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	✓	✓	✓	✓