



UPU International Bureau

Weltpoststrasse 4
3015 BERNE
SWITZERLAND

T +41 31 350 31 11
F +41 31 350 31 10
www.upu.int

Contact: Ms Wendy Eitan (POC Secretary)/
Mr Jeremy Pawsey (POC Assistant Secretary)
T +41 31 350 36 22/+41 31 350 35 48
wendy.eitan@upu.int/jeremy.pawsey@upu.int

To:

- Member countries of the Postal Operations Council (POC)
- POC observers

Berne, 7 December 2023

Reference: 4880(DOP.EPSI)1157

Subject: Invitation to the February 2024 POC standing groups session, 5–9 February 2024

Dear Sir/Madam,

On behalf of the Chair of the Postal Operations Council, I wish to invite the POC members and observers to attend the POC standing group meetings. These meetings are to be held at the UPU International Bureau (IB) in Berne from 5 to 9 February 2024, from 9.00 to 17.00 CET (UTC+1).

The timetable and provisional agendas and meeting documents for the standing group meetings will be made available on the UPU website at www.upu.int/en/Members-Centre.

The session will be held in hybrid format, namely, physical participation on site in Berne, with remote participation for delegates unable to attend the session in person.

i Registration of participants

Registration is compulsory for all delegates. All delegates participating in the session, whether in person or remotely, are required to register through the UPU's Event Management Platform (EMP). Registration will open on 18 December 2023. Please register at events.upu.int. Note that registration for observers and ad hoc observers will close **on 19 January 2024**.

/ Practical information for delegates attending in person can be found in Annex 1.

ii Interpretation costs

During the POC standing groups session, simultaneous interpretation will be provided. It should be noted that the cost of the interpretation services will be divided among all the participating countries (POC members and observers). Information on the choice of languages by UPU member countries at POC meetings is contained in the relevant articles of the POC Rules of Procedure.

/ Accordingly, UPU member countries that are not members of the POC but will be participating as observers in the POC standing groups session are asked to inform the IB, using the form provided in Annex 2, of the language(s) that they wish to use.

Yours faithfully,

Masahiko Metoki
Director General



Practical information for all participants in the February 2024 POC standing groups session

Guidelines for delegation registration

1 To facilitate the registration of member country delegations and other eligible participants for the POC standing group sessions, the International Bureau would like to remind all prospective participants of the applicable guidelines, and provide the following step-by-step process for successful registration:

Step 1 – Notification to the IB of the responsible entity and accreditor and of the composition of the delegation (for member countries only)

2 The Event Management Platform enables participants to register for all UPU meetings. It streamlines the registration process and helps to ensure that UPU member countries are represented at meetings by individuals duly authorized and empowered by their national authorities. These individuals are referred to collectively as the “delegations”.

3 In this connection, all UPU member countries must provide: i) the name of the entity responsible for providing formal notification of delegates’ names (referred to as the “responsible entity”); and ii) the contact details of the person within the responsible entity who will act as accreditor on the EMP. Most UPU member countries have provided this information in order to register for previous meetings, and therefore already have a designated accreditor responsible for validating the registrations of their delegates for the meetings of the bodies of the UPU (Congress, CA and POC).

4 **UPU member countries are asked to verify that the information sent to the POC secretariat regarding their designated accreditor for previous POC sessions is still valid.** UPU member countries that do not have a designated accreditor, or that need to communicate a change of accreditor, are asked to complete the form in Attachment 1 and return it to the POC secretariat as soon as possible. Please note that the IB must be notified of the nomination of the designated accreditor by the **competent governmental authority** of the UPU member country concerned, i.e. by the supervising ministry, department, embassy or permanent mission to the United Nations and other international organizations.

5 UPU member countries that have yet to complete this first step are kindly invited to do so without further delay.

Step 2 – Participant registration (for member countries, observers and ad hoc observers)

6 All delegates from POC members and observers wishing to participate in the session, whether on site in Berne or remotely, are required to be registered.

7 Following registration, prospective participants will receive an e-mail stating that their registration has been received and is pending confirmation.

Step 3 – Participant registration validation by the accreditor – this step is required for confirmation of submitted registrations (for member countries only)

8 Subject to the formal notification requirements referred to above, accreditors are officials named by the responsible entity of a member country as authorized to accredit the individual pending registrations of that organization’s delegation members (see §§ 3 and 4 above).

9 As a first step, all accreditors must log in to the EMP and update their profiles. Once logged in to the system, accreditors will be able to review the pending registrations of their delegates (see step 2 above).

10 The accreditor must verify whether the person requesting registration is indeed a member of the organization's delegation. If not, the accreditor is expected to reject the person's registration request. Once the accreditor validates a registration request, the delegate concerned will receive an e-mail stating that his/her registration has been confirmed. Should the accreditor reject a request, the person concerned will receive an e-mail to that effect with the reasons for the refusal.

11 Please note that accreditors also attending the meeting must both register and accredit themselves.

12 Note that participants that are considered observers or ad hoc observers of the POC (e.g. United Nations, restricted unions, Consultative Committee, international organizations) will be validated by the IB and will not be requested to provide the accreditor information referred to in step 1.

Step 4 – Doubts and difficulties encountered during the above processes

13 In case of any doubts or difficulties encountered during the processes described above, UPU member countries and observers are kindly invited to send an e-mail to one of the following addresses:

- For technical issues relating to the EMP: events@upu.int;
- For all other issues: poc.secretariat@upu.int.

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Form to be completed by the relevant government entity of the UPU member country concerned (e.g. ministry, department, embassy or permanent mission to the United Nations and other international organizations, etc.).

Please return the completed form to the International Bureau by **fax** (+41 31 350 31 10) or **e-mail** (poc.secretariat@upu.int) **by 19 January 2024 at the latest.**

Full name and title of person completing this form		<input type="checkbox"/> Mr	<input type="checkbox"/> Ms
Full name of entity			
Position/title			
Address			
Tel.		Fax	
E-mail			
Date		Signature	

Accreditor (ministry, regulator, designated operator, head office of observers, etc.) responsible for notifying the International Bureau of delegates' names in advance of each Congress, CA and POC session:

Full name and title of individual		<input type="checkbox"/> Mr	<input type="checkbox"/> Ms
Full name of accreditor entity			
Address			
Tel.		Fax	
E-mail			



To: POC Secretariat
Universal Postal Union
Weltpoststrasse 4
3015 BERNE
SWITZERLAND

Fax: +41 31 350 31 10

poc.secretariat@upu.int

UPU member country (including non-members of the POC invited as observers)

The above POC member or observer will be using the following language(s) of discussion during the February 2024 POC standing groups session and will bear the associated cost in accordance with article 22 of the POC Rules of Procedure.

<input type="checkbox"/> French	<input type="checkbox"/> Arabic
<input type="checkbox"/> English	<input type="checkbox"/> Spanish

If no declaration is made, the above country will be automatically placed in the category deemed most appropriate, either according to its membership of a language group or on the basis of the language of discussion it has chosen in the past.

Sender		<input type="checkbox"/> Mr	<input type="checkbox"/> Ms
Function/title			
Address			
Fax			
Date		Signature	