

Preface

1 The compilation of a postal Vocabulary was decided upon by the 1952 Brussels Congress with the principal aim of facilitating the application of the UPU Acts. Precise and uniform terminology ensures an identical interpretation of the Acts in all the member countries of the Union.

2 This Vocabulary originally contained a selection of specifically postal terms and expressions drawn from the Acts and publications of the Universal Postal Union relating directly to the interpretation and application of the Acts. It also included terms and expressions which were current in the international postal service.

3 It later became apparent that such a Vocabulary should also contain a selection of terms and expressions drawn from the UPU Collection of Postal Studies and other UPU publications, or which dealt with new postal services. The names of certain international organizations with which the UPU has regular and close contact have also been included. Thus, this Vocabulary should be useful not only to postal employees generally, but also to translation services and interpreters at postal conferences.

4 The definitions are based on the French terms. Some of them, however, are not precisely defined as they are terms in current use in the postal service and they are only included in this Vocabulary to provide working officials with an adequate translation. In conformity with a 1996 POC decision, the Vocabulary was supplemented by two lists of terms: lists of UPU forms and of UPU charges.

5 The translation of the terms from French has been undertaken by the representatives of the different language groups, in some cases in collaboration with the Restricted Unions involved. In order to meet the needs of different countries in a language group, several translations of a single term in the same language are included in the Vocabulary, where necessary. Some terms specific to the United States of America or Brazil are distinguished by the abbreviations [US] and [BR] respectively.

6 The Vocabulary is divided into two sections:

- The first section contains, in alphabetical order and preceded by an identification number, the French and English versions of the terms and, where appropriate, their definition in these languages. The French and English versions are followed by the translations of the terms in the other languages (German, Arabic, Chinese, Spanish, Portuguese and Russian).
- In the second section, the terms and expressions are arranged in alphabetical order in every language other than French, with the identification number for the French word as given in the first section.

Acronyms and abbreviations

(followed by the corresponding reference number)

AICEP	Association of Post Office and Telecommunications Operators from the Portuguese Speaking Countries and Territories	60
AO	Other items	47
APPC	Arab Permanent Postal Commission	236
APPU	Asian-Pacific Postal Union	1141
APU	African Postal Union	1138
AR	Advice of delivery	73
ATM	Automatic teller machine	371
BPU	Baltic Postal Union	1140
CA	Council of Administration	259
CAPTAC	Conference of Posts and Telecommunications Administrations of Central Africa	255
CCC	Customs Cooperation Council	260
CCPS	Consultative Committee for Postal Studies	237
CCPS	Consultative Council for Postal Studies	258
CEN	European Committee for Standardization	232
CEPT	European Conference of Postal and Telecommunications Administrations	254
CERP	Conference of European Postal Regulators	233
CP	Postal parcel	224
CPU	Caribbean Postal Union	1143
CSFPE	European Postal Financial Services Committee	238
EC	Executive Council	264
ECA	Economic Commission for Africa	240
ECE	Economic Commission for Europe	243
ECLAC	Economic Commission for Latin America and the Caribbean	241
ECOSOC	Economic and Social Council of the United Nations	263
ECWA	Economic Commission for Western Asia	242
ELC	Executive and Liaison Committee	244
EMS	EMS service	1010
ESCAP	Economic and Social Commission for Asia and the Pacific	239
ETSG	Electronic Transmission Standards Group	577
FAO	Food and Agriculture Organization of the United Nations	772
FIPP	International Federation of the Periodical Press	511
GATS	General Agreement on Trade in Services	7
GATT	General Agreement on Tariffs and Trade	8
HCR	Office of the United Nations High Commissioner for Refugees	584
IATA	International Air Transport Association	62
IB	International Bureau of the UPU	118
IBRS	international Business Reply Service	291
ICAO	International Civil Aviation Organization	769
ICC	International Chamber of Commerce	165
ICRC	International Committee of the Red Cross	234
ICSC	International Civil Service Commission	245
IFALPA	International Federation of Airline Pilots Associations	512
ILO	International Labour Office	119
ILO	International Labour Organisation	776
IMF	International Monetary Fund	524
IMO	International Maritime Organization	777
IPC	International Post Corporation	621
IPDC	International Programme for the Development of Communication	891

IPK	Abbreviation meaning the number of items contained in one kilogramme of mail	478
ISBI	International Savings Banks Institute	613
ISO	International Organization for Standardization	775
ITU	International Telecommunication Union	1136
ITU-T	ITU Telecommunications Standardization Sector	993
J	Day of posting	632
JIU	Joint Inspection Unit	288
Jx	Newspapers and periodicals	634
LC	Letters and postcards	640
ICS	International Chamber of Shipping	166
local IBRS	International Business Reply Service: local response	292
LTAT	Latest transport arrival times	591
NPU	Nordic Postal Union	1144
OAU	Organization of African Unity	770
OCR	Optical character recognition	926
oz	Ounce avoirdupois	758
PAPU	Pan African Postal Union	1137
PDAG	Postal Development Action Group	569
PFSAP	Postal Financial Services Action Plan	886
POC	Postal Operations Council	262
POST*Net	World postal telecommunications network offering value-added services, specifically designed to improve communications between administrations and manage and monitor international mail	862
PostEurop	Association of European Public Postal Operators	61
PostNet	Interlinked international postal network of cash dispensers	861
PP	Postage paid	848
PRIOR	Abbreviation used to identify priority mails	872
PSAG	Postal Security Action Group	568
PTTI	Postal, Telegraph and Telephone International	618
PUASP	Postal Union of the Americas, Spain and Portugal	1142
QSF	Quality of Service Fund	525
R	Registered	925
RCC	Regional Commonwealth in the Field of Communication	247
S.A.L.	Surface airlifted mail	302
SB	Standards Board	567
SDR	Special Drawing Right	390
SI	International System of Units	1047
SPG	Strategic Planning Group	571
SV	Empty bags	986
SWAPU	South and West Asia Postal Union	1145
T.P.	Charge collected	1066
TAB	Technical Advisory Board	574
TCAG	Technical Cooperation Action Group	565
TCDC	Technical cooperation among Developing Countries	286
TDAG	Terminal Dues Action Group	566
t-km	Tonne-kilometre	1105
TSB	Technical Standards Board	578
UDC	Universal decimal classification	195
UIC	International Union of Railways	1135
UN	United Nations	771
UNCTAD	United Nations Conference on Trade and Development	256
UNDCP	United Nations Drug Control Programme	887

UNDP	United Nations Development Programme	888
UNEP	United Nations Environment Programme	889
UNESCO	United Nations Educational, Scientific and Cultural Organization	774
UNIDO	United Nations Industrial Development Organization	773
UPA	Arab Postal Union	1139
UPLL	Universal Postal List of Localities	736
UPU	Universal Postal Union	1148
V	Insured value	1156
WCO	World Customs Organization	781
WHO	World Health Organization	780
WIPO	World Intellectual Property Organization	779
WMO	World Meteorological Organization	778
WTO	World Tourism Organization	783
WTO	World Trade Organization	782

Abbreviations relating to forms

(these abbreviations are always followed by a serial number – see pages 20 to 22)

CN	Letter Post Regulations
CP	Parcel Post Regulations
TFP	Postal financial traffic
SFP	Postal financial services

Other abbreviations

f	feminine noun
f pl	feminine plural noun
m	masculine noun
m pl	masculine plural noun

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