thereto) and the reports on its execution, on the basis of the proposals made to it by the member countries and the IB, or in the light of changes made to the Union's strategy and its Programme and Budget.

4 Between CA sessions, standing groups and task forces shall, as a general rule, carry out their work using online collaboration and remote participation tools (e.g. digital work spaces and web conferences). If necessary, they may exceptionally hold physical meetings at the Union headquarters in Berne, Switzerland. In accordance with article 8, standing groups such as contact committees or other joint bodies may exceptionally meet at locations other than the Union headquarters in Berne, Switzerland.

5 Without prejudice to paragraph 3.2, the dates of meetings of standing groups or task forces organized outside sessions shall be set by the Chairmen of the bodies concerned after consultation with the Secretary General. Any documents produced by standing groups or task forces with the aim of reporting completed deliverables or requesting a decision by the Plenary or a committee shall be processed as official CA session documents as long as they comply with the six-week submission deadline referred to in article 14. However, any other documents produced and shared between sessions for the sole purpose of carrying out the work of standing groups or task forces shall not be processed as official CA session documents, although they may be made available to member countries through the collaborative spaces.

Article 13

Order of seating

1 At meetings of the CA and its bodies, delegations shall be seated in the French alphabetical order of members.

2 The Chairman of the CA shall draw lots, in due course, for the name of the country to be placed fore-most before the Chairman's rostrum at each session of the CA.

Article 14

Agenda

1 The Chairman of the CA shall make out, on the proposal of or after consultation with the Secretary General, the provisional agenda for each plenary session, giving priority to points requiring a decision. This agenda shall be made available on the Union's website at the same time as the convening notice.

2 Each Chairman of a body shall also prepare, on the proposal of or after consultation with the Secretary General, the agenda of the meetings of that body according to the same principle mentioned in paragraph 1.

3 The following subjects, *inter alia*, shall appear in the provisional agenda of the CA:

3.1 matters selected at the previous session;

3.2 questions in the form of a CA document submitted by members of the CA or by other member countries of the Union between sessions and notified to the Secretary General at least six weeks before the opening of the session during which they are to be considered; questions notified to the Secretary General less than six weeks before the opening of the session may be considered only if the CA so decides by a majority of the members present and voting and having the right to vote;

3.3 suggestions and proposals submitted by the Director General of IB.

Article 15

Debates

1 Delegates may not take the floor until they have been given permission to do so by the Chairman of the meeting.

2 Unless a majority of the members present and voting decide otherwise, speeches shall not exceed five minutes. The Chairman of the meeting shall be authorized to interrupt any speaker who exceeds the said authorized time. It may also ask the delegate not to depart from the subject.

3 During a debate, the Chairman of the meeting may, with the agreement of the majority of the members present and voting, declare the list of speakers closed after reading it out. When the list is exhausted, the Chairman shall declare the debate closed, although even after the closing of the list it may grant the originator of the proposal under discussion the right to reply to any of the speeches delivered.

4 The Chairman may also, with the agreement of the majority of the members present and voting, limit the number of speeches by any one delegation on a proposal or a certain group of proposals. However, the originator of the proposal shall be given the opportunity to introduce it and speak subsequently in order to make new points in reply to the speeches of other delegations, and therefore may, if the originator so wishes, be the last speaker.

5 With the agreement of the majority of the members present and voting, the Chairman of the meeting may limit the number of speeches on a proposal or a certain group of proposals; however, this limit may not be less than five for and five against the proposal under discussion.

Article 16

Financial consequences of proposals made by the bodies

1 Any proposal submitted by the bodies which has financial repercussions for the Union shall be submitted for consideration to the Finance Committee before it is studied by the CA. This committee, which the CA shall set up, shall report to the Plenary on the matter.

2 Similarly, each proposal submitted to Congress by the CA that is liable to give rise to costs for the Union shall be accompanied by an indication of its financial impact so that the financial resources needed for its implementation can be determined.

Article 17

Urgent questions raised between sessions

1 Urgent questions raised between sessions shall be dealt with by the Chairman.

2 If questions of principle are involved, the Chairman shall consult the members of the CA and, if it thinks fit, all the member countries of the Union; it shall inform the members consulted of the solutions adopted.

Article 18
Languages

1 The official language of the CA shall be French.

2 For the discussions of the CA, the French, English, Spanish, Russian and Arabic languages shall be accepted, provision being made for a simultaneous interpretation system.

3 The cost of the interpretation services in the languages mentioned in paragraph 2 shall be borne, in accordance with the method laid down in paragraph 4, by the members of the five groups of countries given below, and by the observers referred to in article 3.1.1.9:

| <i>French</i> | <i>English</i> | <i>Spanish</i> | <i>Arabic</i> | <i>Russian</i> |
|--|---|--|---|----------------|
| Belgium Burkina Faso Côte d'Ivoire (Rep.) Switzerland | Australia Barbados Brazil Bulgaria (Rep.) Ethiopia Georgia Germany Indonesia Iran (Islamic Rep.) Italy Japan Kenya Korea (Rep.) Malaysia Pakistan Poland Romania South Africa Sudan Turkey Uganda United Kingdom Viet Nam Zambia | Costa Rica Cuba Dominican Republic Mexico Paraguay Spain Uruguay | Algeria Morocco Tunisia United Arab Emirates | Kazakhstan |

Any member country wishing to change its language of discussion⁹ between sessions of the CA shall inform the Secretary General accordingly.

4 The cost of the interpretation services in the languages mentioned in paragraph 2 shall, in principle, be divided into five equal parts, each borne by the members of the CA and the member countries participating in these meetings as observers, in application of article 3.1.1.9, which have chosen to use the same language, in proportion to their contribution to the expenses of the Union. However, if interpretation into one of the languages laid down in paragraph 2 is not used for a session of the CA or for an interim

⁹ China (People's Rep.) has opted for a language other than those listed in paragraph 2, namely, Chinese.

meeting of one of its bodies, and provided the IB has not yet entered into any commitments in this regard, the costs referred to in paragraph 3 shall be shared equally between the language groups represented at the meeting.

5 If members of the CA wish to use other languages, they must provide for simultaneous interpretation into Arabic, English, French, Russian or Spanish, either by the method stated in paragraph 2, when the necessary technical modifications can be made, or by special interpreters. Requests for the use of other languages must be sent to the Secretariat at least six months before the opening of the meeting in question.

Article 19 Quorum

1 Discussions by the CA shall not be valid unless at least half of its members having the right to vote are present.

Article 20 Voting

1 Subject to the sanctions provided for in the relevant article¹⁰ of the General Regulations, each member of the CA shall have a single vote.

2 If a member of the CA, represented at a session, is prevented from attending a meeting, it may as an exceptional measure delegate its right to vote to the representative of another member country having the right to vote, provided it gives previous notice in writing to the Chairman of the CA. However, a member of the CA may represent only one other country.

3 Questions which cannot be settled by common consent shall be decided by a majority of members present and voting and having the right to vote. In the event of a tie, the proposal shall be considered as rejected.

4 The manner of voting shall be determined before the voting begins. It may be:

4.1 by show of hands;

4.2 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;

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.

5 The expression "members present and voting" shall mean members having the right to vote voting "for" or "against". Abstentions shall not be taken into consideration; similarly, blank or spoilt ballot papers shall not be taken into account in the event of a secret ballot.

6 Once the voting has begun, no delegation may interrupt it, except to raise a point of order relating to the technical process being used to take the vote.

7 The voting rules apply to decisions taken by the Plenary or by the committees.

¹⁰ Article 149 of the General Regulations.

Article 21

Motions on points of order and procedural motions

1 During the discussion of any question and even, where appropriate, after the closure of the debate, a delegation may submit a motion on a point of order for the purpose of requesting:

- 1.1 clarification on the conduct of the debates;
- 1.2 observance of the Rules of Procedure;
- 1.3 a change in the order of discussion of proposals suggested by the Chairman.

The motion on a point of order shall take precedence over all questions, including the procedural motions set forth in paragraph 3.

2 The Chairman shall immediately give the desired clarifications or take the decision which it considers advisable on the subject of the motion on a point of order. In the event of an objection, the Chairman's decision shall be put to a vote forthwith.

3 In addition, during discussion of a question, a delegation may introduce a procedural motion with a view to proposing:

- 3.1 the suspension of the meeting;
- 3.2 the closure of the meeting;
- 3.3 the adjournment of the debate on the question under discussion;
- 3.4 the closure of the debate on the question under discussion.

Procedural motions shall take precedence, in the order set out above, over all other proposals except the motions on points of order referred to in paragraph 1.

4 Motions for the suspension or closure of the meeting shall not be discussed, but shall be put to a vote immediately.

5 When a delegation proposes adjournment or closure of the debate on a question under discussion, only two speakers against the adjournment or the closure of the debate may speak, after which the motion shall be put to a vote.

6 The delegation which submits a motion on a point of order or a procedural motion may not, in its sub-mission, deal with the substance of the question under discussion. The proposer of a procedural motion may withdraw it before it has been put to a vote, and any motion of this kind, whether amended or not, which is withdrawn may be reintroduced by another delegation.

Article 22

Reopening of decisions

1 When a decision has been taken by the Plenary or by a committee, the question may only be reconsidered if the Plenary approves the principle of such reconsideration by a vote taken in the same manner (by show of hands, roll-call or secret ballot) as that previously used for the proposal in question.

Article 23

Election and replacement of the Deputy Director General

1 If, in the case provided for in the relevant article¹¹ of the General Regulations, the Plenary has to elect the Deputy Director General of the IB, the election shall take place by secret ballot. The candidate who obtains a majority of the votes, as defined in article 20.3 and 20.5, shall be elected. There shall be as many ballots as are necessary to obtain this majority.

2 The candidate who obtains the fewest votes in a ballot shall be eliminated.

3 In the event of a tie, a first and, if necessary, second additional ballot shall be held in order to decide between the tying candidates; the ballot shall be for these candidates only. If the result is negative, lots shall be drawn. The drawing of lots shall be done by the Chairman of the CA.

4 If several candidates obtain no votes in a ballot, all those candidates shall be eliminated without a further ballot being taken in an attempt to decide between them.

5 If the post of Deputy Director General falls vacant, the CA shall, on the proposal of the Director General, instruct one of the D 2 grade directors to take over the functions of Deputy Director General until the following Congress.

Article 24 Reports

1 The bodies of the CA shall prepare, for the attention of the CA, concise reports on the work provided for in the Union Programme and Budget, the CA work programme and the related annual operating plans.

2 Each delegation shall be entitled to ask for any statement made by it to be included in the reports either verbatim or in summary form, provided the French or English text is handed to the IB not later than two hours after the end of the meeting.

Article 25

Refund of travelling expenses to representatives of members and to invitees of the Council of Administration and its bodies

1 In accordance with the relevant article¹² of the General Regulations, the representative of each member of the CA participating in its meetings, except for meetings which take place during Congress, shall 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.

2 Pursuant to paragraph 1, the following provisions shall be observed:

2.1 If a member country of the CA is represented by the same person or by different persons at the session of the CA and at meetings of its bodies sitting in the same place during the period preceding or following the session, the fare shall only be refunded once;

2.2 If a member country of the CA is convened and is represented by the same person or by different persons, in the interval between sessions of the CA, at meetings of bodies of the CA sitting in the same place within a period not exceeding 30 days for all the meetings, the fare shall only be refunded once.

¹¹ Article 126.4 of the General Regulations.

¹² Article 116 of the General Regulations.

3 The travelling expenses of the representatives of an international organization, or of any other persons whom the CA wishes to associate with its work, can only be charged to the Union with the prior agreement of the Chairman of the CA and of the Secretary General and if such participation is in the interest of the Union or of the CA's work. This shall also apply to the travelling expenses of representatives of countries which are not members of the CA but which the latter expressly desires to associate with its work.

Article 26

Effective date

1 These Rules of Procedure shall take effect immediately.

So adopted at Berne, on 27 October 2017.

For the Council of Administration:

Kenan Bozgeyik
Chairman representative

Bishar A. Hussein
Secretary General