UNIVERSAL POSTAL UNION

Original: English

Published in English 3.11.2026, 14.52

Consultative Committee

Rules of Procedure

Foreword

The Consultative Committee (“Committee”) is established to represent the interests of the wider international postal sector, and to provide a framework for effective dialogue between stakeholders, including the development of recommendations for UPU policy, regulation and operations and the fostering of a better understanding between stakeholders and member countries of the Union. Its basic aim, functions and activities are defined in accordance with articles 119 to 126 of the General Regulations, as well as other relevant decisions adopted by UPU Congresses.

Rules of Procedure of the Consultative Committee ("Rules")

Contents

Article		
1	Members of the Committee	3
2	Membership applications	3
3	Observers and ad hoc observers	4
4	Organization of the Committee	4
5	Bodies	4
6	General Assembly	5
7	Management Committee	5
8	Subgroups	6
9	Election of Management Committee members and associated requirements	7
10	Secretariat	7
11	Sessions	8
12	Order of seating	8
13	Agenda	8
14	Working methodology	9
15	Financing of the Committee	9
16	Reserve Fund	11
17	Urgent questions raised between sessions	11
18	Languages	11
19	Quorum	12
20	Voting	12
21	Motions on points of order and procedural motions	13
22	Reopening of decisions	13
23	Amendment	14
24	Final provisions	14
25	Effective date	14

Article 1
Members of the Committee

1 In accordance with article 120 of the General Regulations, the Committee shall consist of:

1.1 non-governmental organizations (including those representing customers, delivery service providers, postal employees or postal employers); philanthropic entities; standardization, financial and development organizations; suppliers of goods and services to the postal services sector; transportation entities; academic and research institutions; think tanks and similar knowledge-based institutions; and like organizations that have an interest in supporting the mission and objectives of the Union;

1.2 high-level figures from the postal sector recommended by member countries or the bodies of the Union concerned, including the Committee.

2 All members of the Committee ("Members") shall have their principal place of business (and, if so required by the Union member country concerned, be duly registered) or, in the case of the high-level figures referred to in 1.2, have permanent residence, in a Union member country.

3 Each Member shall appoint its representative(s), who shall be competent in matters relevant to the work of the Union. This/these representative(s) may be accompanied by one or more other delegates, who shall also be entitled to participate in the discussions and work. Each Member shall have one vote.

4 Each Member shall provide the International Bureau ("IB"), as secretariat of the Committee, with the names of its attending delegates, one week before every Committee meeting.

5 All Members and observers of the Committee shall comply with the Code of Conduct as presented in Annex 1.

Article 2
Membership applications

1 An entity in category 1.1 (article 1) may submit a request for Committee membership on the recommendation of the corresponding Union member country.

2 A Union member country, a UPU Council or the Committee itself may submit a request for Committee membership for a high-level figure from the postal sector in category 1.2 (article 1).

3 Any requests for membership of the Committee as submitted by the entities or high-level figures referred to in article 120 of the General Regulations shall be accompanied by the prior written authorization or recommendation of the corresponding Union member country, in accordance with paragraph 2 of that article.

4 Each membership request shall, *inter alia*, specify the intended membership category and associated membership fee through the relevant application form, and be sent to the Director General of the IB ("Director General"), who, in consultation with the Chair of the Committee ("Chair") and in accordance with the relevant provisions of the General Regulations and these Rules (as approved by the Council of Administration ("CA")), shall submit the application for preliminary consideration by the Management Committee ("MC").

4.1 As per the relevant procedures set forth in article 20.7, voting by correspondence (postal or electronic mail ballot) may also take place for the consideration of membership applications which are submitted between sessions of the General Assembly ("GA") and deemed to be of an urgent nature, as decided by the Chair or the MC.

5 Immediately upon being notified of the approval by the Committee, the successful applicant shall be eligible for participation in any activity open to Members of the Committee.

6 Membership of the Committee may also be revoked at any time by the CA if, in the latter body's sole opinion (of its own volition or upon formal recommendation of the Committee), the criteria and obligations set forth in articles 1 and 2 are no longer fulfilled by the relevant Member. Membership of the Committee shall also be automatically revoked in the event that the written authorization or recommendation of the corresponding Union member country, as referred to in article 121.2 of the General Regulations, is withdrawn by that country.

7 Any requests for membership of the Committee as referred to in paragraphs 1 and 2 shall be submitted in accordance with the relevant application form established by the Committee and presented in Annex 2 to these Rules.

8 Membership fees may be subject to a reduction under the membership growth programme, as per the relevant conditions set forth in article 15.

Article 3
Observers and ad hoc observers

1 In accordance with article 125 of the General Regulations and as further detailed below, Union member countries and the observers and ad hoc observers referred to in article 105 of the General Regulations may participate in sessions of the Committee, without the right to vote.

2 Upon request to the Chair, representatives of the United Nations, restricted unions and other entities authorized to attend Union meetings as observers by virtue of a resolution or decision of Congress shall also be invited to attend and to take part in the discussions of the Committee as observers.

3 After consultation with the Chair of the CA and the Secretary General, the Chair shall be authorized to invite specialized agencies of the United Nations, other intergovernmental organizations, any international body, any association or enterprise, or any qualified person to attend meetings of the Committee as ad hoc observers if the Chair considers that this is in the interests of the Union and of the Committee.

4 The observers and ad hoc observers referred to in paragraphs 1 to 3 shall not be entitled to vote, but may take the floor with the permission of the Chair.

Article 4
Organization of the Committee

1 After each UPU Congress, the Chair of the CA shall preside at the organizational meeting of the Committee, in accordance with article 123 of the General Regulations.

2 The Committee shall elect a Chair and a Vice-Chair, as well as seven other members of the MC. All elected members of the MC shall take up their duties immediately upon election and serve concurrently until the next organizational meeting of the Committee; their mandates shall be renewable.

3 The Committee shall designate representatives to formally provide, on behalf of the Committee, any relevant proposals, opinions or reports to the CA and Postal Operations Council (“POC”) and their respective bodies, as appropriate. Where such Committee representatives intervene at CA and/or POC meetings, they shall represent the views of the Committee as a whole, including minority positions (in the absence of a consensus position).

4 The Committee shall submit proposals and reports to Congress, subject to the approval of the CA and in the name of the latter and, when matters of interest to the POC are involved, subject to examination and comments by the POC, in accordance with articles 107.1.21 and 113.1.7 of the General Regulations.

Article 5
Bodies

1 The bodies of the Committee shall be:

1.1 the General Assembly (“GA”);

1.2 the Management Committee (“MC”); and

1.3 any subgroups (including, without limitation, thematic chapters) whose establishment is proposed by the MC and approved by the GA.

Article 6
General Assembly

1 Structure

1.1 Attendance at meetings of the GA shall be open to all Members in accordance with the provisions contained in these Rules.

1.2 The Chair shall direct the proceedings of the GA. In the absence of the Chair, the Vice-Chair shall perform this function.

1.3 The GA shall meet at least once a year to address the activities described below.

2 GA voting principles:

2.1 Only Members shall have the right to vote.

2.2 For any decisions to be taken by the GA, it shall be necessary to have a simple majority of the voting Members.

3 Role and responsibilities of the GA

3.1 The GA is the main body of the Committee and shall be responsible for taking all decisions relating to Committee activities that do not fall within the powers of the MC as further defined below, subject to these Rules and the relevant decisions of the bodies of the UPU.

3.2 The GA shall be responsible for the following activities in particular:

3.2.1 preparation and validation of the Committee's annual budget and business plan, on the recommendation of the MC and in accordance with the relevant decisions of the bodies of the UPU (including, without limitation, the Union's strategy, business plan and Programme and Budget);

3.2.2 approval of the annual activity report for consideration by the CA, as well as of any other information, input or reports to be submitted on behalf of the Committee to the CA and the POC (including their respective bodies);

3.2.3 review and endorsement in principle of proposed amendments to these Rules, subject to formal approval of the CA;

3.2.4 review and endorsement of recommendations proposed by the MC;

3.2.5 admission or reinstatement of Members, without prejudice to the possibility of urgent consideration of membership applications submitted between sessions of the GA, as referred to in article 2.4.1;

3.2.6 election of MC members (including the Chair and Vice-Chair), without prejudice to the specific appointment conditions referred to in article 9, as well as of rapporteurs of established subgroups;

3.2.7 endorsement of the conclusion, by the UPU, of amortization schedules as referred to in article 15.

Article 7
Management Committee

1 The work of the Committee shall be guided by an MC consisting of the Chair and Vice-Chair of the Committee and seven other members elected in accordance with the procedures defined in article 9. At least one MC member shall be charged with acting as a focal point within the MC, with the responsibility of consolidating and sharing information on all activities undertaken by subgroups established (including, without limitation, thematic chapters).

2 The quorum required for the MC meetings shall be five attending or represented members. Voting shall be conducted in accordance with article 20.

3 If a member of the MC is not able to attend a meeting, this member shall, exceptionally, be able to delegate its right to vote to another member of the MC entitled to vote, subject to prior written notice of representation being provided to the Chair. However, each representative of a member of the MC may represent only one member of the MC other than its own.

4 Members which are not members of the MC may attend meetings of the MC as observers, provided that not more than one individual serves in an observer capacity to represent any Member. In this regard, and without prejudice to the focal point attribution referred to in paragraph 1, Members chairing established subgroups (including, without limitation, thematic chapters) shall also be invited to attend meetings of the MC as observers whenever agenda items under their purview are being discussed.

5 The role and responsibilities of the MC shall be to:

5.1 submit the draft budget and business plan of the Committee for formal approval by the GA;

5.2 in accordance with the business plan adopted for the Committee, formulate the funding plans needed to develop and support Committee activities and projects, including, without limitation, any funding plans associated with external activities to be undertaken by Committee representatives;

5.3 endorse the submission, to the GA, of the Committee's annual activity report for consideration by the CA, as well as, subject to article 4.3, of any information, input or other reports to be submitted on behalf of the Committee to the CA and the POC (including their respective bodies);

5.4 propose to the GA the establishment, modification and termination of subgroups (including, without limitation, thematic chapters) to advance the activities of the Committee, and endorse, as applicable, Committee positions and proposals put forward by such subgroups;

5.5 report to the GA on activities and budgetary expenditure in accordance with approved business and activity plans;

5.6 develop and implement projects related to the aim and functions of the Committee;

5.7 provide its views to the GA (or, in the case of voting by correspondence, to the entire membership) on the proposed admission or reinstatement of Members;

5.8 transmit MC decisions to the IB for implementation.

6 The MC shall prepare the work of each session of the Committee and monitor the progress of the work of the Committee. It shall assist the Chair in drawing up the provisional agenda of its meetings and in coordinating the work of the Committee.

7 MC shall also perform all such tasks as the Committee may decide to entrust to it or for which the need arises between meetings of the Committee. Moreover, the MC shall be able to assign specific duties to members, in the interests of the Committee.

Article 8
Subgroups

1 If proposed by the MC, the GA may establish subgroups (including, without limitation, thematic chapters) to address matters pertaining to the Committee, in accordance with its aim and functions as outlined in articles 119 and 122 of the General Regulations.

2 The work of established subgroups (including, without limitation, thematic chapters) shall be guided by rapporteurs and involve Members that have expressed interest in participating in the respective activities of those subgroups.

3 The election of subgroup rapporteurs shall, by analogy, be conducted in accordance with article 9.

4 In accordance with article 124.2 of the General Regulations, the rapporteurs of established subgroups may, where expressly designated by the Committee, also act as designated representatives thereof to formally provide, as appropriate, input to the CA and the POC (including their respective bodies) on matters related to the activities of those subgroups. Any such input shall be provided in accordance with article 4.3 of these Rules and duly approved in accordance with the respective responsibilities of the MC and the GA as set forth herein, including, where applicable, by correspondence under article 20.7.

Article 9
Election of Management Committee members and associated requirements

1 The representatives of the Chair and Vice-Chair, as well as of the other members of the MC, shall be required to fulfil the following requirements:

1.1 be employed or officially nominated by the Member concerned (such requirement to apply throughout the duration of term of office as defined in article 4.2); and

1.2 be able to substantiate their professional skills and experience to carry out the required functions within the Committee in an appropriate manner, including in particular the availability to travel and to participate in meetings of the Committee, as well as sufficient technical knowledge of matters pertaining to the activities of the Committee.

2 Should the nominated representative of a member of the MC no longer be able to represent the respective member, the said member shall nominate another representative to serve during the pending period of the mandate under the conditions set out in paragraph 1 above.

3 For the purpose of this article, the nominated representative of a member of the MC shall be deemed as no longer able to represent the respective member when the representative or the member that appointed the representative declares that he or she is unable to carry out the duties or if the representative is no longer employed by the member in question.

4 Should a member of the MC no longer be a Member (or if the Member concerned is subject to the sanctions defined in article 15), such a vacancy shall be filled by means of the election procedures defined below in paragraph 5 (and, for urgent cases identified between sessions of the GA, as provided for in article 20.7), and the election shall be organized within one month in order to fill the vacant post for the remainder of the term of office.

5 Where there is no consensus or where there is more than one candidate, the elections of the Chair and the Vice-Chair, as well as those of the seven other members of the MC, shall take place by secret ballot. The candidates for the positions of Chair and Vice-Chair obtaining a majority of the votes of Members present and voting shall be elected. Where multiple candidates are standing for a limited number of seats among the seven other members of the MC, the candidates obtaining the highest number of votes shall be elected in descending order of votes received, up to the number of vacancies to be filled. The expression “Members present and voting” shall mean Members entitled to vote for one candidate in the election of the Chair or Vice-Chair, and/or for as many candidates as there are vacancies to be filled in the election of the other members of the MC.

5.1 Abstentions shall not be taken into consideration. Similarly, blank or spoilt ballot papers shall not be taken into account. In the event of a tie, an additional ballot or ballots shall be held to decide between the tied candidates, and the voting will be restricted to these candidates only. As many ballots as necessary shall be held. Candidates may withdraw before each ballot.

6 The composition of the MC shall, as far as possible, reflect all geographical groups of the Union as well as the diverse character of non-governmental entities referred to in article 120.1.1 of the General Regulations.

Article 10
Secretariat

1 As set forth in article 130 of the General Regulations, the secretariat of the Committee shall be provided by the IB under the responsibility of its Director General and have the following functions, without prejudice to the duties of the Director General and Deputy Director General as specified in articles 128 and 129 of the General Regulations:

1.1 serve as an organ of execution, support, liaison, information and consultation for the Committee and its Members;

1.2 take part in the discussions of the Committee without the right to vote;

1.3 prepare the work of the Committee and make available on the UPU website all the documents published on the occasion of each session. The documents published before the session shall be made available in accordance with the rules pertaining to the CA;

1.4 prepare the draft business plan and budget, as well as the draft annual review of the membership growth programme, for further consideration by the MC and the GA;

1.5 carry out a preliminary assessment of membership applications with a view to advising the MC and the GA on their compatibility with the relevant principles and requirements set forth in articles 119 and 120 of the General Regulations;

1.6 implement the automatic sanctions referred to in article 15, should a Member fail to comply with the financial obligations stipulated in these Rules; and

1.7 assist the Chair with preparing appropriate reports for the CA, the POC and Congress about the activities of the Committee.

Article 11
Sessions

1 The Committee shall meet in the form of a GA at least once a year, or additionally as deemed appropriate for its work. The date and location of each meeting shall be fixed by the Chair, in agreement with the Chair of the CA, the Chair of the POC and the Director General.

2 At one of the Council sessions, the Committee shall fix the approximate date and duration of its next session. If compelled by circumstances, the Chair, after consulting the Director General, may alter the date or duration which has been fixed, provided the alteration is notified to the Members of the Committee in sufficient time.

3 The Committee 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 Chair. The date shall be fixed by the Chair with the prior agreement of the Chair of the CA and of the Director General. Not less than 15 days' notice, by electronic means, shall be given of any such meeting.

4 Without prejudice to the relevant provisions of the General Regulations on the organization of Committee sessions, any references in these Rules to "access to", "attend", "delegation", "participate", being "present", "seating", "represented" and "take part" shall be understood as including the possibility of attendance and representation of Members and observers by electronic means, i.e. via the UPU online electronic conferencing platform made available by the IB to ensure active participation in Committee meetings of the GA, the MC or any subgroups thereof ("remote participation"). In such cases, notifications of remote participation shall also be provided to the IB at the time of registration for the meeting.

Article 12
Order of seating

At meetings of the Committee and its bodies, if considered necessary, delegations shall be seated in the French alphabetical order of Members. This provision shall apply only to those Members of the Committee that physically attend the meetings.

Article 13
Agenda

1 The Chair shall draw up, with the support of the IB and after consultation with the MC, the provisional agenda for each session of the GA. This agenda shall be sent to the Members of the Committee and to the observers and ad hoc observers at the same time as the convening notice.

2 The following subjects, *inter alia*, shall appear on the provisional agenda of the GA:

2.1 matters selected at the previous session;

2.2 questions in the form of a Committee document submitted by Members 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 GA so decides by a majority of the Members present and voting and having the right to vote;

2.3 suggestions and proposals submitted by the Director General;

2.4 reports from established subgroups (including, without limitation, thematic chapters).

3 The provisional agenda shall be considered for approval as the first item of business at any meeting.

Article 14
Working methodology

1 In accordance with article 123 of the General Regulations, the Committee shall, taking into account the general principles of the Union and subject to the concurrence of the CA and having consulted the POC, determine its internal organization and methods of work which are most suitable for the completion of its activities.

2 Documents (designated as “Doc”) subject to a decision or discussion by the Committee 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 (seven working days in the case of MC meetings).

3 Presentations may also be published for meetings instead of documents, for agenda items where no decision is required. Such presentations (designated as “Pres”) shall also be published at least 20 working days before the opening of the session (seven working days in the case of MC meetings) in at least one of the working languages of the IB.

4 Notwithstanding the foregoing, presentations which are solely intended to support the presentation of meeting documents available on the Union’s website shall not be subject to the requirements set forth in paragraph 2.

Article 15
Financing of the Committee

1 Unless otherwise determined by the relevant bodies of the UPU, the Committee shall be a self-financing body.

2 The activities of the Committee shall, in principle, be financed from the following sources:

2.1 the annual membership fees paid by Members;

2.2 voluntary contributions, including without limitation contributions allocated to specific Committee activities or projects;

2.3 as the case may be, the Union’s regular budget for a transitional period, following appropriate decisions of the CA;

2.4 other sources such as external forums and events organized under the auspices of the Committee.

3 The budget shall be used to support all Committee activities, such as:

3.1 the development and implementation of Committee-approved projects;

3.2 the management, administration and technical support of Committee activities, including, without limitation, any administrative and travel expenses (for Committee activities taking place outside meetings of the latter’s bodies) to be incurred by the IB (or, as the case may be, the Chair or Vice-Chair) for implementation of those activities, without prejudice to article 120.4 of the General Regulations as well as paragraph 9 of this article.

4 The budget for Committee activities shall be managed under the applicable UPU financial principles and rules (including, without limitation, the UPU Financial Regulations and the UPU Rules on Financial Administration).

5 Each Member shall be charged an annual membership fee in order to defray the costs of convening and running the Committee and supporting the activities of the UPU. In this regard, the Committee may implement a tiered approach to membership recognizing that different membership categories and fees are associated with particular rights and benefits, as further detailed in the relevant application form attached to these Rules.

5.1 Notwithstanding the foregoing, a membership growth programme shall be established whereby Members which refer new Members may benefit from credits toward a reduction of their future annual membership fees, as per the relevant conditions set forth herein and further detailed in Annex 2 to these Rules.

5.2 The membership growth programme shall be subject to the following conditions:

5.2.1 Only one referring Member may be credited for each new Member, and the referring Member shall be named in the application form of the new Member.

5.2.2 Credits shall be activated only once the admission of the new Member has been approved and its first annual membership fee has been received by the IB.

5.2.3 No credits shall be granted for the referral of an entity that controls, is controlled by or is under common control with the referring Member, nor for the readmission of a former Member or a change of membership category under paragraph 7.1.

5.2.4 The reduction applied to a Member's fees for any calendar year shall not exceed its annual membership fee. Credits shall not be paid out and shall lapse no later than the end of the programme.

5.2.5 Where the new Member withdraws or loses its membership within 12 months of its admission, the corresponding credits shall be cancelled, or, if a reduction has already been applied, the amount of the reduction shall be added to the next invoice of the referring Member.

5.2.6 A reduction cannot be applied as long as the Member has debts in arrears, as further discussed in paragraph 7 below.

5.3 The IB shall keep a register of referrals and credits granted, which shall be made available to the MC. The total amount of reductions shall be shown in the report referred to in paragraph 6 of this article.

6 At least once a year, the IB shall provide a report on income and expenses related to the work of the Committee, including information on Members' contributions to the Committee.

7 Membership fees shall be due at the beginning of each calendar year. Members that have not paid the membership fee within three months from the date of the relevant invoice may not participate in the meetings of the Committee and shall not be eligible to vote until their outstanding debts in arrears are settled in full. Notwithstanding article 2.6, Members that have not paid their membership fees within 12 months from the date of the relevant invoice shall have their membership automatically revoked.

7.1 Requests for withdrawal from the Committee or changes to membership tier shall be sent to the IB no later than 1 December of the year prior to the withdrawal or change. Any Member seeking to change its membership category shall formally withdraw its current membership and submit a new application for admission under the desired category.

7.2 The IB shall maintain a list of all Members with debts in arrears as referred to in paragraph 7 and shall notify that list to the MC and the GA prior to their respective meetings.

7.3 The IB shall also send formal notification to all Members placed on the list, and inform them of its effect on their voting rights and all other membership benefits, as well as their possible loss of membership as specified above.

8 In order to be reinstated following the automatic loss of membership referred to above, a former Member shall re-apply for membership using the relevant admission procedures set forth in these Rules. However, in such a case, membership shall not be effective until all debts and interest owed to the Committee for the previous years of membership have been paid in full, or within the framework of an amortization schedule approved by the GA (by analogy with the relevant procedures set forth in the General Regulations and the UPU Financial Regulations).

9 All Members, as well as observers and ad hoc observers, shall be responsible for covering their own travel and daily expenses in relation to meetings of the Committee or any subsidiary bodies thereof.

Article 16
Reserve Fund

1 A reserve fund (“Reserve Fund”) shall be established as an account within the Committee’s budget/ financial statement. The primary purpose of the Reserve Fund is to offset shortfalls in the budget caused by delayed payments, debts in arrears and/or unforeseen expenditures.

2 Subject to the relevant UPU financial rules, and unless the GA instructs otherwise, any surplus of income over expenditure at the close of the financial year shall be transferred to the Reserve Fund.

3 Any interest paid by Members on amounts owing to the Committee (as per the possibility referred to in article 15.8) shall also be allocated to the Reserve Fund.

4 Members may contribute voluntarily to the Reserve Fund.

5 In the event of dissolution of the Committee, and unless otherwise decided by the CA, the balance of the Reserve Fund remaining after all obligations and liabilities of the Committee have been settled may be distributed as follows:

a Only Members in good standing on the date of the decision to dissolve the Committee shall be eligible.

b Each eligible Member’s share shall be proportional to its annual membership fee for the year of that decision, according to its membership category at that date.

c Any amount owed to the Committee by an eligible Member shall be deducted from its share.

d Former Members shall have no claim to the Reserve Fund.

Article 17
Urgent questions raised between sessions

1 Urgent questions raised between sessions, other than membership application decisions taking place under article 2.4.1, shall be dealt with by the Chair.

2 If questions of principle to the Committee are involved, or if, in the view of the Chair, wider consultation is desirable, the Chair shall consult the members of the MC and, if it thinks fit, all Members; the Chair shall inform the Members consulted of the solutions adopted.

Article 18
Languages

1 The Committee, by majority vote, shall determine the language or languages besides French (as the official language) in which documents are issued and in which business is conducted at its meetings. In doing so, the Committee shall take into account articles 155 and 156 of the General Regulations relating to languages, the language capabilities and needs of its Members and the IB, as well as the costs of providing document or translation and interpretation services in other languages.

2 After the Committee has made a determination regarding languages, any Member that wishes to have interpretation in any other language shall provide at its own expense for interpretation into that language and also from that language into a language approved by the Committee. Requests for such arrangements shall be sent to the secretariat at least three months before the opening of the meeting in question.

Article 19
Quorum

Meetings shall be convened at the announced time and date. Associated discussions by the GA shall not be valid unless at least one third of the Members eligible to vote are present.

Article 20
Voting

1 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. When the number of abstentions and blank or null and void ballots exceeds half the number of votes cast (for, against and abstentions), consideration of the matter shall be deferred until a subsequent meeting, at which abstentions and blank or null and void ballots shall be disregarded.

2 If a Member is unable to attend a meeting, it may as an exceptional measure delegate its right to vote to the representative of another Member having the right to vote, provided it gives prior notice of representation in writing to the Chair. However, a Member may represent only one Member other than itself.

2.1 In the event of a secret ballot as referred to in paragraph 3.3, a Member participating remotely shall also have the possibility, prior to such a secret ballot, of verbally informing the Chair that it wishes another Member physically present to represent it for the purposes of that ballot.

3 The voting method shall be decided before the voting commences. Voting may be:

3.1 by a show of hands;

3.2 by roll-call, at the request of a Member or if desired by the Chair. The roll-call shall be taken in the alphabetical order of Members;

3.3 by secret ballot: at the request of at least two Members; in this case, the necessary measures shall be taken to ensure this procedure is properly carried out, whether by electronic or traditional means; the secret ballot shall take precedence over the other voting procedures.

3.3.1 The possibility of remote participation referred to in article 11.4 shall not apply in the event of any secret ballot, in which case Members solely availing themselves of the possibility of participating remotely shall not be counted for the purposes of article 19, nor be entitled to vote unless the appropriate notice of representation is provided to another Member attending physically in accordance with paragraph 2.1.

4 The expression “Members present and voting” shall mean Members voting “for” or “against” the proposal examined. Abstentions shall not be taken into consideration; similarly, blank or spoiled ballot papers shall not be taken into account in the event of a secret ballot.

5 Once the voting has begun, no Member may interrupt it, except to raise a point of order relating to the way in which the vote is being taken.

6 The voting rules shall apply to decisions taken by the GA or by the MC.

7 When a membership application proposal, proposed MC or subgroup input to the work of the Union referred to in article 8.4 or interim MC election is to be voted on by correspondence (postal or electronic mail ballot) owing to the urgency of the matter (as decided by the Chair or the MC), the following procedure shall apply (without prejudice to the sanctions set forth in article 15):

7.1 A minimum period of two weeks shall be allowed for interim MC elections, and of at least five working days for a membership application proposal or proposed MC or subgroup input to the work of the Union, in order to enable Members to consider such candidacies and proposals.

7.2 The IB shall invite Members to vote for or against the proposal.

7.3 Ballots may be sent from or to the IB by post or electronic mail; the date taken shall be the date of dispatch from the country or receipt by the IB (as specified by the latter in each case); ballot results shall be notified to all Members.

7.4 Members shall be entitled to forward any observations jointly with their respective votes to the IB.

7.5 Members which have not sent in their ballot within the specified period shall be considered as abstaining; this period shall be reckoned from the date of the IB notification in question.

7.6 The total number of votes to be considered for determination of whether a simple majority has been achieved for a vote taken by correspondence shall be the number of votes in favour of or against a proposal. Nevertheless, when the number of abstentions and blank or null and void ballots (including non-submitted ballots) exceeds half the number of votes cast (for, against and abstentions), consideration of the matter shall be deferred until a subsequent meeting/ballot exercise.

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 these Rules;

1.3 a change in the order of discussion of proposals suggested by the Chair.

2 The motion on a point of order shall take precedence over all questions, including the procedural motions set forth in paragraph 4.

3 The Chair shall immediately provide the desired clarifications or take the decision considered advisable on the subject of the motion on a point of order. In the event of an objection, the Chair's decision shall be put to the vote forthwith.

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

4.1 the suspension of the meeting;

4.2 the closure of the meeting;

4.3 the adjournment of the debate on the question under discussion;

4.4 the closure of the debate on the question under discussion.

5 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.

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

7 When a Member 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 the vote.

8 The Member that submits a motion on a point of order or a procedural motion may not, in its submission, deal with the substance of the question under discussion. The proposer of a procedural motion may withdraw it before it has been put to the 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

When a decision has been taken by the Committee, the question may only be reconsidered if the Committee approves the principle of such reconsideration by a vote taken in the same way (by a show of hands, roll-call or secret ballot) as the ballot previously used for the proposal in question. The approval to reopen a discussion shall require the majority laid down in article 20.1.

Article 23
Amendment

These Rules may be amended by a simple majority of the CA.

Article 24
Final provisions

The Rules of Procedure of the CA shall be applicable to the Committee, by analogy, in all cases not expressly provided for in these Rules.

Article 25
Effective date

These Rules, and any amendments thereto, shall take effect immediately upon their approval by the CA, unless otherwise decided by the latter.

So adopted at Berne, 30 October 2026.

For the Council of Administration:

Chair: United Arab Emirates
Represented by Tariq Al Wahedi

Masahiko Metoki
Secretary General

Annex 1 to the Rules of Procedure of the Consultative Committee

Code of Conduct for Members and observers of the Consultative Committee

1 This Code of Conduct shall apply to all Members and observers of the Consultative Committee ("Committee"), and to their respective representatives.

2 The provisions of this Code of Conduct shall be applied in line with the Acts of the Union and Rules of Procedure of the Committee ("Rules of Procedure").

3 The Members and observers of the Committee shall conduct themselves with complete integrity, dignity and discretion, in compliance with the Rules of Procedure and the principles set out in this Code of Conduct.

4 In the context of the Committee's activities, the Members and observers of the Committee shall:

4.1 refrain from acting in a manner contrary to the mission and objectives of the Union;

4.2 treat all other Members and observers with respect and fairness, and shall not offer or appear to offer preferential treatment to any entity, group or persons;

4.3 act in good faith, with due care and diligence, and in compliance with the mandate of the Committee and related rules and responsibilities as set forth in the Acts of the Union and the Rules of Procedure;

4.4 refrain from providing false or misleading information or from withholding information necessary to a fair and complete consideration of any issues relating to the mandate and activities of the Committee and the participation of Members and observers therein;

4.5 respect the protection of any confidential or sensitive information provided by other Members and observers in the context of the Committee's activities;

4.6 refrain from acting as representatives of the Union, and, unless duly authorized by the Committee, as representatives of the latter; and

4.7 avoid any situation which may give rise to a conflict of interest or which may reasonably be perceived as such.

5 The Members and observers of the Committee, as well as their representatives, shall declare any financial or other interests that might create (or be perceived as creating) a conflict of interest in their participation in the Committee's activities. Such a declaration shall contain all relevant information in accordance with paragraph 4.4 above, and be submitted to the International Bureau for assessment and reporting to the Committee.

6 In the context of the Committee's activities, the Members and observers of the Committee shall abstain from engaging in anti-competitive practices, including but not limited to:

6.1 exchange or discussion of commercially sensitive or strategic information, such as data relating to prices, timing of pricing changes, pricing strategies, sales, costs, products, investments, market share and bidding behaviour, in order to avoid any situation in which competitors can adapt their business strategies accordingly;

6.2 collusive practices, such as fixing prices or price-related conditions, or arranging to share markets, including allocation of territories, customers, distributors or suppliers;

6.3 collective exclusions of suppliers and competitors for any reason other than technical considerations; and

6.4 abuse of dominance.

7 The International Bureau shall assist the Committee in ensuring the proper application of this Code of Conduct.

8 Infringement of this Code of Conduct, as determined by the Committee (through its Management Committee or the General Assembly), may lead to revocation of membership as set out in article 2.6 of the Rules of Procedure.

Annex 2 to the Rules of Procedure of the Consultative Committee

UPU Consultative Committee – Application form

The entity/individual indicated below wishes to apply for membership of the UPU Consultative Committee. They declare that they are aware of the provisions of the UPU General Regulations, the Code of the Emblem, Name and Initials of the UPU, the Rules of Procedure of the UPU Consultative Committee, and the Code of Conduct for Members and observers of the Consultative Committee (Code of Conduct). The entity/individual also acknowledges that a membership fee, set by the UPU Consultative Committee, will be charged annually.

[Entity name/Given and family name] wishes to apply for membership of the UPU Consultative Committee in the following category (category-specific membership benefits as presented in the fee scale defined by the UPU Consultative Committee – membership tiers for individual corporations only:

- ❑ Non-governmental organization
- ❑ Philanthropic entity
- ❑ Standardization, financial and development organization
- ❑ Supplier of goods and services to the postal services sector
- ❑ Transportation entity
- ❑ Academic and research institution, think tank, similar knowledge-based institution, or like organization that has an interest in supporting the mission and objectives of the UPU
- ❑ High-level figure from the postal sector

For corporations only – please also indicate the membership tier:

- ❑ Gold member
- ❑ Silver member
- ❑ Bronze member

1 General information

Name of entity/Full name of high-level figure
Sector represented or type of entity ❑ Postal customers/consumers ❑ Postal workers/employees ❑ Manufacturer ❑ Transport and logistics provider ❑ Multinational association/organization ❑ Delivery service providers ❑ Supplier of postal goods and services ❑ Multinational/national company specializing in e-commerce, retail, return logistics, payment solutions, Internet and technology ❑ Other (please specify):
Head office/Permanent address (please indicate full address)
Brief information about the entity/individual (in the case of individual applicants, please provide curriculum vitae)

(For entities only) Legal status of the entity (please enclose relevant documentation, including identification/registration number, if applicable)
(For entities only) How is the entity funded?
Previous or current involvement/participation in United Nations system organizations' projects/initiatives (please indicate the most recent ones, if any)
(For individuals only) Publications related to the wider postal sector or other regulated industries (please enclose any documentation)
(For individuals only) Source of funding of the membership fee (i.e. the individual or another entity – in the latter case, please specify the entity)
Reasons for joining the Consultative Committee (e.g. areas or topics of interest)
Information-sharing possibilities and other contributions by the entity/individual in support of the UPU's mission and objectives (e.g. activities in which the UPU can participate; documentation, information or services that the UPU can receive or access)
Under paragraph 5 of the Code of Conduct, the Members and observers of the Consultative Committee, as well as their representatives, shall declare any financial or other interests that might create (or be perceived as creating) a conflict of interest in their participation in the Committee's activities. Such a declaration shall contain all relevant information in accordance with paragraph 4.4 the Code of Conduct. Accordingly, please complete the declaration on conflict of interest attached to this application form.

2 Authorization

This application has been validated/accredited by the competent authority (ministry or postal regulator) of the UPU member country in which the applicant is established:

I certify that ❑ [Entity name] is established (and registered, if so required) in [country name]. ❑ [Entity name/Full name of individual] is registered in [country name] under the laws and regulations of the member country as an entity acting in the postal market.
Full name ❑ Mr ❑ Ms
Title
Address
Tel.
E-mail

3 Contact person of the organization/company

Full name ❑ Mr ❑ Ms
Title
Address
Tel.
E-mail

4 Billing information (if different from 3)

Full name ❑ Mr ❑ Ms
Title
Address
Tel.
E-mail

Place and date	Signature

Please return to:

Consultative Committee Secretariat
UPU International Bureau
Weltpoststrasse 4
3015 BERNE
SWITZERLAND

E-mail: cc@upu.int

Annex 2.Attachment 1

Declaration on conflict of interest

I. Purpose

The purpose of this declaration by Members, candidates for membership and observers of the Consultative Committee, as well as their representatives, is to expressly confirm the existence or absence of any financial or other interests that might create (or be perceived as creating) a conflict of interest in their participation in the Consultative Committee's activities.

As a reminder, paragraph 5 of the Code of Conduct reads as follows:

> *The Members and observers of the Committee, as well as their representatives, shall declare any financial or other interests that might create (or be perceived as creating) a conflict of interest in their participation in the Committee's activities. Such a declaration shall contain all relevant information in accordance with paragraph 4.4, and be submitted to the International Bureau for assessment and reporting to the Committee.*

II. Declaration

A. On behalf of an entity (including any individual representatives thereof)

Entity on behalf of which this declaration is made:

I hereby declare the following:

ABSENCE OF AN ACTUAL OR PERCEIVED CONFLICT OF INTEREST

❑ The aforementioned entity (including its representatives) has **no financial or other interests** that might create or be perceived as creating a conflict of interest in its participation in the Consultative Committee's activities.

EXISTENCE OF AN ACTUAL OR PERCEIVED CONFLICT OF INTEREST

❑ The aforementioned entity (including its representatives) has **financial or other interests** that might create or be perceived as creating a conflict of interest in its participation in the Consultative Committee's activities.

Where there is an actual or perceived conflict of interest, please specify the details[1] below, and, if necessary, in a separate document:

[1] Actual or perceived conflicts of interest may include, without limitation, planned or ongoing business affiliations, interests or partnerships (such as financial investments or interests, as well as any gratuitous or paid advisory, consultative or employment role) with or within other members of the Consultative Committee.

B. As an individual member/candidate (i.e. high-level figure)

I hereby declare the following:

ABSENCE OF AN ACTUAL OR PERCEIVED CONFLICT OF INTEREST

❑ I have **no financial or other interests** that might create or be perceived as creating a conflict of interest in my participation in the Consultative Committee's activities.

EXISTENCE OF AN ACTUAL OR PERCEIVED CONFLICT OF INTEREST

❑ I have **financial or other interests** that might create or be perceived as creating a conflict of interest in my participation in the Consultative Committee's activities.

Where there is an actual or perceived conflict of interest, please specify the details[2] below, and if necessary, in a separate document:

Full name ❑ Mr ❑ Ms
Role/title
Date and place
Signature

[2] Actual or perceived conflicts of interest may include, without limitation, planned or ongoing business affiliations, interests or partnerships (such as financial investments or interests, as well as any gratuitous or paid advisory, consultative or employment role) with or within other members of the Consultative Committee.

Annex 2.Attachment 2

CC rights, benefits and membership fees

Key advantages		*Rights and benefits*		*Gold*	*Silver*	*Bronze*	*HLF/NGO/ ACAD*
Membership fees		*Annual membership fee*		20,000 CHF	15,000 CHF	10,000 CHF	5,000 CHF
		Pro rata payment (first year only)		✓	✓	✓	x
Visibility	Sponsorship opportunities during international events in the postal sector, UPU POC/ CA sessions	Visibility opportunities at UPU events	Showcasing CC products and solutions[3] during UPU events (i.e. POC/CA sessions, Congress etc.)	✓ (Free)	5,000 CHF	10,000 CHF	x
			Marketing/ promotional material fees waived at UPU events	✓	x	x	x
			Discounted registration fees at UPU events	✓	✓	✓	x
			Individual company reception	20,000 CHF (including free showcasing of solutions)	20,000 CHF		
		Networking	During UPU events	✓	✓	✓	✓
		Affiliation with UPU	CC digital badge	✓	✓	✓	✓
			Advertising in *Union Postale* magazine (*on advertising rates)	✓	50%* discount	30%* discount	50%* discount
Partnerships	Opportunities for cooperation between wider postal sector players and national postal sector players (designated operators, regulators, governments).	Matchmaking		Unlimited	Five free then 1,000 CHF per request	1,000 CHF per request	1,000 CHF per request

[3] Any intended showcasing of CC products and solutions shall be subject to the relevant UPU principles and rules concerning references to geographical/political names, sponsorship activities at UPU premises, and/or use of the UPU emblem, name and initials.

Key advantages		*Rights and benefits*	*Gold*	*Silver*	*Bronze*	*HLF/NGO/ ACAD*
Dialogue with the UPU	Direct contribution to the work of the UPU (list of rights is non-exhaustive)	*Access to UPU documents and publications*	✓	✓	✓	✓
		Eligibility for CC leadership (CC Management Committee and CC thematic chapter rapporteur)	✓	✓	✓	✓
		Participation in UPU sessions as observer	✓	✓	✓	✓
		Participation in CC General Assembly meetings with right to vote	✓	✓	✓	✓

Annex 2.Attachment 3

Consultative Committee membership growth programme

Consultative Committee Members which successfully refer new entities to the Consultative Committee shall be eligible to receive “referral credit units” (RCUs) in order to activate reductions on their future membership fees (whereby 1 RCU = 5,000 CHF).

To incentivize membership across the various membership types, credit values shall be set according to each member category:

Member category	*Credit value*
Gold (corporate member)	3 RCUs (15,000 CHF)
Silver (corporate member)	2 RCUs (10,000 CHF)
Bronze (corporate member)	1 RCU (5,000 CHF)
NGO/academia/high-level figure	1 RCU (5,000 CHF)

Membership fee reduction table:

Corporate members					
Category	*Standard fee*	*1 RCU*	*2 RCUs*	*3 RCUs*	*4+ RCUs*
Gold	20,000 CHF	15,000 CHF	10,000 CHF	5,000 CHF	0 CHF
Silver	15,000 CHF	10,000 CHF	5,000 CHF	0 CHF	0 CHF
Bronze	10,000 CHF	5,000 CHF	0 CHF	0 CHF	0 CHF

NGOs, academia and high-level figures		
Category	*Standard fee*	*1+ RCUs*
NGO/academia/high-level figure	5,000 CHF	0 CHF