



## **Practical information for participants attending the 2025.1 Council of Administration (CA) and Postal Operations Council (POC) sessions in person**

### **A. Reimbursement of travelling expenses**

With reference to International Bureau (IB) circular 74/2022 regarding the procedure for travel expense reimbursements to eligible delegates attending the CA and POC sessions, please note the following:

#### *For the CA*

Pursuant to article 110 of the UPU General Regulations, one representative of each of the members of the CA classified as developing or least developed countries (according to the lists established, respectively, by the CA and the United Nations) participating physically in its meetings will be entitled to reimbursement of the cost of either an economy class return air ticket or a 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. The travelling expenses of officials accompanying the titular representative are to be borne by the member country concerned. If a member of the CA is represented by the same person or by different persons at meetings at the CA session and at meetings of its bodies sitting in the same place during the period preceding or following the session, the fare will be refunded only once.

#### *For the POC*

In accordance with article 116 of the General Regulations, one representative of each of the member countries of the POC classified as least developed countries according to the list established by the United Nations and participating in the POC meetings will be entitled to reimbursement of the cost of either an economy class return air ticket or a 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. The travelling expenses of officials accompanying the titular representative are to be borne by the member country concerned. If a member of the POC is represented by the same person or by different persons at meetings at the POC session and at meetings of its bodies sitting in the same place during the period preceding or following the session, the fare will be refunded only once.

### **B. Privileges and immunities**

During their stay in Switzerland, all the delegates of UPU member countries attending the session will enjoy the privileges and immunities outlined in article IV of the Agreement on Privileges and Immunities of the United Nations concluded between the Swiss Federal Council and the Secretary General of the United Nations (dated 1 July 1946), which is applicable by analogy to the delegates of UPU member countries at conferences convened by the Union and during their journey to and from the place of meeting. (See the Agreement in the "Constitution and General Regulations Manual" on the UPU website via the following link: [www.upu.int/en/Universal-Postal-Union/About-UPU/Acts#scroll-nav\\_\\_8](http://www.upu.int/en/Universal-Postal-Union/About-UPU/Acts#scroll-nav__8)).

### **C. Visas**

If official confirmation of participation in sessions of the CA and POC is required in order to obtain a visa, one will be provided by the Event Management Platform (EMP). To obtain this confirmation, please complete the visa related fields in the EMP. Once a registration is validated by the relevant country accreditor or IB staff, the visa letter will automatically be generated and sent by e-mail to the delegate.

#### **D. Accommodation for participants**

A list of available hotels can be found on the Berne Tourism website at [www.bern.com/en/inform/accommodations](http://www.bern.com/en/inform/accommodations). Authorized delegates of CA/POC members and observers may make their bookings directly through that website. Note also that the UPU has special rates with certain hotels. The IB therefore recommends, when making reservations, that CA/POC members and observers indicate that they will be participating in UPU meetings.

Unfortunately, owing to difficulties experienced in the past, the UPU is no longer able to automatically reserve hotel rooms on behalf of CA/POC members and observers.

However, if for special reasons CA/POC members or observers are unable to make the required reservations at their chosen hotel, they may contact the Tourist Office of the City of Berne, located at the main station:

Tourist Information  
Bahnhofplatz 10a  
3011 BERNE  
SWITZERLAND

Tel: +41 31 328 12 12  
Fax: +41 31 328 12 77  
Website: [www.bern.com/en/home](http://www.bern.com/en/home)  
E-mail: [info@bern.com](mailto:info@bern.com)

#### **E. Climate**

Up-to-date information on weather conditions in Berne can be found at [meteo.search.ch/3015-bern](http://meteo.search.ch/3015-bern).

#### **F. Venue of the session**

As stated in the letter of invitation, the session will take place at the UPU headquarters building located on the outskirts of the city, at the following address:

Universal Postal Union  
Weltpoststrasse 4  
3015 BERNE

Tel: +41 31 350 31 11  
Fax: +41 31 350 31 10  
E-mail: [info@upu.int](mailto:info@upu.int)

To get there, delegates can take the No. 8 tram, direction "Saali", as far as the "Weltpostverein" stop, located opposite the IB building.

#### **G. Transport between airports of arrival or departure and Berne**

Delegates coming by air will normally arrive in Switzerland at Zurich–Kloten or Geneva–Cointrin Airport. They then usually take the train to Berne. Current train timetables can be found at [www.sbb.ch](http://www.sbb.ch). That website is available in English, French, German and Italian.

#### **H. Provisions concerning smoking at the International Bureau**

You are reminded that smoking is prohibited on all IB premises, with the exception of the building's rooftop terrace (8th floor).