

UPU International Bureau

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Contact: Committee 1 Secretariat
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To: Union member countries
(governmental authorities)

For information:

- Designated operators
- Restricted unions

Berne, 10 April 2025

Reference: 2102(DPRM.PPRE.CCA)1036

Subject: Participation in the 28th UPU Congress. Delegates' credentials. Advance submission to the International Bureau by 8 August 2025

Dear Sir/Madam,

The invitation for Union member countries to participate in the 28th UPU Congress, scheduled to be held in Dubai, United Arab Emirates from 8 to 19 September 2025, was sent via circular letter No. 2100(DPRM.PPRE.CCA)1115 of 16 October 2024.

In line with the Rules of Procedure of Congresses, 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 deposited, through the intermediary of the Congress Secretariat, with the authority designated for that purpose. Member countries are encouraged to present them as early as possible.

The 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 2023 Riyadh 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 the Congress. Credentials and proxies sent by secure electronic means shall be admissible. In order to facilitate the review of credentials, you are encouraged to present them on the first day of registration (8 September 2025) or as soon as possible thereafter.

According to article 3.4 of the Rules of Procedure of Congresses, member countries whose delegates are not in possession of credentials or which have not deposited their credentials may, provided the names of such delegates have been communicated by their Government to the International Bureau (IB), take part in the debates, but shall not have the right to vote until such time as their respective credentials, in due and proper form, are deposited.

Note that a proposal will be submitted to the Congress with arrangements for allowing Congress proceedings to take place in “hybrid” form. This 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.

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 8 August 2025**, so that the IB can review the submitted documents in advance 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, in the event of irregularities, a delegation is not able to participate in the Congress or is not able to vote.

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 8 August 2025**, for 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,

A handwritten signature in black ink, appearing to read 'Masahiko Metoki', written over a horizontal line.

Masahiko Metoki
Director General