



UPU | UNIVERSAL
POSTAL
UNION

Decisions of the 2018 Addis Ababa Extraordinary Congress

Final texts of the Acts signed at Addis Ababa, decisions other than those amending the Acts, and consolidated versions of these Acts

The present volume should be quoted under the following reference:

Decisions of the 2018 Addis Ababa Extraordinary Congress

Note on the printing of the texts adopted by the 2018 Addis Ababa Extraordinary Congress reproduced in this volume.

Bold type appearing in the texts of the Tenth Additional Protocol to the Constitution, the Constitution, the second Additional Protocol to the General Regulations, the General Regulations, the Rules of Procedure of Congresses, the Additional Protocol to the Convention, the Final Protocol to the Additional Protocol to the Convention and the Convention indicates amendments adopted by the 2018 Addis Ababa Extraordinary Congress.

No changes were made to the Postal Payment Services Agreement at the 2018 Addis Ababa Extraordinary Congress.

The declarations made on signature of the Acts, the Rules of Procedures of Congresses and the consolidated versions of the said Acts are reproduced in part II of this volume for information purposes; however, it should be noted that, in accordance with article 22 of the UPU Constitution, these texts do not, strictly speaking, form part of the Acts adopted by the second Extraordinary Congress in Addis Ababa.

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List of abbreviations and acronyms used in the Decisions of the 2018 Addis Ababa Extraordinary Congress

art.	Article of an Act
C number/year	Decision, resolution, recommendation or formal opinion of Congress
CA	Council of Administration
CA number/year	Decision, resolution, recommendation or formal opinion of the Council of Administration
CC	Consultative Committee
CEP number/year	Decision, resolution, recommendation or formal opinion of the Postal Operations Council
Congress–Doc	Congress document
Const. or Constitution Convention	Constitution of the Universal Postal Union
EMS	Express Mail Service
Gen. Regs or General Regulations	General Regulations of the Universal Postal Union
IBRS	International business reply service
J	Day of posting of items
M bag	Bag made up by a sender and containing printed matter addressed to a single addressee and for a single destination.
POC	Postal Operations Council
SDR	Special drawing right
UN	United Nations
UPU or Union	Universal Postal Union

Part I – Decisions of the 2018 Addis Ababa Extraordinary Congress (including the declarations made on signature of the Acts)

Tenth Additional Protocol to the Constitution of the Universal Postal Union

Second Additional Protocol to the General Regulations of the Universal Postal Union

Additional Protocol to the Universal Postal Convention
and Final Protocol to the Additional Protocol to the Universal Postal Convention

Declarations made on signature of the Acts

Rules of Procedure of Congresses

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Tenth Additional Protocol to the Constitution of the Universal Postal Union

Tenth Additional Protocol to the Constitution of the Universal Postal Union

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Tenth Additional Protocol to the Constitution of the Universal Postal Union

The plenipotentiaries of the governments of the member countries of the Universal Postal Union, having met in Extraordinary Congress at Addis Ababa, in view of article 30.2 of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, have adopted, subject to ratification, the following amendments to that Constitution.

Article I

(Art. 1 amended)

Scope and objectives of the Union

- 1 The countries adopting this Constitution shall **form**, under the **intergovernmental organization entitled** the Universal Postal Union, a single postal territory for the reciprocal exchange of postal items. Freedom of transit shall be guaranteed throughout the entire territory of the Union, subject to the conditions specified in the Acts of the Union.
- 2 The aim of the Union shall be to secure the organization and improvement of the postal services and to promote in this sphere the development of international collaboration.
- 3 The Union shall take part, as far as possible, in postal technical assistance sought by its member countries.

Article II

(Art. 8 amended)

Restricted Unions. Special Agreements

- 1 Member countries, or their designated operators if the legislation of those member countries so permits, may establish Restricted Unions and make Special Agreements concerning the international postal service, provided always that they do not introduce provisions less favourable to the public than those provided for by the Acts to which the member countries concerned are parties.
- 2 Restricted Unions may send observers to Congresses, **to the Council of Administration, to the Postal Operations Council, and to other** conferences and meetings **organized by the Union**.
- 3 The Union may send observers to Congresses, conferences and meetings of Restricted Unions.

Article III

(Art. 18 amended)

Postal Operations Council

- 1 The Postal Operations Council (POC) shall be responsible for operational, commercial, technical and economic questions concerning the postal service.
- 2 **Members of the Postal Operations Council shall carry out their functions in the name and in the interests of the Union.**

Article IV

Entry into force and duration of the Additional Protocol to the Constitution of the Universal Postal Union

1 This Additional Protocol shall come into force on **1 July 2019** and shall remain in force for an indefinite period.

In witness whereof the plenipotentiaries of the governments of the member countries have drawn up this Additional Protocol, which shall have the same force and the same validity as if its provisions were inserted in the text of the Constitution itself, and they have signed it in a single original which shall be deposited with the Director General of the International Bureau. A copy thereof shall be delivered to each party by the International Bureau of the Universal Postal Union.

Done at **Addis Ababa, 7 September 2018**

Second Additional Protocol to the General Regulations of the
Universal Postal Union

Second Additional Protocol to the General Regulations of the Universal Postal Union

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Second Additional Protocol to the General Regulations of the Universal Postal Union

The plenipotentiaries of the governments of the member countries of the Universal Postal Union, having met in Extraordinary Congress at Addis Ababa, in view of article 22.2 of the Constitution concluded at Vienna on 10 July 1964, have, by common consent and subject to article 25.4 of the Constitution, adopted the following amendments to the General Regulations.

Article I

(Art. 103 amended)

Functions of Congress

- 1 On the basis of proposals by member countries, the Council of Administration and the Postal Operations Council, Congress shall:
 - 1.1 determine the general principles for achieving the object and purpose of the Union set out in the Preamble and article 1 of the Constitution;
 - 1.2 consider and adopt, where appropriate, proposals for amendments to the Constitution, General Regulations, Convention and Agreements submitted by member countries and the Councils, in accordance with article 29 of the Constitution and article 138 of the General Regulations;
 - 1.3 set the date for the entry into force of the Acts;
 - 1.4 adopt its Rules of Procedure and the amendments to those Rules;
 - 1.5 consider the comprehensive reports on the work of the Council of Administration, the Postal Operations Council and the Consultative Committee, covering the period from the previous Congress, presented by these respective bodies in accordance with articles 111, 117 and 125 of the General Regulations;
 - 1.6 adopt the Union's strategy;
 - 1.6bis approve the draft quadrennial UPU business plan;
 - 1.7 fix the maximum amount of the Union's expenditure, in accordance with article 21 of the Constitution;
 - 1.8 elect the member countries to sit on the Council of Administration and the Postal Operations Council, **in accordance with, inter alia, the electoral procedures laid down in the Congress resolutions pertaining to this matter;**
 - 1.9 elect the Director General and Deputy Director General;
 - 1.10 set in a Congress resolution the ceiling of the costs to be borne by the Union for the production of documents in Chinese, German, Portuguese and Russian.
- 2 Congress, as the supreme body of the Union, shall deal with such other questions concerning postal services.

Article II

(Art. 104 amended)

Rules of Procedure of Congresses

- 1 For the organization of its work and the conduct of its debates, Congress shall apply its Rules of Procedure.
- 2 Each Congress may amend its Rules of Procedure under the conditions laid down in those Rules of Procedure.
- 3 **Paragraphs 1 and 2 shall also be applicable by analogy to Extraordinary Congresses.**

Article III

(Art. 105 amended)

Observers to the Union's bodies

- 1 The following entities shall be invited to participate in the plenary sessions and committee meetings of Congress, the Council of Administration and the Postal Operations Council as observers:
 - 1.1 **the** United Nations;
 - 1.2 Restricted Unions;
 - 1.3 members of the Consultative Committee;
 - 1.4 entities authorized to attend Union meetings as observers by virtue of a resolution or decision of Congress.
- 2 The following entities, if duly designated by the Council of Administration in accordance with article 107.1.12 shall be invited to attend specific meetings of Congress as ad hoc observers:
 - 2.1 specialized agencies of the United Nations and other intergovernmental organizations;
 - 2.2 any international body, any association or enterprise, or any qualified person.
- 3 In addition to the observers defined in paragraph 1 of this article, the Council of Administration and the Postal Operations Council may designate ad hoc observers to attend their meetings in accordance with their Rules of Procedure, when this is in the interests of the Union and its bodies.

Article IV

(Art. 106 amended)

Composition and functioning of the CA

- 1 The Council of Administration shall consist of forty-one members who shall exercise their functions during the period between two successive Congresses.
- 2 The chairmanship shall devolve by right on the host member country of Congress. If that member country waives this right, it shall become a de jure member and, as a result, the geographical group to which it belongs shall have at its disposal an additional seat, to which the restrictive provisions of paragraph 3 shall not apply. In that case, the Council of Administration shall elect to the chairmanship one of the members belonging to the geographical group of the host member country.
- 3 The forty other members of the Council of Administration shall be elected by Congress on the basis of an equitable geographical distribution. At least a half of the membership is renewed at each Congress; no member country may be chosen by three successive Congresses.
- 4 Each member of the Council of Administration shall appoint its representative(s). The members of the Council of Administration shall take an active part in its work.
- 5 The office of member of the Council of Administration shall be unpaid. The operational expenses of this Council shall be borne by the Union.

6 The CA shall define, formalize and/or set up the standing groups and task forces or other bodies to be established within its structure, with due regard being paid to the Union's strategy and business plan adopted by Congress.

Article V

(Art. 107 amended)

Functions of the CA

- 1 The Council of Administration shall have the following functions:
 - 1.1 Supervises all the activities of the Union between Congresses, ensuring compliance with the decisions of Congress, studying questions with respect to governmental policies on postal issues, and taking account of international regulatory developments such as those relating to trade in services and to competition.
 - 1.2 Promotes, coordinates and supervises all forms of postal technical assistance within the framework of international technical cooperation.
 - 1.3 Examines the draft quadrennial UPU business plan approved by Congress, and finalizes it by bringing the activities set out in the draft plan for the four-year period into line with the actual resources available. The plan should also, if appropriate, be in line with the results of the prioritization process carried out by Congress. The finalized version of the quadrennial business plan, completed and approved by the CA, will then form the basis for the preparation of the annual UPU Programme and Budget as well as for the annual operating plans to be drawn up and implemented by the CA and POC.
 - 1.4 Considers and approves the annual programme and budget and the accounts of the Union, while taking into account the final version of the UPU Business Plan, as described in article 107.1.3.
 - 1.5 Authorizes the ceiling of expenditure to be exceeded, if circumstances so require, in accordance with article 145.3 to 5.
 - 1.6 Authorizes election of a lower contribution class, if it is so requested, in accordance with the conditions set out in article 150.6.
 - 1.7 Authorizes a change of geographical group if it is so requested by a member country, taking into account the views expressed by the member countries which are members of the geographical groups concerned.
 - 1.8 Creates or abolishes International Bureau posts **financed by the regular budget**, taking into account the restrictions imposed by the expenditure ceiling fixed.
 - 1.9 Decides on the contacts to be established with member countries in order to carry out its functions.
 - 1.10 After consulting the Postal Operations Council, decides on the relations to be established with the organizations which are not observers within the meaning of article 105.1 **and 105.2.1**.
 - 1.11 **Considers the** reports by the International Bureau on UPU relations with other international bodies and takes the decisions which it considers appropriate on the conduct of such relations and the action to be taken on them.
 - 1.12 Designates in due course, after consulting the Postal Operations Council and the Secretary General, the specialized agencies of the United Nations, international organizations, associations, enterprises and qualified persons to be invited as ad hoc observers to specific meetings of Congress and its Committees when this is in the interest of the Union or the work of the Congress and instructs the Director General of the International Bureau to issue the necessary invitations.
 - 1.13 Designates the member country where the next Congress is to be held in the case provided for in article 101.3.
 - 1.14 Determines in due course and after consulting the Postal Operations Council the number of Committees required to carry out the work of Congress, and specifies their functions.
 - 1.15 Designates, after consulting the Postal Operations Council and subject to the approval of Congress, the member countries prepared:

- 1.15.1 to assume the vice-chairmanships of Congress and the chairmanships and vice-chairmanships of the Committees, taking as much account as possible of the equitable geographical distribution of the member countries; and
- 1.15.2 to sit on the Restricted Committees of the Congress.
- 1.16 Designates those of its members that will serve as members of the Consultative Committee.
- 1.17 Considers and approves, within the framework of its competence, any action considered necessary to safeguard and enhance the quality of and to modernize the international postal service.
- 1.18 Studies, at the request of Congress, the Postal Operations Council or member countries, administrative, legislative and legal problems concerning the Union or the international postal service; it shall be for the Council of Administration to decide, in the above-mentioned fields, whether it is expedient to undertake the studies requested by member countries between Congresses.
- 1.19 Formulates proposals which shall be submitted for the approval either of Congress or of member countries in accordance with article 140.
- 1.20 Submits subjects for study to the Postal Operations Council for examination in accordance with article 113.1.6.
- 1.21 Reviews and approves, in consultation with the Postal Operations Council, the draft Strategy for presentation to Congress.
- 1.22 Receives and discusses reports and recommendations from the Consultative Committee and considers recommendations from the Consultative Committee for submission to Congress.
- 1.23 Provides control over the activities of the International Bureau.
- 1.24 Approves the annual report on the work of the Union and the annual Financial Operating Reports prepared by the International Bureau and, where appropriate, furnishes observations on them.
- 1.25 Establishes principles, as may be considered necessary, for the Postal Operations Council to take into account in its study of questions with major financial repercussions (charges, terminal dues, transit charges, basic airmail conveyance rates and the posting abroad of letter-post items), follows closely the study of these questions, and reviews and approves, for conformity with the aforementioned principles, Postal Operations Council proposals relating to these questions.
- 1.26 Approves, within the framework of its competence, the recommendations of the Postal Operations Council for the adoption, if necessary, of regulations or of a new procedure until such time as Congress takes a decision in the matter.
- 1.27 Considers the annual report prepared by the Postal Operations Council and any proposals submitted by the Council.
- 1.28 Approves the four-yearly report prepared by the International Bureau in consultation with the Postal Operations Council, on the performance of member countries in respect of the execution of the Union Strategy approved by the preceding Congress, for submission to the following Congress.
- 1.29 Establishes the framework for the organization of the Consultative Committee and concurs in the organization of the Consultative Committee, in accordance with the provisions of article 122.
- 1.30 Establishes criteria for membership of the Consultative Committee and approves or rejects applications for membership in accordance with those criteria, ensuring that action on the applications is accomplished through an expedited process between meetings of the Council of Administration.
- 1.31 Lays down the Financial Regulations of the Union.
- 1.32 Lays down the rules governing the Reserve Fund.
- 1.33 Lays down the rules governing the Special Fund.
- 1.34 Lays down the rules governing the Special Activities Fund.
- 1.35 Lays down the rules governing the Voluntary Fund.
- 1.36 Lays down the Staff Regulations and the conditions of service of the elected officials.
- 1.37 Lays down the Regulations of the Social Fund.

1.38 Exercises, within the context of article 152, overall supervision of the creation and activities of user-funded subsidiary bodies.

1.39 Adopts its Rules of Procedure and the amendments to those Rules.

Article VI

(Art. 108 amended)

Organization of CA sessions

1 At its constituent meeting, which shall be convened and opened by the Chairman of Congress, the Council of Administration shall elect four Vice-Chairmen from among its members and draw up its Rules of Procedure. **The Chairman and four Vice-Chairmen shall be member countries from each of the five geographical groups of the Union.**

2 **The Council of Administration shall meet twice a year, or additionally on an exceptional basis, at Union headquarters, in accordance with the relevant procedures set forth in its Rules of Procedure.**

3 The Chairman and Vice-Chairmen, and the Committee Chairmen, **Co-Chairmen** and Vice-Chairmen, of the Council of Administration shall form the Management Committee. This Committee shall prepare and direct the work of each session of the Council of Administration. It shall approve, on behalf of the Council of Administration, the annual report prepared by the International Bureau on the work of the Union and it shall take on any other task which the Council of Administration decides to assign to it or the need for which arises in the course of the strategic planning process.

4 The Chairman of the Postal Operations Council shall represent that body at meetings of the Council of Administration when the agenda contains questions of interest to the Postal Operations Council.

5 The Chairman of the Consultative Committee shall represent that organization at meetings of the Council of Administration when the agenda contains questions of interest to the Consultative Committee.

Article VII

(Art. 109 amended)

Observers

1 Observers

1.1 To ensure effective liaison between the work of the two bodies, the Postal Operations Council may designate representatives to attend Council of Administration meetings as observers.

1.2 Member countries of the Union which are not members of the Council, as well as the observers and ad hoc observers referred to in article 105, may participate in the plenary sessions and Committee meetings of the Council of Administration, without the right to vote.

2 Principles

2.1 For logistical reasons, the Council of Administration may limit the number of attendees per observer and ad hoc observer participating. It may also limit their right to speak during the debates.

2.2 Observers and ad hoc observers may, at their request, be allowed to cooperate in the studies undertaken, subject to such conditions as the Council may establish to ensure the efficiency and effectiveness of its work. They may also be invited to chair **standing groups and task forces** when their experience or expertise justifies it. The participation of observers and ad hoc observers shall be carried out without additional expense for the Union.

2.3 In exceptional circumstances, members of the Consultative Committee and ad hoc observers may be excluded from a meeting or a portion of a meeting or may have their right to receive documents restricted if the confidentiality of the subject of the meeting or document so requires. This restriction may be decided on a case-by-case basis by any body concerned or its Chair. The case-by-case situations shall be reported to the Council of Administration and to the Postal Operations Council

when matters of interest to the Postal Operations Council are concerned. If it considers this necessary, the Council of Administration may subsequently review restrictions, in consultation with the Postal Operations Council where appropriate.

Article VIII

(Art. 110 amended)

Reimbursement of travel expenses

1 The travel expenses of each representative of each of the members of the Council of Administration participating in its meetings shall be borne by his member country. However, **one** representative of each of the member countries classified as developing or least developed countries according to the lists established, **respectively**, by the **Council of Administration and the United Nations** shall, except for meetings which take place during Congress, be entitled to reimbursement of the price of an economy class return air ticket or first class return rail ticket, or expenses incurred for travel by any other means, subject to the condition that the amount does not exceed the price of the economy class return air ticket. The same entitlement shall be granted to each member of its **Committees or** other bodies when these meet outside Congress and the sessions of the Council.

Article IX

(Art. 112 amended)

Composition and functioning of the POC

1 The Postal Operations Council shall consist of forty-**eight** members who shall exercise their functions during the period between successive Congresses.

2 The members of the Postal Operations Council shall be elected by Congress on the basis of qualified geographical **distribution**. **At least one third of the members of each geographical group** shall be renewed at each Congress.

3 Each member of the Postal Operations Council shall appoint its representative(s). The members of the Postal Operations Council shall take an active part in its work.

4 The operational expenses of the Postal Operations Council shall be borne by the Union. Its members shall not receive any payment.

5 The Postal Operations Council shall define, formalize and/or set up the standing groups, task forces, user-funded subsidiary bodies or other bodies to be established within its structure, with due regard being paid to the Union's strategy and business plan adopted by Congress.

Article X

(Art. 113 amended)

Functions of the POC

1 The Postal Operations Council shall have the following functions:

1.1 Coordinates practical measures for the development and improvement of international postal services.

1.2 Takes, subject to Council of Administration approval within the framework of the latter's competence, any action considered necessary to safeguard and enhance the quality of and to modernize the international postal service.

1.3 Decides on the contacts to be established with member countries and their designated operators in order to carry out its functions.

1.4 Takes the necessary steps to study and publicize the experiments and progress made by certain member countries and their designated operators in the technical, operational, economic and vocational training fields of interest to other member countries and their designated operators.

- 1.5 Takes, in consultation with the Council of Administration, appropriate steps in the sphere of technical cooperation with all member countries of the Union and their designated operators and in particular with the new and developing countries and their designated operators.
- 1.6 Examines any other questions submitted to it by a member of the Postal Operations Council, by the Council of Administration or by any member country or designated operator.
- 1.7 Receives and discusses reports as well as recommendations from the Consultative Committee and, when matters of interest to the Postal Operations Council are involved, to examines and comments on recommendations from the Consultative Committee for submission to Congress.
- 1.8 Designates those of its members that will serve as members of the Consultative Committee.
- 1.9 Conducts the study of the most important operational, commercial, technical, economic and technical cooperation problems which are of interest to all member countries or their designated operators, including questions with major financial repercussions (charges, terminal dues, transit charges, air-mail conveyance rates, parcel-post rates, and the posting abroad of letter-post items), and prepares information, opinions and recommendations for action on them.
- 1.10 Provides input to the Council of Administration for the development of the draft Union Strategy and draft quadrennial business plan to be submitted to Congress.
- 1.11 Studies teaching and vocational training problems of interest to member countries and their designated operators, as well as to the new and developing countries.
- 1.12 Studies the present position and needs of the new and developing countries and prepares appropriate recommendations on ways and means of improving their postal services.
- 1.13 Revises the Regulations of the Union within six months following the end of the Congress unless the latter decides otherwise; the Postal Operations Council may also amend the said Regulations at other sessions; in both cases, the Postal Operations Council shall be subject to Council of Administration guidance on matters of fundamental policy and principle.
- 1.14 Formulates proposals which shall be submitted for the approval either of Congress or of member countries in accordance with article 140; the approval of the Council of Administration is required when these proposals concern questions within the latter's competence.
- 1.15 Examines, at the request of a member country, any proposal which that member country forwards to the International Bureau under article 139, prepares observations on it and instructs the International Bureau to annex these observations to the proposal before submitting it for approval to the member countries.
- 1.16 Recommends, if necessary, and where appropriate after approval by the Council of Administration and consultation of all the member countries, the adoption of regulations or of a new procedure until such time as Congress takes a decision in the matter.
- 1.17 Prepares and issues, in the form of recommendations to member countries and **their** designated operators (**or as binding provisions if the Acts of the Union so provide**), standards for technological, operational and other processes within its competence where uniformity of practice is essential; it shall similarly issue, as required, amendments to standards it has already set.
- 1.18 Establishes the framework for the organization of user-funded subsidiary bodies and concurs in the organization of these bodies in accordance with the provisions of article 152.
- 1.19 Receives and discusses reports from the user-funded subsidiary bodies on an annual basis.
- 1.20 Adopts its Rules of Procedure and the amendments to those Rules.**

Article XI

(Art. 114 amended)

Organization of POC sessions

1 At its first meeting, which shall be convened and opened by the Chairman of Congress, the Postal Operations Council shall choose from among its members a **Chairman and four Vice-Chairmen**, and the Committee Chairmen/**Vice-Chairmen/Co-Chairmen**, and draw up its Rules of Procedure. **The Chairman and four Vice-Chairmen shall be member countries from each of the five geographical groups of the Union.**

2 The Postal Operations Council shall meet **twice a year, or additionally on an exceptional basis**, at Union headquarters, **in accordance with the relevant procedures set forth in its Rules of Procedure**.

3 The Chairman and Vice-**Chairmen**, and the Committee Chairmen, **Co-Chairmen** and Vice-Chairmen, of the Postal Operations Council shall form the Management Committee. This Committee shall prepare and direct the work of each meeting of the Postal Operations Council and take on all the tasks which the latter decides to assign to it or the need for which arises in the course of the strategic planning process.

4 On the basis of the Union Strategy adopted by Congress and, in particular, the part relating to the strategies of the permanent bodies of the Union, the Postal Operations Council shall, at its session following Congress, prepare a basic work programme containing a number of tactics aimed at implementing the strategies. This basic work programme, which shall include a limited number of projects on topical subjects of common interest, shall be revised annually in the light of new realities and priorities.

5 The Chairman of the Consultative Committee shall represent that organization at meetings of the Postal Operations Council when the agenda contains questions of interest to the Consultative Committee.

Article XII

(Art. 115 amended)

Observers

1 Observers

1.1 In order to ensure effective liaison between the work of the two bodies, the Council of Administration may designate representatives to attend Postal Operations Council meetings as observers.

1.2 Member countries of the Union which are not members of the Council, as well as the observers and ad hoc observers referred to in article 105, may participate in the plenary sessions and Committee meetings of the Postal Operations Council, without the right to vote.

2 Principles

2.1 For logistical reasons, the Postal Operations Council may limit the number of attendees per observer and ad hoc observer participating. It may also limit their right to speak during the debates.

2.2 Observers and ad hoc observers may, at their request, be allowed to cooperate in the studies undertaken, subject to such conditions as the Council may establish to ensure the efficiency and effectiveness of its work. They may also be invited to chair **standing groups and task forces** when their experience or expertise justifies it. The participation of observers and ad hoc observers shall be carried out without additional expense for the Union.

2.3 In exceptional circumstances, members of the Consultative Committee and ad hoc observers may be excluded from a meeting or a portion of a meeting or may have their right to receive documents restricted if the confidentiality of the subject of the meeting or document so requires. This restriction may be decided on a case-by-case basis by any body concerned or its Chair. The case-by-case situations shall be reported to the Council of Administration and to the Postal Operations Council when matters of interest to the Postal Operations Council are concerned. If it considers this necessary, the Council of Administration may subsequently review restrictions, in consultation with the Postal Operations Council where appropriate.

Article XIII

(Art. 116 amended)

Reimbursement of travel expenses

1 Travelling and living expenses incurred by representatives of member countries participating in the Postal Operations Council shall be borne by these member countries. However, **one** representative of each of the member countries considered to be **one of the least developed countries** according to the **list** established by the United Nations shall, except for meetings which take place during Congress, be entitled to reimbursement of the price of an economy class return air ticket or first class return rail ticket, or expenses incurred for travel by any other means, subject to the condition that the amount does not exceed the price of the economy class return air ticket.

Article XIV

(Art. 117bis added)

Article 117bis**Coordination Committee for the Permanent Bodies of the Union**

1 The Chairman of the CA, the Chairman of the POC and the Director General of the International Bureau shall form the Coordination Committee for the Permanent Bodies of the Union (CCoord).

2 The CCoord shall have the following attributions and functions:

2.1 Contribute to the coordination of the work of the permanent bodies of the Union;

2.2 Meet, when needed, in order to discuss important questions relating to the Union and the postal service and provide the Union's bodies with an evaluation of such questions;

2.3 Ensure proper implementation of the strategic planning process so that all decisions on the Union's activities are taken by the appropriate bodies in accordance with the respective responsibilities as specified in the Acts of the Union.

3 On convocation by the Chairman of the CA, the CCoord shall meet twice a year, at Union headquarters. The date and place of the meetings shall be fixed by the Chairman of the CA in agreement with the Chairman of the POC and the Director General of the International Bureau.

Article XV

(Art. 123 amended)

Representatives of the Consultative Committee at the Council of Administration, the Postal Operations Council and Congress

1 In order to ensure effective liaison with the bodies of the Union, the Consultative Committee may designate representatives to attend meetings of Congress, the Council of Administration, and the Postal Operations Council, and their respective Committees, as observers without the right to vote.

2 Members of the Consultative Committee are invited to plenary sessions and Committee meetings of the Council of Administration and the Postal Operations Council in accordance with article 105. They may also participate in the work of **standing groups and task forces** under terms established in articles 109.2.2 and 115.2.2.

3 The Chairman of the Council of Administration and the Chairman of the Postal Operations Council shall represent those bodies at meetings of the Consultative Committee when the agenda of such meetings contains questions of interest to those bodies.

Article XVI

(Art. 127 amended)

Duties of the Director General

Obis The Director General shall be the legal representative of the Union.

- 1 The Director General shall organize, administer and direct the International **Bureau**.
- 2 Regarding the classification of posts, appointments and promotions:
 - 2.1 the Director General shall be empowered to classify posts in grades G 1 to D 2 and to appoint and promote officials in those grades.
 - 2.2 for appointments in grades P 1 to D 2, he shall consider the professional qualifications of the candidates recommended by the member countries of which the candidates are nationals or in which they exercise their professional activities, taking into account equitable geographical distribution with respect to continents and languages. D 2 posts shall as far as possible be filled by candidates from different regions and from regions other than those from which the Director General and Deputy Director General originate, bearing in mind the paramount consideration of the efficiency of the International Bureau. In the case of posts requiring special qualifications, the Director General may seek applications from outside;
 - 2.3 he shall also consider, for the appointment of a new official, that, in principle, persons occupying grade D 2, D 1 and P 5 posts must be nationals of different member countries of the Union;
 - 2.4 for the promotion of an official of the International Bureau to grades D 2, D 1 and P 5, he shall not be bound to apply the same principle as under 2.3;
 - 2.5 the requirements of equitable geographical and language distribution shall rank behind merit in the recruitment process;
 - 2.6 the Director General shall inform the Council of Administration once a year of appointments and promotions in grades P 4 to D 2.
- 3 Furthermore, the Director General shall have the following duties:
 - 3.1 acts as depositary of the Acts of the Union and as intermediary in the procedure of accession and admission to and withdrawal from the Union;
 - 3.2 notifies the decisions taken by Congress to all the Governments of member countries;
 - 3.3 notifies all member countries and their designated operators of the Regulations drawn up or revised by the Postal Operations Council;
 - 3.4 prepares the draft annual budget of the Union at the lowest possible level consistent with the requirements of the Union and submits it in due course to the Council of Administration for consideration; communicates the budget to the member countries of the Union after approval by the Council of Administration and executes it;
 - 3.5 executes the specific activities requested by the bodies of the Union and those assigned to him by the Acts;
 - 3.6 takes action to achieve the objectives set by the bodies of the Union, within the framework of the established policy and the funds available;
 - 3.7 submits suggestions and proposals to the Council of Administration or to the Postal Operations Council;
 - 3.8 following the close of Congress, submits proposals to the Postal Operations Council concerning changes to the Regulations required as a result of Congress decisions, in accordance with the Rules of Procedure of the Postal Operations Council;
 - 3.9 prepares, for the Council of Administration and on the basis of directives issued by the Councils, the draft Union Strategy and draft quadrennial UPU business plan to be submitted to Congress;
 - 3.10 prepares, for approval by the Council of Administration, a four-yearly report on the member countries' performance in respect of the Union Strategy approved by the preceding Congress, which will be submitted to the following Congress;

- 3.11 **(Deleted.)**
- 3.12 acts as an intermediary in relations between:
- 3.12.1 the UPU and the Restricted Unions;
- 3.12.2 the UPU and the United Nations;
- 3.12.3 the UPU and the international organizations whose activities are of interest to the Union;
- 3.12.4 the UPU and the international organizations or the associations or enterprises that the bodies of the Union wish to consult or associate with their work;
- 3.13 assumes the duties of Secretary General of the bodies of the Union and supervises in this capacity, taking into account the special provisions of these General Regulations, in particular:
- 3.13.1 the preparation and organization of the work of the Union's bodies;
- 3.13.2 the preparation, production and distribution of documents, reports and minutes;
- 3.13.3 the functioning of the secretariat at meetings of the Union's bodies;
- 3.14 attends the meetings of the bodies of the Union and takes part in the discussions without the right to vote, with the possibility of being represented.

Article XVII

(Art. 130 amended)

Preparation and distribution of documents of the Union bodies

1 The International Bureau shall prepare and make available through the **Union** website all the documents published, in the language versions specified in article 155, **in accordance with the Rules of Procedure of the Council of Administration and Postal Operations Council**. The International Bureau shall also indicate, **to the representatives of member countries in particular**, new e-document publications on the **Union** website by means of an efficient web-signalling system.

2 Furthermore, the International Bureau shall physically distribute Union publications, such as International Bureau circulars and CA and POC Summary Records, only at the request of an individual member country.

Article XVIII

(Art. 138 amended)

Procedure for submitting proposals to Congress

1 Subject to the exceptions provided for in paragraphs 2 and 5, the following procedure shall govern the submission of proposals of all kinds to Congress by member countries:

- 1.1 proposals which reach the International Bureau at least six months before the date fixed for Congress shall be accepted;
- 1.2 no drafting proposal shall be accepted during the period of six months preceding the date fixed for Congress;
- 1.3 proposals of substance which reach the International Bureau in the interval between six and four months before the date fixed for Congress shall not be accepted unless they are supported by at least two member countries;
- 1.4 proposals of substance which reach the International Bureau in the interval between four and two months preceding the date fixed for Congress shall not be accepted unless they are supported by at least eight member countries; proposals which arrive after that time shall no longer be accepted;
- 1.5 declarations of support must reach the International Bureau within the same period of time as the proposals to which they refer.

2 Proposals concerning the Constitution or the General Regulations shall reach the International Bureau not later than six months before the opening of Congress; any received after that date but before the

opening of Congress shall not be considered unless Congress so decides by a majority of two thirds of the member countries represented at Congress and unless the conditions laid down in paragraph 1 are fulfilled.

3 Every proposal must, as a rule, have only one aim and contain only the changes justified by that aim. Similarly, each proposal liable to lead to significant costs for the Union shall be accompanied by an indication of its financial impact, prepared by the member country submitting the proposal, in consultation with the International Bureau, so that the financial resources needed for its implementation can be determined.

4 Drafting proposals shall be headed "Drafting proposal" by the member countries which submit them and shall be published by the International Bureau under a number followed by the letter R. Proposals which do not bear this indication but which, in the opinion of the International Bureau, deal only with drafting points shall be published with an appropriate annotation; the International Bureau shall draw up a list of these proposals for Congress.

5 The procedure prescribed in paragraphs 1 and 4 **shall apply neither** to proposals concerning the Rules of Procedure of Congresses, **nor to proposals submitted by the Council of Administration or the Postal Operations Council.**

Article XIX

(Art. 144 amended)

Entry into force of the Regulations and of the other decisions adopted between Congresses

1 The Regulations shall come into force on the same date and shall have the same duration as the Acts laid down by Congress.

2 Subject to the provisions of paragraph 1, decisions on amending the Acts of the Union which are adopted between Congresses shall not take effect until at least three months after their notification. **However, this time requirement shall not apply to any amendments to the Regulations which are adopted following the drawing up of the new Regulations but still prior to their entry into force as per paragraph 1.**

Article XX

(Art. 146 amended)

Regulation of member countries' contributions

1 Countries which accede to the Union or are admitted to the status of members of the Union as well as those which leave the Union shall pay their contributions for the whole of the year during which their admission or withdrawal becomes effective.

2 Member countries shall pay their contributions to the Union's annual expenditure in advance on the basis of the budget laid down by the Council of Administration. These contributions shall be paid not later than the first day of the financial year to which the budget refers. After that date, the sums due shall be chargeable with interest in favour of the Union at the rate of **5%** per annum from the fourth month.

3 Where the arrears of mandatory contributions, not including interest, owed to the Union by a member country are equal to or more than the amount of the contributions of that member country for the preceding two financial years, such member country may irrevocably assign to the Union all or part of the credits owed it by other member countries, in accordance with the arrangements laid down by the Council of Administration. The conditions of this assignment of credit shall be determined by agreement reached between the member country, its debtors/creditors and the Union.

4 A member country which, for legal or other reasons, cannot make such an assignment must undertake to conclude a schedule for the amortization of its arrears.

5 Other than in exceptional circumstances, recovery of arrears of mandatory contributions owed to the Union may not extend over more than ten years.

6 In exceptional circumstances, the Council of Administration may release a member country from all or part of the interest owed if that country has paid the full capital amount of its debts in arrears.

7 A member country may also be released, within the framework of an amortization schedule approved by the Council of Administration for its accounts in arrears, from all or part of the interest accumulated or to accrue; such release shall, however, be subject to the full and punctual execution of the amortization schedule within an agreed period of ten years at most.

8 The provisions under paragraphs 3 to 7 apply by analogy to the translation costs billed by the International Bureau to member countries belonging to the language groups.

9 The International Bureau shall send bills to member countries at least three months before their due date. The original bills shall be sent to the correct address provided by the member country concerned. Electronic copies of the bills shall be sent via e-mail as pre-advice or alerts.

10 Furthermore, the International Bureau shall provide member countries with clear information each time it charges them interest on overdue payment of particular bills, so that member countries can easily verify to which bills the interest corresponds.

Article XXI
(Art. 150 amended)
Contribution classes

1 Member countries shall contribute to defraying Union expenses according to the contribution class to which they belong. These classes shall be the following:

- class of 50 units;
- **class of 47 units;**
- class of 45 units;
- **class of 43 units;**
- class of 40 units;
- **class of 37 units;**
- class of 35 units;
- **class of 33 units;**
- class of 30 units;
- **class of 27 units;**
- class of 25 units;
- **class of 23 units;**
- class of 20 units;
- **class of 17 units;**
- class of 15 units;
- **class of 13 units;**
- class of 10 units;
- **class of 7 units;**
- class of 5 units;
- class of 3 units;
- class of 1 unit;

- class of 0.5 units, reserved **for least developed** countries as listed by the United Nations and for other countries designated by the Council of Administration;
- **class of 0.1 units, reserved for countries which are recognized by the United Nations as Small Island Developing States with a population of under 200,000 (as per the latest statistical information published by the relevant office of the United Nations).**

2 Notwithstanding the contribution classes listed in paragraph 1, any member country may elect to contribute a higher number of units than that corresponding to the contribution class to which it belongs, for a minimum term equivalent to the period between Congresses. The announcement of a change shall be made at the latest at Congress. At the end of the period between Congresses, the member country shall return automatically to its original number of contribution units unless it decides to maintain its contribution of a higher number of units. The payment of additional contributions will increase the expenditure accordingly.

3 Member countries shall be included in one of the above-mentioned contribution classes upon their admission or accession to the Union, in accordance with the procedure laid down in article 21.4 of the Constitution.

4 Member countries may subsequently be placed in a lower contribution class, on condition that the request for this change is sent the International Bureau at least two months before the opening of Congress. Congress shall give a non-binding opinion on these requests for a change in contribution class. The member country shall be free to decide whether to follow the opinion of Congress. The final decision of the member country shall be transmitted to the International Bureau Secretariat before the end of Congress. This change request shall take effect on the date of the entry into force of the financial provisions drawn up by Congress. Member countries that have not made known their wish to change contribution class within the required time shall remain in the class to which they belonged up to that time.

5 Member countries may not insist on being lowered more than one class at a time.

6 Nevertheless, in exceptional circumstances such as natural disasters necessitating international aid programmes, the Council of Administration may authorize a temporary reduction in contribution class once between two Congresses when so requested by a member country if the said member establishes that it can no longer maintain its contribution at the class originally chosen. In the same circumstances, the Council of Administration may also authorize a temporary reduction for the non-least developed countries already in the class of 1 unit by placing them in the class of 0.5 units.

7 The temporary reduction in contribution class in application of paragraph 6 may be authorized by the Council of Administration for a maximum period of two years or up to the next Congress, whichever is earlier. On expiry of the specified period, the country concerned shall automatically revert to its original contribution class.

8 Notwithstanding paragraphs 4 and 5, changes to a higher class shall not be subject to any restriction.

Article XXII

(Art. 152 amended)

Organization of user-funded subsidiary bodies

1 Subject to the approval of the Council of Administration, the POC may establish a number of user-funded subsidiary bodies, funded by voluntary means, in order to organize operational, commercial, technical and economic activities which fall within its competence under article 18 of the Constitution, but which may not be financed by the regular budget.

2 Upon the creation of such a body under the POC, the POC shall decide on the basic framework of the **rules of procedure** of the body, taking due consideration of the fundamental rules and principles of the UPU as an intergovernmental organization, and shall submit it to the CA for approval. The basic framework shall include the following elements:

- 2.1 the mandate;
- 2.2 the constituency, including the categories of members participating;

- 2.3 decision-making rules, including its internal structure and its relationship with other **Union** bodies;
- 2.4 voting and representation principles;
- 2.5 financing (subscription, usage fees, etc.);
- 2.6 composition of secretariat and management structure.

3 Each user-funded subsidiary body shall organize its activities in an autonomous manner within the basic framework decided by the POC and approved by the CA, and shall prepare an annual report on its activities for **consideration** by the POC.

4 The Council of Administration shall establish the rules concerning support costs that user-funded subsidiary bodies should contribute to the regular budget, and shall publish them in the UPU Financial Regulations.

5 The Director General of the International Bureau shall administer the secretariat of the user-funded subsidiary bodies in accordance with the **relevant Staff Regulations and Rules, as** applicable to the staff recruited for the user-funded subsidiary bodies. The secretariat of the subsidiary bodies shall be an integral part of the International Bureau.

6 Information concerning user-funded subsidiary bodies established in accordance with this article shall be reported to Congress following their establishment.

Article XXIII

Entry into force and duration of the Additional Protocol to the General Regulations of the Universal Postal Union

1 This Additional Protocol shall come into force on **1 July 2019** and shall remain in force for an indefinite period.

In witness whereof the plenipotentiaries of the governments of the member countries have drawn up this Additional Protocol, which shall have the same force and the same validity as if its provisions were inserted in the text of the General Regulations itself, and they have signed it in a single original which shall be deposited with the Director General of the International Bureau. A copy thereof shall be delivered to each party by the International Bureau of the Universal Postal Union.

Done at **Addis Ababa, 7 September 2018**

Additional Protocol to the Universal Postal Convention

Additional Protocol to the Universal Postal Convention

Table of contents

Article

I. (Art. 17 amended)	Basic services
II. (Art. 18 amended)	Supplementary services
III.	Entry into force and duration of the Additional Protocol to the Universal Postal Convention

Additional Protocol to the Universal Postal Convention

The plenipotentiaries of the governments of the member countries of the Universal Postal Union, having met in Extraordinary Congress at Addis Ababa, having regard to article 22.3 of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, have by common consent and subject to article 25.4 of the Constitution drawn up in this Additional Protocol the following amendments to the Universal Postal Convention adopted at Istanbul on 6 October 2016.

Article I (Art. 17 amended) Basic services

- 1 Member countries shall ensure that their designated operators accept, handle, convey and deliver letter-post items.
- 2 Letter-post items containing only documents are:
 - 2.1 priority items and non-priority items, up to 2 kilogrammes;
 - 2.2 letters, postcards and printed papers, up to 2 kilogrammes;
 - 2.3 items for the blind, up to 7 kilogrammes;
 - 2.4 special bags containing newspapers, periodicals, books and similar printed documentation for the same addressee at the same address called "M bags", up to 30 kilogrammes.
- 3 Letter-post items containing goods are:
 - 3.1 priority and non-priority small packets, up to 2 kilogrammes;
 - 3.2 items for the blind, up to 7 kilogrammes, as specified in the Regulations;**
 - 3.3 special bags containing newspapers, periodicals, books and similar printed documentation for the same addressee at the same address called "M bags", up to 30 kilogrammes, as specified in the Regulations.**
- 4 Letter-post items shall be classified on the basis of both the speed of treatment of the items and the contents of the items in accordance with the Regulations.
- 5 Within the classification systems referred to in 4, letter-post items may also be classified on the basis of their format as small letters (P), large letters (G), bulky letters (E) or small packets (E). The size and weight limits are specified in the Regulations.
- 6 Higher weight limits than those indicated in paragraph 2 apply optionally for certain letter-post item categories under the conditions specified in the Regulations.
- 7 Member countries shall also ensure that their designated operators accept, handle, convey and deliver parcel-post items up to 20 kilogrammes.
- 8 Weight limits higher than 20 kilogrammes apply optionally for certain parcel-post items under the conditions specified in the Regulations.

Article II

(Art. 18 amended)

Supplementary services

- 1 Member countries shall ensure the provision of the following mandatory supplementary services:
 - 1.1 registration service for outbound priority and airmail letter-post items;
 - 1.2 registration service for all inbound registered letter-post items.
- 2 Member **countries may ensure the provision of** the following optional supplementary services in relations between those designated operators which agreed to provide the service:
 - 2.1 insurance for letter-post items and parcels;
 - 2.2 cash-on-delivery service for letter-post items and parcels;
 - 2.3 tracked delivery service for letter-post items;
 - 2.4 delivery to the addressee in person of registered or insured letter-post items;
 - 2.5 free of charges and fees delivery service for letter-post items and parcels;
 - 2.6 cumbersome parcels services;**
 - 2.7 consignment service for collective items from one consignor sent abroad;
 - 2.8 merchandise return service, which involves the return of merchandise by the addressee to the original seller, with the latter's authorization.
- 3 The following three supplementary services have both mandatory and optional parts:
 - 3.1 international business reply service (IBRS), which is basically optional. All member countries or their designated operators shall, however, be obliged to operate the IBRS "return" service;
 - 3.2 international reply coupons, which shall be exchangeable in any member country. The sale of international reply coupons is, however, optional;
 - 3.3 advice of delivery for registered letter-post items, parcels and insured items. All member countries or their designated operators shall admit incoming advices of delivery. The provision of an outward advice of delivery service is, however, optional.
- 4 The description of these services and their charges are set out in the Regulations.
- 5 Where the service features below are subject to special charges in the domestic service, designated operators shall be authorized to collect the same charges for international items, under the conditions described in the Regulations:
 - 5.1 delivery for small packets weighing over 500 grammes;
 - 5.2 letter-post items posted after the latest time of posting;
 - 5.3 items posted outside normal counter opening hours;
 - 5.4 collection at sender's address;
 - 5.5 withdrawal of a letter-post item outside normal counter opening hours;
 - 5.6 poste restante;
 - 5.7 storage for letter-post items weighing over 500 grammes (with the exception of items for the blind), and for parcels;
 - 5.8 delivery of parcels, in response to the advice of arrival;
 - 5.9 cover against risks of force majeure;
 - 5.10 delivery of letter-post items outside normal counter opening hours.

Article III

Entry into force and duration of the Additional Protocol to the Universal Postal Convention

1 This Additional Protocol shall come into force on 1 July 2019 and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof the plenipotentiaries of the governments of the member countries have drawn up this Additional Protocol, which shall have the same force and the same validity as if its provisions were inserted in the text of the Convention itself, and they have signed it in a single original which shall be deposited with the Director General of the International Bureau. A copy thereof shall be delivered to each party by the International Bureau of the Universal Postal Union.

Done at **Addis Ababa, 7 September 2018**

Final Protocol to the Additional Protocol to the Universal Postal
Convention

Final Protocol to the Additional Protocol to the Universal Postal Convention

Table of contents

Article

I. (Art. VI amended) Basic services

Final Protocol to the Additional Protocol to the Universal Postal Convention

At the moment of proceeding to signature of the Additional Protocol to the Universal Postal Convention concluded this day, the plenipotentiaries of the governments of the member countries of the Universal Postal Union have agreed the following:

Article I

(Art. VI of the Additional Protocol to the Universal Postal Convention amended)

Basic services

1 Notwithstanding the provisions of article 17, Australia does not agree to the extension of basic services to include postal parcels.

2 The provisions of article 17.2.4 shall not apply to the United Kingdom, whose national legislation requires a lower weight limit. Health and safety legislation in the United Kingdom limits the weight of mail bags to 20 kilogrammes.

3 Notwithstanding article 17.2.4, Azerbaijan, Kazakhstan, Kyrgyzstan and Uzbekistan shall be authorized to limit to 20 kilogrammes the maximum weight of inward and outward M bags

4 Notwithstanding article 17, Iceland accepts items for the blind only to the extent provided for in its internal legislation.

In witness whereof, the plenipotentiaries of the governments of the member countries have drawn up this Final Protocol, which shall have the same force and the same validity as if its provisions were inserted in the text of the Convention itself, and they have signed it in a single original which shall be deposited with the Director General of the International Bureau. A copy thereof shall be delivered to each party by the International Bureau of the Universal Postal Union.

Done at **Addis Ababa, 7 September 2018.**

See signatures below.

Declarations made on signature of the Acts

POUR
L'ÉTAT ISLAMIQUE D'AFGHANISTAN:

POUR
LA RÉPUBLIQUE ALGÉRIENNE
DÉMOCRATIQUE ET POPULAIRE:

POUR
LA RÉPUBLIQUE D'AFRIQUE DU SUD:

POUR
LA RÉPUBLIQUE FÉDÉRALE
D'ALLEMAGNE:



subject to ratification

POUR
LA RÉPUBLIQUE D'ALBANIE:

Iskender Topçini 

POUR
LES ÉTATS-UNIS D'AMÉRIQUE:

POUR
LA RÉPUBLIQUE D'ANGOLA:

POUR
LA RÉPUBLIQUE ARGENTINE:

POUR
ANTIGUA-ET-BARBUDA:

POUR
LA RÉPUBLIQUE D'ARMÉNIE:



POUR
LE ROYAUME DE L'ARABIE SAOUDITE:

Pour
ARUBA, CURAÇAO et S. MAARTEN:

محمد بن عبد العزيز آل سعود
عبد العزيز بن محمد آل سعود
عبد العزيز بن محمد آل سعود
محمد الديهيخي

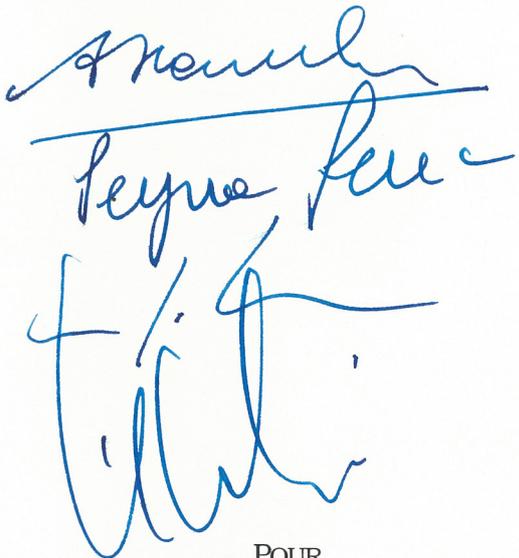


F.A. Stuis

POUR
L'AUSTRALIE:

POUR
LE COMMONWEALTH DES BAHAMAS:

POUR
LA RÉPUBLIQUE D'AUTRICHE:

A handwritten signature in blue ink, consisting of several stylized, overlapping loops and curves, positioned above the text for the Republic of Austria.

POUR
LA RÉPUBLIQUE D'AZERBAÏDJAN:

POUR
LE ROYAUME DE BAHRAIN:

A handwritten signature in blue ink, appearing as a series of connected, somewhat vertical strokes, positioned above the text for the Kingdom of Bahrain.

POUR
LA RÉPUBLIQUE POPULAIRE
DU BANGLADESH:

A handwritten signature in blue ink, featuring a large, sweeping loop at the end, positioned above the text for the People's Republic of Bangladesh.

POUR
LA BARBADE:

Thashley

POUR
LA RÉPUBLIQUE DU BÉLARUS:

[Signature]

POUR
LA BELGIQUE:

[Signature]
[Signature]

POUR
BELIZE:

POUR
LA RÉPUBLIQUE DU BÉNIN:

[Signature]
YARON A. SY.

[Signature]
GBENAMÉTO S. JONAS

[Signature]
S. Salipou

POUR
LE ROYAUME DE BHOUTAN:

[Signature]
[Signature]

POUR
ETAT PLURINATIONAL DE BOLIVIE:

POUR
LA RÉPUBLIQUE FÉDÉRATIVE
DU BRÉSIL:

POUR
LA RÉPUBLIQUE
DE BOSNIE ET HERZÉGOVINE:

POUR
BRUNEI DARUSSALAM:

POUR
LA RÉPUBLIQUE DU BOTSWANA:

POUR
LA RÉPUBLIQUE DE BULGARIE:



Jeneta Rogova

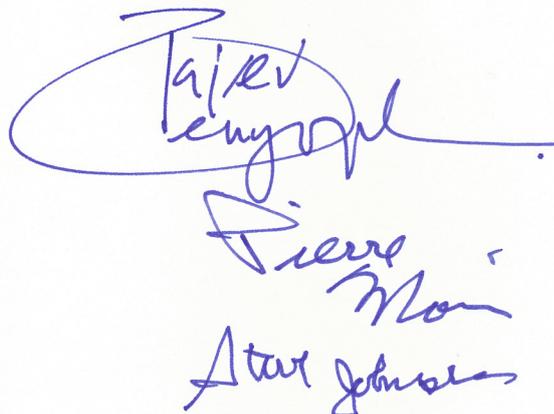
POUR
LE BURKINA FASO:



POUR
LA RÉPUBLIQUE DU CAMEROUN:

POUR
LA RÉPUBLIQUE DU BURUNDI:

POUR
LE CANADA:



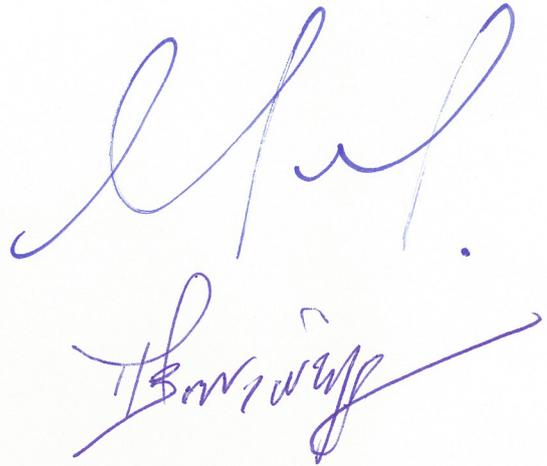
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POUR
LA RÉPUBLIQUE DU CAP-VERT:



POUR
LA RÉPUBLIQUE CENTRAFRICAINE:

POUR
LA RÉPUBLIQUE DE CHYPRE:

A handwritten signature in blue ink, consisting of a large, stylized initial 'M' followed by a surname that appears to be 'Hovakimian'.

POUR
LE CHILI:

POUR
LA RÉPUBLIQUE DE COLOMBIE:

A handwritten signature in blue ink, consisting of a large, stylized initial 'M' followed by a surname that appears to be 'Hovakimian'.

POUR
LA RÉPUBLIQUE POPULAIRE DE CHINE:

POUR
L'UNION DES COMORES:

A handwritten signature in black ink, consisting of a large, stylized initial 'M' followed by a surname that appears to be 'Hovakimian'.

POUR
LA RÉPUBLIQUE DU CONGO:

POUR
LA RÉPUBLIQUE DE CÔTE D'IVOIRE:

POUR
LA RÉPUBLIQUE DE CORÉE:

POUR
LA RÉPUBLIQUE DE CROATIE:

POUR
LA RÉPUBLIQUE DE COSTA-RICA:

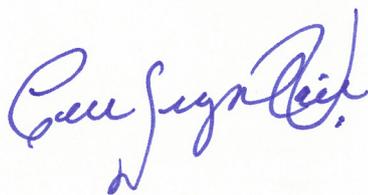
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LA RÉPUBLIQUE DE CUBA:

POUR
LE ROYAUME DE DANEMARK:



POUR
LA RÉPUBLIQUE DE DJIBOUTI:

POUR
LA RÉPUBLIQUE DOMINICAINE:



POUR
LE COMMONWEALTH
DE LA DOMINIQUE:

POUR
LA RÉPUBLIQUE ARABE D'ÉGYPTE:



POUR
LA RÉPUBLIQUE DE EL SALVADOR:

POUR
LES ÉMIRATS ARABES UNIS:



POUR
LA RÉPUBLIQUE DE L'ÉQUATEUR:



POUR
L'ÉRYTHRÉE:

POUR
L'ESPAGNE:



POUR
LA RÉPUBLIQUE D'ESTONIE:

POUR
LE ROYAUME D'ESWATINI:

POUR
L'ÉTHIOPIE:

POUR
LA RÉPUBLIQUE FRANÇAISE:

*Ad Referendum
et sous réserve de ratification
ou d'approbation*


6-IX-18

POUR
FIDJI:

POUR
LA RÉPUBLIQUE GABONAISE:

POUR
LA RÉPUBLIQUE DE FINLANDE:

POUR
LA GAMBIE:

POUR
LA RÉPUBLIQUE DE GÉORGIE:

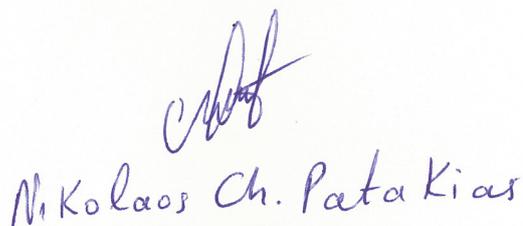
POUR
LES TERRITOIRES D'OUTRE-MER
DONT LES RELATIONS INTERNATIONALES
SONT ASSURÉES PAR LE
GOUVERNEMENT DU ROYAUME-UNI
DE GRANDE-BRETAGNE
ET D'IRLANDE DU NORD:



Chris Powell

POUR
LA RÉPUBLIQUE DU GHANA:

POUR
LA GRÈCE:



Nikolaos Ch. Patakiar

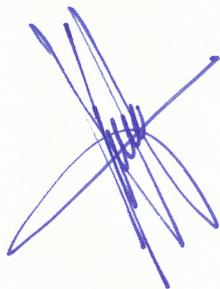
POUR
LE ROYAUME-UNI
DE GRANDE-BRETAGNE ET
D'IRLANDE DU NORD,
ÎLES DE LA MANCHE ET ÎLE DE MAN:

POUR
LA GRENADÉ:



Chris Powell

POUR
LA RÉPUBLIQUE DU GUATÉMALA:



POUR
LA RÉPUBLIQUE DE GUINÉE:

POUR
LA RÉPUBLIQUE DE GUINÉE-BISSAU:

POUR
LA RÉPUBLIQUE
DE GUINÉE ÉQUATORIALE:



POUR
LA GUYANE:



POUR
LA RÉPUBLIQUE D'HAÏTI:

POUR
LA RÉPUBLIQUE DU HONDURAS:

POUR
LA RÉPUBLIQUE D'INDONÉSIE:



IMAM SANTOSO

POUR
LA HONGRIE:

POUR
LA RÉPUBLIQUE ISLAMIQUE D'IRAN:



HOSSEIN NEMATI



POUR
L'INDE:

POUR
LA RÉPUBLIQUE D'IRAQ:



(Ananta Narayan Narasimha)



(Padmagandha Mishra)

POUR
L'IRLANDE:

POUR
L'ITALIE:

Steno Luzzati
Sincero Salvo

POUR
LA RÉPUBLIQUE D'ISLANDE:

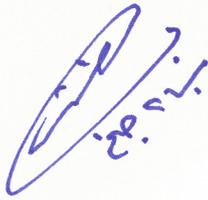
POUR
LA JAMAÏQUE:

POUR
ISRAËL:

POUR
LE JAPON:

N. Henig

POUR
LE ROYAUME HACHÉMITE
DE JORDANIE:



POUR
LA RÉPUBLIQUE DU KAZAKHSTAN:



POUR
LA RÉPUBLIQUE DE KENYA:

POUR
LA RÉPUBLIQUE DU KIRGHIZISTAN:

POUR
LA RÉPUBLIQUE DE KIRIBATI:

POUR
LE KUWAIT:

POUR
LA RÉPUBLIQUE DÉMOCRATIQUE
POPULAIRE LAO:

POUR
L'EX-RÉPUBLIQUE YOUGOSLAVE
DE MACÉDOINE:

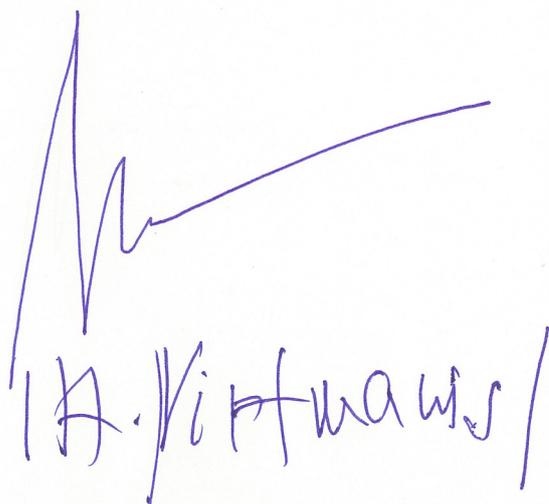
POUR
LE ROYAUME DU LESOTHO:

POUR
LA RÉPUBLIQUE LIBANAISE:



POUR
LA RÉPUBLIQUE DE LETTONIE:

POUR
LA RÉPUBLIQUE DE LIBÉRIA:



POUR
L'ÉTAT DE LIBYE:

POUR
LE LUXEMBOURG:

POUR
LA PRINCIPAUTÉ DE LIECHTENSTEIN:

POUR
LA RÉPUBLIQUE DE MADAGASCAR:

POUR
LA RÉPUBLIQUE DE LITUANIE:

POUR
LA MALAISIE:


06 SEPT 2013

POUR
LE MALAWI:

A handwritten signature in black ink, appearing to be 'Dausi' with a large, stylized initial 'D' circled.

POUR
MALTE:

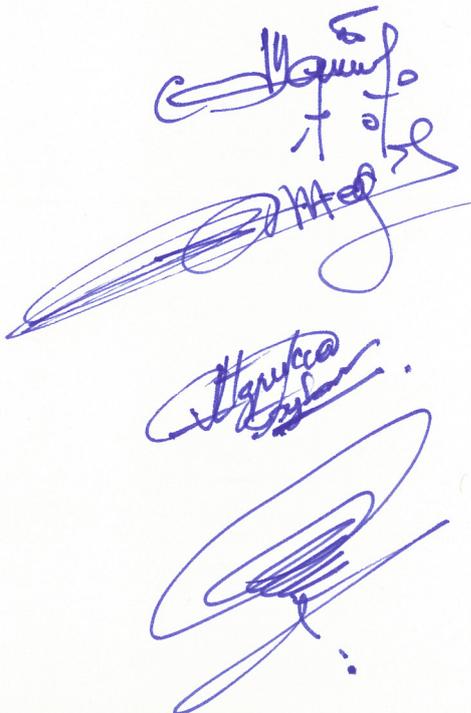
POUR
LA RÉPUBLIQUE DES MALDIVES:

A handwritten signature in blue ink, appearing to be 'Muyal'.

POUR
LE ROYAUME DU MAROC:

Four handwritten signatures in blue ink for Morocco, arranged in two pairs. The top pair consists of a stylized signature and a signature that appears to be 'M. K. M. M.'. The bottom pair consists of a signature that appears to be 'M. J. M.' and another signature that appears to be 'M. K. M. M.'.

POUR
LA RÉPUBLIQUE DU MALI:

Four handwritten signatures in blue ink for Mali, arranged vertically. The top signature appears to be 'M. K. M. M.', the second is a stylized signature, the third is 'M. K. M. M.', and the bottom is a stylized signature.

POUR
MAURICE:

POUR
LA RÉPUBLIQUE ISLAMIQUE
DE MAURITANIE:

POUR
LA PRINCIPAUTÉ DE MONACO:



POUR
LES ÉTATS-UNIS DU MEXIQUE:

POUR
LA MONGOLIE:

POUR
LA RÉPUBLIQUE DE MOLDOVA:

POUR
LE MONTÉNÉGRO:

POUR
LA RÉPUBLIQUE POPULAIRE
DU MOZAMBIQUE:

POUR
LA RÉPUBLIQUE DE NAURU:

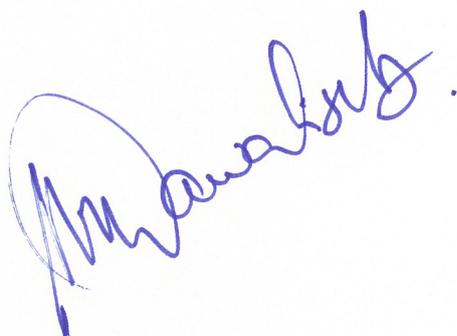
POUR
L'UNION DE MYANMAR:

POUR
LA RÉPUBLIQUE FÉDÉRALE
DÉMOCRATIQUE DU NÉPAL:



POUR
LA RÉPUBLIQUE DE NAMIBIE:

POUR
LA RÉPUBLIQUE DU NICARAGUA:



POUR
LA RÉPUBLIQUE DU NIGER:

POUR
LA NOUVELLE-ZÉLANDE:

Murphy
Muki
Steve Burt

POUR
LA RÉPUBLIQUE FÉDÉRALE
DU NIGÉRIA:

POUR
LE SULTANAT D'OMAN:

~~*BA*~~
7/9/18

رأب

POUR
LA NORVÈGE:

POUR
LA RÉPUBLIQUE DE L'UGANDA:

Fruy Campbell
Cathrine Grimsid

Hatyan

POUR
LA RÉPUBLIQUE D'OUZBÉKISTAN:

POUR
LA PAPOUASIE – NOUVELLE-GUINÉE:

POUR
LA RÉPUBLIQUE ISLAMIQUE
DU PAKISTAN:

POUR
LA RÉPUBLIQUE DE PARAGUAY:



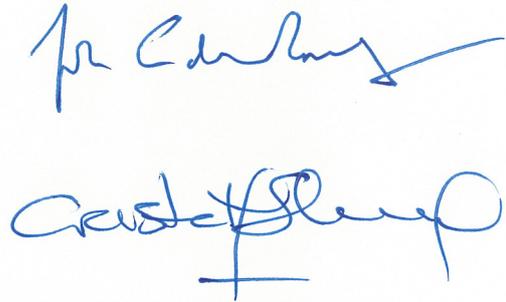
POUR
LA RÉPUBLIQUE DE PANAMA:

POUR
LES PAYS-BAS
- CARAÏBES NÉERLANDAISES
(MUNICIPALITÉS DE BONAIRE, SABA
ET S. EUSTATIUS):



POUR
LA RÉPUBLIQUE DU PÉROU:

POUR
LE PORTUGAL:



Two handwritten signatures in blue ink, one above the other, representing the signatories for Portugal.

POUR
LA RÉPUBLIQUE DES PHILIPPINES:

POUR
L'ÉTAT DE QATAR:

POUR
LA POLOGNE:



A handwritten signature in blue ink, representing the signatory for Poland.

POUR
LA RÉPUBLIQUE DÉMOCRATIQUE
DU CONGO:

POUR
LA RÉPUBLIQUE POPULAIRE
DÉMOCRATIQUE DE CORÉE:

POUR
LA RÉPUBLIQUE DU RWANDA:

POUR
LA ROUMANIE:



POUR
SAINT-CHRISTOPHE
(SAINT-KITTS)-ET-NEVIS:

POUR
LA FÉDÉRATION DE RUSSIE:



POUR
SAINTE-LUCIE:

POUR
LA RÉPUBLIQUE DE SAINT-MARIN:

Laura Lefferacci
Roberta Santoni

POUR
SAINT-VINCENT-ET-GRENADINES:

POUR
LES ÎLES SALOMON:

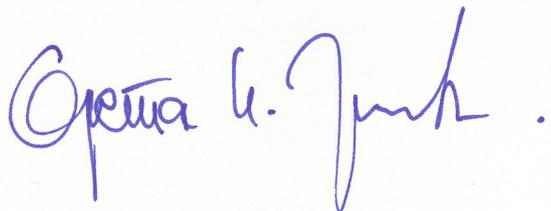
POUR
L'ÉTAT INDÉPENDANT DE SAMOA:

POUR
LA RÉPUBLIQUE DÉMOCRATIQUE
DE SAO TOMÉ-ET-PRINCIPE:

POUR
LA RÉPUBLIQUE DU SÉNÉGAL:

SIRÉ DIA
Alief

POUR
LA RÉPUBLIQUE DE SERBIE:



POUR
LA RÉPUBLIQUE DES SEYCHELLES:

POUR
LA RÉPUBLIQUE DE SIERRA LEONE:

POUR
LA RÉPUBLIQUE DE SINGAPOUR:



POUR
LA RÉPUBLIQUE SLOVAQUE:

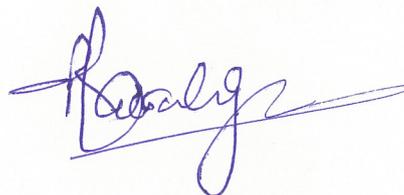


POUR
LA RÉPUBLIQUE DE SLOVÉNIE:



POUR
LE GOUVERNEMENT FÉDÉRAL DE
TRANSITION DE
LA RÉPUBLIQUE
DE SOMALIE:

POUR
LA RÉPUBLIQUE SOCIALISTE
DÉMOCRATIQUE DE SRI LANKA:

A handwritten signature in blue ink, appearing to be 'R. G. Jayawardene', written over a horizontal line.

Pour
LA RÉPUBLIQUE DU SOUDAN:

POUR
LA SUÈDE:

POUR
LE SOUDAN DU SUD:

POUR
LA CONFÉDÉRATION SUISSE:

POUR
LA RÉPUBLIQUE DU SURINAME:

POUR
LA RÉPUBLIQUE UNIE DE TANZANIE:

Caroline Kanuti

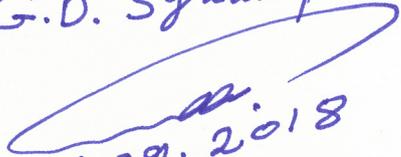

07/09/2018



POUR
LA RÉPUBLIQUE ARABE SYRIENNE:

POUR
LA RÉPUBLIQUE DU TCHAD:

Dr. Eng: Bader Ahmad
G.O. Syrian post


06-09-2018

NASSER ALDADA



POUR
LA RÉPUBLIQUE DU TADJIKISTAN:

POUR
LA RÉPUBLIQUE TCHÈQUE:



POUR
LA THAÏLANDE:

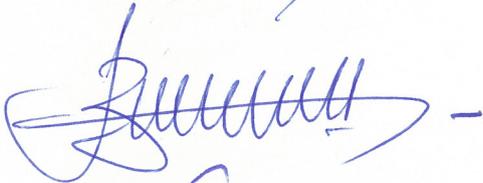
POUR
LE ROYAUME DES TONGA:

POUR
LA RÉPUBLIQUE DÉMOCRATIQUE
DU TIMOR-LESTE:

POUR
LA RÉPUBLIQUE
DE TRINITÉ-ET-TOBAGO:

POUR
LA RÉPUBLIQUE TOGOLAISE:

POUR
LA RÉPUBLIQUE TUNISIENNE:



80 



POUR
LE TURKMÉNISTAN:

POUR
L'UKRAINE:



POUR
LA RÉPUBLIQUE DE TURQUIE:

POUR
LA RÉPUBLIQUE ORIENTALE
DE L'URUGUAY:



POUR
TUVALU:

POUR
LA RÉPUBLIQUE DE VANUATU:

POUR
L'ÉTAT DE LA CITÉ DU VATICAN:

Rép. Atilio Riva

Salvatore Berth

POUR
LA RÉPUBLIQUE BOLIVARIENNE DU
VENEZUELA:

POUR
LA RÉPUBLIQUE SOCIALISTE
DU VIET NAM:



NGUYỄN MINH HỒNG

POUR
LA RÉPUBLIQUE DU YÉMEN:

POUR
LA RÉPUBLIQUE DE ZAMBIE:

POUR
LA RÉPUBLIQUE DE ZIMBABWE:

Declarations made on signature of the Acts

I. On behalf of the Republic of Turkey

The delegation of the Republic of Turkey makes the following statement in connection with the participation of the delegation of the Greek Cypriot Administration of Southern Cyprus in the second Extraordinary Congress of the Universal Postal Union purportedly on behalf of “the Republic of Cyprus”.

There is no single authority, in law or in fact, that is competent to represent jointly the Turkish Cypriots and the Greek Cypriots and, consequently, Cyprus as a whole. Turkey regards the Greek Cypriot authorities as exercising authority, control and jurisdiction only in the territory south of the buffer zone, as is currently the case, and as not representing the Turkish Cypriot people, and will treat the acts performed by them accordingly.

In view of the above, Turkey declares that its presence and participation in the work of the Universal Postal Union, its signature of the Final Acts, and its approval of the Istanbul World Postal Strategy do not amount to any form of recognition of the Greek Cypriot Administration’s pretension to represent the so-called “Republic of Cyprus”, or imply any obligations on the part of Turkey to enter into any dealing with the so-called “Republic of Cyprus” within the framework of Universal Postal Union activities.

(Congress–Doc 11.Add 1)

II. On behalf of the Argentine Republic

The Argentine Republic recalls the reservation it made upon ratifying the Constitution of the Universal Postal Union signed in Vienna, Austria, on 10 July 1964, and reaffirms its sovereignty over the Malvinas Islands, South Georgia and the South Sandwich Islands, and Argentine Antarctica, which are an integral part of its national territory.

It also recalls that, with regard to the question of the Malvinas Islands, the United Nations General Assembly has adopted resolutions 2065 (XX), 3160 (XXVIII), 31/49, 37/9, 38/12, 39/6, 40/21, 41/40, 42/19 and 43/25, recognizing the existence of a sovereignty dispute and calling upon the Governments of the Argentine Republic and the United Kingdom of Great Britain and Northern Ireland to resume negotiations in order to resolve this dispute.

The Argentine Republic also highlights that the United Nations Special Committee on Decolonization has repeatedly adopted resolutions to the same effect, the most recent being the resolution adopted on 21 June 2018, and that the General Assembly of the Organization of American States adopted on 5 June 2018 a new declaration on the question in similar terms.

(Congress–Doc 11.Add 2)

III. On behalf of the Socialist Republic of Viet Nam

The delegation of the Socialist Republic of Viet Nam declares that:

Viet Nam reserves its right to take any action or measures, if necessary, to safeguard national rights and interests should any other UPU member countries in any way fail to comply with the provisions of the UPU Acts or should declarations or reservations by other UPU member countries jeopardize the sovereignty, rights, interests and postal services of the Socialist Republic of Viet Nam.

Viet Nam reserves the right of its Government to make reservations, if necessary, upon ratification/approval of the UPU Acts.

(Congress–Doc 11.Add 3)

IV. On behalf of the Republic of Cyprus

The delegation of the Republic of Cyprus to the second Extraordinary Congress of the Universal Postal Union reiterates the declaration it made at previous UPU Congresses, and rejects unreservedly the declaration and reservation made by the Republic of Turkey on 3 September 2018 (Congress–Doc 11.Add 1) at the second Extraordinary Congress in Addis Ababa in connection with the participation, rights and status of the Republic of Cyprus as a member of the UPU.

The Turkish positions are totally inconsistent with the relevant provisions of international law and the specific provisions of the mandatory UN Security Council resolutions on Cyprus. It should be noted that, in its resolutions 541(1983) and 550(1984), inter alia, the UN Security Council condemned the purported secession of part of the Republic of Cyprus, regarded its “unilateral declaration of independence” as “legally invalid” and called for its withdrawal. It also called on all states not to recognize any Cypriot state other than the Republic of Cyprus and “not to facilitate or in any way assist the aforesaid secessionist entity”. Lastly, it called on all states to respect the sovereignty, independence, territorial integrity and unity of the Republic of Cyprus.

The Republic of Cyprus has been a member state of the United Nations since its independence in 1960, and a member state of the European Union from 1 May 2004. It has also been a member of the Universal Postal Union since November 1961 and, in this capacity, participates in all of the organization’s activities. The Government of the Republic of Cyprus is the internationally recognized government in Cyprus, with the competence and authority to represent the state, notwithstanding the de facto division of the island as a result of the 1974 Turkish invasion.

Since 1 May 2004, the Republic of Cyprus has been a full member of the European Union, underscoring the fact that there is only one state in Cyprus. In recognizing the problems caused by the occupation of part of its territory in implementing Community laws, Protocol 10 to the Act of Accession of the Republic of Cyprus to the European Union provides that implementation of the *acquis communautaire* shall be suspended in the area of the Republic of Cyprus over which its government exercises no effective control.

In view of the above, the declaration and reservation made by the Republic of Turkey contravene both the letter and spirit of the UPU Constitution, Convention and Agreements. The delegation of the Republic of Cyprus therefore considers any such declaration or reservation to be illegal and null and void, and reserves its rights accordingly.

(Congress–Doc 11.Add 4)

V. *On behalf of Canada*

On signing the Final Acts of the second Extraordinary Congress of the Universal Postal Union (Addis Ababa, 2018), Canada declares that it will apply the Acts and other decisions adopted by this Congress in a manner consistent with all applicable laws and those international agreements to which it is a signatory party.

(Congress–Doc 11.Add 5)

VI. *On behalf of the Syrian Arab Republic*

The Syrian Arab Republic reiterates the declaration in the 25th Congress Acts and declares that the signature of the Acts of the Universal Postal Union (second Extraordinary Congress), and any subsequent ratification of those Acts by its Government, shall not be valid vis-à-vis the member inscribed under the name of Israel, and shall in no way imply recognition of that member.

(Congress–Doc 11.Add 6)

VII. *On behalf of New Zealand*

New Zealand will apply the Acts and other decisions adopted by this Congress only insofar as they are consistent with its other international rights and obligations and, in particular, with the General Agreement on Trade in Services of the World Trade Organization.

(Congress–Doc 11.Add 7)

VIII. *On behalf of the Republic of Iceland, the Principality of Liechtenstein and the Kingdom of Norway*

The delegations of the Republic of Iceland, the Principality of Liechtenstein and the Kingdom of Norway declare that their countries will apply the Acts adopted by this Congress in accordance with obligations pursuant to the agreement establishing the European Economic Area and the General Agreement on Trade in Services of the World Trade Organization.

(Congress–Doc 11.Add 8)

IX. *On behalf of the Republic of Austria, the Kingdom of Belgium, the Republic of Bulgaria, the Republic of Croatia, the Republic of Cyprus, the Czech Republic, the Kingdom of Denmark, the Republic of Estonia, the Republic of Finland, the French Republic, the Federal Republic of Germany, the Hellenic Republic, the Republic of Hungary, the Republic of Ireland, the Italian Republic, the Republic of Latvia, the Republic of Lithuania, the Grand Duchy of Luxembourg, the Republic of Malta, the Kingdom of the Netherlands, the Republic of Poland, the Portuguese Republic, Romania, the Slovak Republic, the Republic of Slovenia, the Kingdom of Spain, the Kingdom of Sweden, and the United Kingdom of Great Britain and Northern Ireland*

The delegations of the member countries of the European Union declare that their countries will apply the Acts adopted by this Congress in accordance with their obligations pursuant to the Treaty on European Union, the Treaty on the Functioning of the European Union, and the General Agreement on Trade in Services of the World Trade Organization.

(Congress–Doc 11.Add 9)

X. *On behalf of Australia*

Australia will apply the Acts and other decisions adopted by this Congress only insofar as they are consistent with its other international rights and obligations and, in particular, with the General Agreement on Trade in Services of the World Trade Organization.

(Congress–Doc 11.Add 10)

XI. *On behalf of Israel*

The delegation of Israel to the second Extraordinary Congress of the Universal Postal Union supports the declaration presented by the Chair of Congress in regard to the signature of the Acts that:

“Certain member countries issue unilateral declarations as a means of reacting to a given political situation or setting forth their relations with another member country. These declarations do not refer to the application of a provision of the Acts; they arise from political considerations external to the UPU. As such, they are not subject to any particular procedure and may be presented at any time during the second Extraordinary Congress to the Plenary Secretariat.”

The delegation of Israel reiterates the declarations and reservations that it has made at previous UPU Congresses, and rejects unreservedly any declaration or reservation made by any other member of the Union at this second Extraordinary Congress (Addis Ababa) the intention of which is to disregard Israel's rights and status as a member of the UPU. Furthermore, any such declaration or reservation is in contravention of both the letter and spirit of the UPU Constitution, Convention and Agreements.

The delegation of Israel accordingly considers any such declaration or reservation to be illegal and void, and reserves its rights accordingly.

The Government of the State of Israel states its position that the interpretation and application of any resolution or statement by all concerned must be in accordance with and subject to any existing or future bilateral agreements or arrangements. Furthermore, Israel shall interpret and apply any resolution or statement in accordance with applicable Israeli law.

(Congress–Doc 11.Add 11)

XII. *On behalf of the Republic of Azerbaijan*

The Republic of Azerbaijan is one of the fully authorized members of the Universal Postal Union and is entitled to deliver postal services on the internationally recognized territory of the country pursuant to the Universal Postal Convention and other international legal documents. However, 20 percent of the internationally recognized territory of Azerbaijan, including the Nagorno-Karabakh region and seven surrounding administrative regions, is under the occupation of Armenia and therefore facing obstacles with respect to the delivery of postal services.

Resolution Nos. 822 (30 April 1993), 853 (29 June 1993), 874 (14 October 1993) and 884 (12 November 1993) of the Security Council of the United Nations, as well as decisions and resolutions of other international organizations on the immediate, full and unconditional release of the occupied territories of Azerbaijan from Armenian invaders, have remained unfulfilled.

The occupation has resulted in extensive damage to the country's economy, including the postal sector. The working group established in order to assess the losses and damages incurred by the Republic of Azerbaijan is carrying out the evaluations.

It is impossible to comply with article 6 of the Universal Postal Convention concerning the circulation of postage stamps on the territories of the Republic of Azerbaijan occupied by the Republic of Armenia. The issuance of postage stamps on behalf of the so-called “Nagorno Karabakh Republic” and the implementation of illegal postal operations by the illegal regime are still carried out in the occupied territories by Armenia, in contravention of the above-mentioned article of the Universal Postal Convention.

Considering the above, the Republic of Azerbaijan declares once again that, according to the relevant rules of the Universal Postal Union, the Government of the Republic of Azerbaijan is the only legitimate structure entitled to issue and put into circulation postage stamps, as well as implement postal operations, on all territories of Azerbaijan recognized at international level, including on the occupied territories. No postal operations can be carried out on the occupied territories without the authorization of the Government of the Republic of Azerbaijan. These operations have no legal force and contravene the national legislation of the Azerbaijan Republic, as well as the international legal norms that exist in this field.

We regret to inform that it will be impossible to comply with the provisions of the Universal Postal Convention and its Final Protocol until the territories occupied by the Republic of Armenia are released and the consequences of the occupation are eliminated.

The Republic of Azerbaijan reserves the right not to apply the rights and obligations arising from the Universal Postal Convention and its Final Protocol in regard to the Republic of Armenia.

(Congress–Doc 11.Add 12)

Rules of Procedure of Congresses

Rules of Procedure of Congresses

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Rules of Procedure of Congresses

Article 1

General provisions

1 The present Rules of Procedure (hereinafter referred to as “the Rules”) have been drawn up pursuant to the Acts of the Union and are subordinate to them. In the event of a discrepancy between one of their provisions and a provision of the Acts, the latter shall prevail.

Article 2

Delegations

1 The term “delegation” shall denote the person or body of persons designated by a member country to take part in a Congress. The delegation shall consist of a Head of delegation and, if appropriate, his deputy, one or more delegates and, possibly, one or more attached officials (including experts, secretaries, etc.).

2 Heads of delegation, their deputies, and delegates shall be representatives of member countries within the meaning of article 14.2 of the Constitution if in possession of credentials which comply with the conditions laid down in article 3 of these Rules.

3 Attached officials shall be admitted to meetings, and shall have the right to participate in the proceedings, but they shall not normally have the right to vote. However, they may be authorized by the Head of their delegation to vote on behalf of their country at Committee meetings. Such authorizations shall be handed, in writing, to the Chairman of the Committee concerned, before the beginning of the meeting.

Article 3

Delegates’ credentials

1 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 provided in original form and preferably in one of the working languages of the International Bureau. Credentials provided in a language other than one of the working languages of the International Bureau (and for which no Union translation service exists) shall be accompanied by an English or French translation, as well as a statement confirming that the translation correctly reflects the content of the original document.** The credentials of delegates entitled to sign the Acts (plenipotentiaries) shall specify the scope of such signature (signature subject to ratification or approval, signature ad referendum, definitive signature). In the absence of such specific information, the signature shall be regarded as being subject to ratification or approval. Credentials authorizing the holder to sign the Acts shall implicitly include the right to speak and to vote. Delegates on whom the relevant authorities have conferred full powers without specifying their scope shall be authorized to speak, to vote and to sign the Acts unless the wording of the credentials is explicitly to the contrary. Credentials authorizing the holder to participate on behalf of the country concerned or represent the latter shall implicitly include the right to speak and to vote only.

2 Credentials shall be deposited at the opening of Congress with the authority designated for that purpose.

3 Delegates who are not in possession of credentials or who have not deposited their credentials may, provided their names have been communicated by their Government to the International Bureau, take part in the debates and vote from the moment they participate in the work of Congress. The same shall apply to those whose credentials are found to be not in order. Such delegates shall cease to be empowered to vote from the time Congress approves the last report of the Credentials Committee establishing that their credentials have not been received or are not in order until such time as the position is regularized. The last report shall be approved by Congress before any elections other than that of the Chairman of Congress and before approval of the draft Acts.

4 The credentials of a member country which arranges for the delegation of another member country to represent it at Congress (proxy) shall be in the same form as those mentioned in paragraph 1.

5 Credentials and proxies sent by telegram shall not be admissible. However, telegrams sent in reply to requests for information relating to credentials shall be accepted.

6 A delegation which, after it has deposited its credentials, is prevented from attending one or more meetings, may arrange to be represented by the delegation of another member country, provided that notice in writing is given to the Chairman of the meeting concerned. However, a delegation may represent only a single country other than its own.

7 The delegates of member countries which are not parties to an Agreement may take part in the debates of Congress concerning that Agreement, without the right to vote.

Article 4

Order of seating

1 At Congress and Committee meetings, delegations shall be seated in the French alphabetical order of the member countries represented.

2 The Chairman of the Council of Administration shall draw lots, in due course, for the name of the country to be placed foremost before the rostrum at Congress and Committee meetings.

Article 5

Observers and ad hoc observers

1 The observers referred to in article 105.1 of the General Regulations shall be invited to participate in the plenary sessions and Committee meetings of Congress.

2 The ad hoc observers referred to in article 105.2 of the General Regulations may be invited to attend specific meetings of Congress and its committees when it is in the interest of the Union or the work of Congress.

3 The observers and ad hoc observers shall not be entitled to vote, but may take the floor with the permission of the Chairman of the meeting.

4 In exceptional circumstances, the right of observers and ad hoc observers to participate in certain meetings, or parts of meetings, may be restricted if the confidentiality of the subject dealt with so requires. They shall be so informed as quickly as possible. This restriction may be decided on a case-by-case basis by any body concerned or its Chairman. Such decisions shall be reviewed by the Bureau of Congress, which shall have the authority to confirm or reverse such decisions by a simple majority vote.

Article 6

Chairmanships and vice-chairmanships of Congress and Committees

1 At its first plenary meeting, Congress shall elect, on the proposal of the host member country of the Congress, the Chairman of Congress and then approve, on the proposal of the Council of Administration, the appointment of the member countries which are to assume the vice-chairmanships of Congress and the chairmanships and vice-chairmanships of the Committees. These posts will be assigned taking as much account as possible of the equitable geographical distribution of the member countries.

2 The Chairmen shall open and close the meetings over which they preside, direct the debates, give speakers the floor, put proposals to the vote and announce what majority is required for their adoption, announce decisions and, subject to the approval of Congress, interpret such decisions if necessary.

3 The Chairmen shall see that the present Rules are observed and that order is maintained at meetings.

4 Any delegation may appeal to Congress or the Committee against a decision taken by the Chairman on the basis of a provision or interpretation of the Rules. The Chairman's decision shall nevertheless hold good unless rescinded by a majority of the members present and voting.

5 Should the member country appointed to the chairmanship be no longer able to exercise this function, one of the Vice-Chairmen shall be appointed by Congress or the Committee to replace it.

Article 7

Bureau of Congress

1 The Bureau shall be the central body responsible for directing the work of Congress. It shall consist of the Chairman and Vice-Chairmen of Congress and the Chairmen of the Committees. It shall meet periodically to review the progress of the work of Congress and its Committees and to make recommendations designed to facilitate such progress. It shall assist the Chairman in drawing up the agenda of each plenary meeting and in coordinating the work of the Committees. It shall make recommendations relating to the closing of Congress.

2 The Secretary General of Congress and the Assistant Secretary General, mentioned in article 10.1, shall attend the meetings of the Bureau.

Article 8

Membership of Committees

1 The member countries represented in Congress shall, as of right, be members of the Committees responsible for studying proposals relating to the Constitution, the General Regulations and the Convention.

2 Member countries represented in Congress which are parties to one or more of the optional Agreements shall, as of right, be members of the Committee and/or Committees responsible for the revision of these Agreements. The right to vote of members of the Committee or Committees shall be confined to the Agreement or Agreements to which they are parties.

3 Delegations which are not members of Committees dealing with the Agreements may attend meetings of those Committees and take part in the debates without the right to vote.

Article 9

Working parties

1 Congress and each Committee may set up working parties to study special questions.

Article 10

Secretariat of Congress and of Committees

1 The Director General and the Deputy Director General of the International Bureau shall act as Secretary General and Assistant Secretary General of Congress, respectively.

2 The Secretary General and the Assistant Secretary General shall attend the meetings of Congress and of the Bureau of Congress and take part in the debates without the right to vote. They may also attend, under the same conditions, Committee meetings or be represented thereat by a senior official of the International Bureau.

3 The work of the Secretariat of Congress, the Bureau of Congress and the Committees shall be performed by the staff of the International Bureau in conjunction with the host member country.

4 Senior officials of the International Bureau shall act as Secretaries of Congress, of the Bureau of Congress and of the Committees. They shall assist the Chairman during meetings and shall be responsible for writing the reports.

5 The Secretaries of Congress and of the Committees shall be assisted by Assistant Secretaries.

Article 11

Languages of debates

1 Subject to paragraph 2, French, English, Spanish and Russian may be used for debates, by means of a system of simultaneous or consecutive interpretation.

2 The debates of the Drafting Committee shall be held in French.

3 Other languages may also be used for the debates mentioned in paragraph 1. The language of the host country shall have priority in this connection. Delegations using other languages shall arrange for simultaneous interpretation into one of the languages mentioned in paragraph 1, either by means of the simultaneous interpretation system, when the necessary technical alterations can be made, or by special interpreters.

4 The cost of installing and maintaining the technical equipment shall be borne by the Union.

5 The cost of the interpretation services shall be divided among the member countries using the same language in proportion to their contributions to the expenses of the Union.

Article 12

Languages used for drafting Congress documents

1 Documents prepared during Congress including draft decisions submitted to Congress for approval shall be published in French by the Secretariat of Congress.

2 To this end, documents produced by delegations of member countries shall be submitted in French, either direct or through the intermediary of the translation services attached to the Congress Secretariat.

3 The above services, organized at their own expense by the language groups set up in accordance with the relevant provisions of the General Regulations, may also translate Congress documents into their respective languages.

Article 13
Proposals

- 1 All questions brought before Congress shall be the subject of proposals.
- 2 All proposals published by the International Bureau before Congress shall be regarded as being submitted to Congress.
- 3 Two months before Congress opens, no proposal shall be considered except those amending earlier proposals.
- 4 In the specific case of proposals from the Council of Administration or Postal Operations Council, amendments shall be received by the International Bureau at least two months before the opening of Congress. Beyond this point, member countries may present their amendments at sessions.
- 5 The following shall be regarded as amendments: any proposal which, without altering the substance of the original proposal, involves a deletion from, addition to or revision of a part of the original proposal. No proposed change shall be regarded as an amendment if it is inconsistent with the meaning or intent of the original proposal. In case of doubt, Congress or the Committee shall decide the matter.
- 6 Amendments submitted at Congress to proposals already made shall be handed in to the Secretariat in writing, in French, before noon on the day but one before the day on which they will be discussed, so that they can be distributed to delegates the same day. This time limit shall not apply to amendments arising directly from the debates in Congress or in a Committee. In the latter case, if so requested, the author of the amendment shall submit a written version in French, or in case of difficulty, in any other language used for debates. The Chairman concerned shall read it out or have it read out.
- 7 The procedure laid down in paragraph 5 shall also apply to the submission of proposals that are not designed to amend the text of the Acts (draft resolutions, draft recommendations, draft formal opinions, etc.) where these proposals result from the work of Congress.
- 8 Any proposal or amendment shall give the final form of the text which is to be inserted in the Acts of the Union, subject, of course to revision by the Drafting Committee.

Article 14
Consideration of proposals in Congress and in Committees

- 1 Drafting proposals (the number of which shall be followed by the letter R) shall be assigned to the Drafting Committee either direct, if the International Bureau has no doubt as to their nature (a list of such proposals shall be drawn up for the Drafting Committee by the International Bureau), or, if the International Bureau is in doubt as to their nature, after the other Committees have confirmed that they are purely of a drafting nature (a list of such proposals shall likewise be drawn up for the Committees concerned). If, however, such proposals are linked with other proposals of substance to be considered by Congress or by other Committees, the Drafting Committee shall postpone consideration of them until after Congress or the other Committees have taken a decision on the corresponding proposals of substance. Proposals whose numbers are not followed by the letter R but which, in the opinion of the International Bureau, are of a drafting nature, shall be referred direct to the Committees concerned with the corresponding proposals of substance. When these Committees begin work, they shall decide which of the proposals shall be assigned direct to the Drafting Committee. A list of these proposals shall be drawn up by the International Bureau for the Committees concerned.
- 2 If the same question is the subject of several proposals, the Chairman shall decide the order in which they are to be discussed, starting as a rule with the proposal which departs most from the basic text and entails the most significant change in relation to the status quo.
- 3 If a proposal can be subdivided into several parts, each part may, if the originator of the proposal or the assembly so agrees, be considered and voted upon separately.

4 Any proposal withdrawn in Congress or in Committee by its originator may be resubmitted by the delegation of another member country. Similarly, if an amendment to a proposal is accepted by the originator of the proposal, another delegation may resubmit the original, unamended proposal.

5 Any amendment to a proposal which is accepted by the delegation submitting the proposal shall be immediately included in the text thereof. If the originator of the original proposal does not accept an amendment, the Chairman shall decide whether the amendment or the proposal shall be voted upon first, starting with whichever departs furthest from the meaning or intent of the basic text and entails the most significant change in relation to the status quo.

6 The procedure described in paragraph 5 shall also apply where more than one amendment to a proposal is submitted.

7 The Chairman of Congress and the Chairmen of Committees shall arrange for the text of the proposals, amendments or decisions adopted to be passed to the Drafting Committee, in writing, after each meeting.

Article 15

Debates

1 Delegates may not take the floor until they have been given permission to do so by the Chairman of the meeting. They shall be urged to speak slowly and distinctly. The Chairman shall afford delegates the possibility of freely and fully expressing their views on the subject discussed, so long as that is compatible with the normal course of the debate.

2 Unless a majority of the members present and voting decides otherwise, speeches shall not exceed five minutes. The Chairman shall be authorized to interrupt any speaker who exceeds the said authorized time. He may also ask the delegate not to depart from the subject.

3 During a debate, the Chairman may, with the agreement of the majority of the members present and voting, declare the list of speakers closed after reading it out. When the list is exhausted, he shall declare the debate closed, although even after the closing of the list he may grant the originator of the proposal under discussion the right to reply to any of the speeches delivered.

4 The Chairman may also, with the agreement of the majority of the members present and voting, limit the number of speeches by any one delegation on a proposal or a certain group of proposals; but the originator of the proposal shall be given the opportunity of introducing it and speaking subsequently if he asks to do so in order to make new points in reply to the speeches of other delegations, so that he may, if he wishes, be the last speaker.

5 With the agreement of the majority of the members present and voting, the Chairman may limit the number of speeches on a proposal or a certain group of proposals; but this limit may not be less than five for and five against the proposal under discussion.

Article 16

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 the Rules of Procedure;

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

The motion on a point of order shall take precedence over all questions, including the procedural motions set forth in paragraph 3.

2 The Chairman shall immediately give the desired clarifications or take the decision which he considers advisable on the subject of the motion on a point of order. In the event of an objection, the Chairman's decision shall be put to the vote forthwith.

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

3.1 the suspension of the meeting;

3.2 the closure of the meeting;

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

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

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.

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

5 When a delegation 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.

6 The delegation which 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 17

Quorum

1 Subject to paragraphs 2 and 3, the quorum necessary for the opening of the meetings and for voting shall be half the member countries represented in Congress and having the right to vote.

2 For votes on amending the Constitution and the General Regulations, the quorum required shall be two thirds of the Union member countries having the right to vote.

3 In the case of the Agreements, the quorum required for the opening of the meetings and for voting shall be half the member countries represented at Congress which are parties to the Agreement concerned and have the right to vote.

4 Delegations which are present but do not take part in a given vote, or which state that they do not wish to take part therein, shall not be considered absent for the purpose of establishing the quorums required under paragraphs 1, 2 and 3.

Article 18

Voting principle and procedure

1 Questions which cannot be settled by common consent shall be decided by vote.

2 Votes shall be taken by the traditional system or by the electronic voting system. They shall normally be taken by the electronic system when that system is available to the assembly. However, in the case of a secret ballot, the traditional system may be used if one delegation, supported by a majority of the delegations present and voting, so requests.

- 3 For the traditional system, the methods of voting shall be as follows:
 - 3.1 by show of hands. If there is doubt about the result of such a vote, the Chairman, if he so wishes or if a delegation so requests, may arrange for an immediate roll-call vote on the same question;
 - 3.2 by roll-call, at the request of a delegation or if so decided by the Chairman; the roll shall be called according to the French alphabetical order of the countries represented, beginning with the country whose name is drawn by lot by the Chairman; the result of the vote, together with a list of the countries grouped according to the way they voted, shall be included in the report of the meeting;
 - 3.3 by secret ballot, using ballot papers, if requested by two delegations; in this case, the Chairman of the meeting shall appoint three tellers, having regard to equitable geographical representation and the level of economic development of the member countries, and make the necessary arrangements for the holding of a secret ballot.
- 4 For the electronic system, the methods of voting shall be as follows:
 - 4.1 non-recorded vote: it replaces a vote by show of hands;
 - 4.2 recorded vote: it replaces a roll-call vote; however, the names of the countries shall not be called unless one delegation, supported by a majority of the delegations present and voting, so requests;
 - 4.3 secret ballot: it replaces the secret ballot by ballot papers.
- 5 Regardless of the system of voting used, the secret ballot shall take precedence over any other voting procedure.
- 6 Once the voting has begun, no delegation may interrupt it, except to raise a point of order relating to the way in which the vote is being taken.
- 7 After the vote, the Chairman may permit delegates to explain why they voted as they did.

Article 19

Conditions of approval of proposals

- 1 To be adopted, proposals involving amendments to the Acts must:
 - 1.1 in the case of the Constitution, be approved by at least two thirds of the member countries of the Union having the right to vote;
 - 1.2 in the case of the General Regulations, be approved by a majority of the member countries represented in Congress and having the right to vote;
 - 1.3 in the case of the Convention, be approved by a majority of the member countries present and voting which have the right to vote;
 - 1.4 in the case of the Agreements, be approved by a majority of the member countries present and voting which are parties to the Agreements and have the right to vote.
- 2 Procedural matters which cannot be settled by common consent shall be decided by a majority of the member countries present and voting which have the right to vote. The same shall apply to decisions not concerning changes in the Acts, unless Congress decides otherwise by a majority of the member countries present and voting which have the right to vote.
- 3 Subject to paragraph 5, "member countries present and voting" shall mean member countries which have the right to vote voting "for" or "against", abstentions being disregarded in counting the votes required to constitute a majority, and similarly blank or null and void ballot papers in the case of a secret ballot.
- 4 In the event of a tie, a proposal shall be regarded as rejected.
- 5 When the number of abstentions and blank or null and void ballot papers 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 ballot papers shall be disregarded.

Article 20

Election of the members of the Council of Administration or the Postal Operations Council

1 In order to decide between countries which have obtained the same number of votes in elections of members of the Council of Administration or the Postal Operations Council, the Chairman shall draw lots.

Article 21

Election of the Director General and the Deputy Director General of the International Bureau

1 The elections of the Director General of the International Bureau and of the Deputy Director General shall take place by secret ballot successively at one or more meetings held on the same day. The candidate who obtains a majority of the votes cast by the member countries present and voting shall be elected. As many ballots shall be held as are necessary for a candidate to obtain this majority.

2 "Member countries present and voting" shall mean member countries voting for one of the candidates whose applications have been announced in due and proper form, abstentions and blank or null and void ballot papers being ignored in counting the votes required to constitute a majority.

3 If the number of abstentions and blank or null and void ballot papers exceeds half the number of votes cast in accordance with paragraph 2, the election shall be deferred to a later meeting, at which abstentions and blank or null and void ballot papers shall no longer be taken into account.

4 The candidate who obtains the least number of votes in any one ballot shall be eliminated.

5 In the event of a tie, an additional ballot, and if necessary a second additional ballot, shall be held in an attempt to decide between the tying candidates, the vote relating only to these candidates. If the result is inconclusive, the election shall be decided by drawing lots. The lots shall be drawn by the Chairman.

6 The candidates for Director General and Deputy Director General of the International Bureau may, at their request, be represented at the counting of the votes.

Article 22

Reports

1 The reports of the plenary meetings of Congress shall record the course of the meetings, briefly summarize speeches, and mention proposals and the outcome of the debates.

2 The debates of Committee meetings shall be the subject of reports to Congress. As a general rule, Working Parties shall prepare a report for the body that set them up.

3 Each delegate, however, shall be entitled to ask for any statement made by him to be included in the reports either verbatim or in summary form, provided the French or English text is handed to the Secretariat not later than two hours after the end of the meeting.

4 Delegates shall be allowed a period of twenty-four hours, from the moment when the draft reports are distributed, in which to make their comments to the Secretariat, which, if necessary, shall act as an intermediary between the party concerned and the Chairman of the meeting in question.

5 As a general rule and subject to the provisions of paragraph 4, at the beginning of each meeting of Congress, the Chairman shall submit the report of a previous meeting for approval. The same shall apply in regard to Committee reports. The reports of the last meetings which it has not been possible to approve in Congress or in a Committee shall be approved by the respective Chairmen of the meetings. The International Bureau shall also take account of any comments received from delegates of member countries within forty days of the dispatch of the reports to them.

6 The International Bureau shall be authorized to correct in the reports of meetings of Congress and Committees any clerical errors which were not brought to light when the minutes were approved in accordance with paragraph 5.

Article 23

Appeal against decisions taken by the Committees and by Congress

1 Any delegation may appeal against a decision concerning proposals (Acts, resolutions, etc.) which have been approved or rejected in Committee. Notice of the appeal must be given to the Chairman of Congress, in writing, within 48 hours from the adjournment of the Committee meeting at which the proposal was approved or rejected. The appeal shall be considered during the next plenary meeting.

2 When a proposal has been adopted or rejected by Congress, it can be reconsidered by the same Congress only if the appeal has been supported by at least 10 delegations. Such an appeal must be approved by a two-thirds majority of the members present and voting which have the right to vote. This possibility shall be limited to proposals submitted direct to plenary meetings, it being understood that a single question cannot give rise to more than one appeal.

Article 24

Approval by Congress of draft decisions (Acts, resolutions, etc.)

1 As a general rule, each draft Act submitted by the Drafting Committee shall be studied article by article. The Chairman may, with the agreement of the majority, use a faster procedure, for instance chapter by chapter. Each Act can only be regarded as adopted after an overall favourable vote. Article 19.1, shall apply to such a vote.

2 The International Bureau shall be authorized to correct in the final Acts any clerical errors which have not come to light during the study of the draft Acts, the numbering of articles and paragraphs and references.

3 The drafts of decisions other than those amending the Acts, submitted by the Drafting Committee, shall as a general rule be considered en bloc. The provisions of paragraph 2 shall also apply to the drafts of these decisions.

Article 25

Assignment of studies to the Council of Administration and the Postal Operations Council

1 On the recommendation of its Bureau, Congress shall assign studies to the Council of Administration and the Postal Operations Council, in accordance with the respective compositions and responsibilities of these two bodies as they are set forth in articles 106, 107, 112 and 113 of the General Regulations.

Article 26

Reservations to Acts

1 Reservations must be submitted in the form of a proposal to the Secretariat in writing in one of the working languages of the International Bureau (proposals concerning the Final Protocol) as soon as possible after adoption of the proposal concerning the article to which the reservation refers.

2 To enable it to distribute proposals concerning reservations to all member countries before adoption of the Final Protocol by Congress, the Congress Secretariat shall set a deadline for the submission of reservations and notify member countries of it.

3 Reservations to the Acts of the Union submitted after the deadline set by the Secretariat shall not be considered by the Secretariat or by Congress.

Article 27

Signature of Acts

1 Acts finally approved by Congress shall be submitted to the plenipotentiaries for signature.

Article 28

Amendment of the Rules

1 Each Congress may amend the Rules of Procedure. In order to be accepted for discussion, proposals to amend the present Rules, unless submitted by a UPU body empowered to put forward proposals, shall be supported in Congress by at least 10 delegations.

2 To be adopted, proposals for amendments to the present Rules must be approved by at least two thirds of the member countries represented in Congress and having the right to vote

Decisions of the 2018 Addis Ababa Extraordinary Congress other than those amending the Acts
(resolutions, decisions, recommendations, formal opinions, etc.)

Decisions of the 2018 Addis Ababa Extraordinary Congress other than those amending the Acts (resolutions, decisions, recommendations, formal opinions, etc.)

Classification key

- 1 General affairs of the Union
 - 1.1 Political questions
 - 1.2 Postal strategy

- 2 Acts of the Union
 - 2.1 General
 - 2.2 Constitution
 - 2.3 General Regulations
 - 2.4 Convention
 - 2.4.1 Common questions applicable to the international postal service
 - 2.4.1.1 Accounts
 - 2.4.1.2 Environment
 - 2.4.1.3 Security
 - 2.4.1.4 Forms
 - 2.4.1.5 Markets and customer relations
 - 2.4.1.6 Postage stamps and philately
 - 2.4.2 Matters applicable to letter post and postal parcels
 - 2.4.2.1 Airmail
 - 2.4.2.2 Customs control
 - 2.4.2.3 Inquiries, liability and indemnity
 - 2.4.2.4 Remuneration
 - 2.4.2.5 Quality of service
 - 2.4.2.6 EMS
 - 2.4.3 Matters specific to letter post
 - 2.4.4 Matters specific to postal parcels
 - 2.5 Postal financial services

- 3 Union bodies
 - 3.1 General
 - 3.2 Congress
 - 3.3 Executive Council (EC)/Council of Administration (CA)
 - 3.4 Consultative Council for Postal Studies (CCPS)/Postal Operations Council (POC)
 - 3.5 Consultative Committee
 - 3.6 International Bureau
 - 3.6.1 Staff
 - 3.6.2 Documentation and publications

- 4 Finance

- 5 Development cooperation

- 6 External relations
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Decisions of the 2018 Addis Ababa Extraordinary Congress other than those amending the Acts (resolutions, decisions, recommendations, formal opinions, etc.)

Decision C 1/2018

Scope of member country proposals to be brought before the Extraordinary Congress

Congress,

Considering
the limited mandate of the 2018 Extraordinary Congress, which is empowered to address only the topics contained in Istanbul Congress resolutions C 15/2016, C 24/2016, C 27/2016, C 28/2016, C 29/2016 and C 31/2016;

Noting
that the Istanbul Congress limited the duration of the 2018 Extraordinary Congress to five working days at the maximum,

Decides

- to discuss and take a decision on only those proposals submitted to it by UPU bodies and member countries that relate specifically to the subjects covered by the following resolutions:
 - C 15/2016: Integrated Product Plan implementation;
 - C 24/2016: Draft Istanbul Business Plan (work proposal 024);
 - C 27/2016: Management of the work of the Union – Reform of the UPU;
 - C 28/2016: Organization of an Extraordinary Congress in 2018;
 - C 29/2016: Reform of the system applied to contributions by Union member countries;
 - C 31/2016: Future sustainability of the Union's Provident Scheme;
- that any proposal pertaining to other topics shall not be considered unless Congress decides, by a majority of the member countries represented at Congress and having the right to vote, that the proposal concerns an urgent postal sector issue.

(Proposal 01, 1st plenary meeting)

Decision C 2/2018

Designation of member countries prepared to assume the chairmanships, vice-chairmanships and topic-leader positions for the Extraordinary Congress

Congress,

Decides

to approve the following list of member countries, designated by the Council of Administration, which are prepared to assume the chairmanship of Congress and the positions of vice-chairman/topic leader:

a Chairmanship of Congress

- Ethiopia (host country) (5)

b Vice-chairmen and topic leaders

<i>Topic</i>	<i>Country (geographical region)</i>
Finance (contribution system)	Kenya (5)
Reform	China (People's Rep.) (4)
Integrated Product Plan, Integrated Remuneration Plan and amendments to the Acts	France (3) and China (People's Rep.) (4)
Stability and sustainability of the Provident Scheme	United States of America (1)

c Restricted committees

<i>Name of committee</i>	<i>Country (geographical region)</i>
Committee 1 (Credentials)	Chairman: Tunisia (5) Vice-Chairman: New Zealand (4) Members: Indonesia, Romania, Slovakia, Turkey
Committee 2 (Drafting)	Chairman: Poland (2) Vice-Chairman: Canada (1) Members: Algeria, Cameroon, France, United States of America

(Proposal 07.Rev 1, 1st plenary meeting)

Resolution C 3/2018

Additional procedures concerning the election of member countries to the Council of Administration and the Postal Operations Council

Congress,

Noting

the decision of the Istanbul Congress through resolution C 27/2016 ("Management of the work of the Union – Reform of the UPU") to defer examination of reform issues to an Extraordinary Congress in 2018,

Also noting

the work undertaken by the Council of Administration's Ad Hoc Group on UPU Reform (as established by the above resolution), whose recommendations were conveyed to the Council of Administration and further submitted as formal proposals to the Extraordinary Congress,

Confirming

that consensus was achieved at the 2016 Istanbul Congress on a proposed way forward to increase the relevance and efficiency of the Union through a number of reform steps, particularly in order to cope with rapidly changing needs in the postal environment,

Acknowledging

that the UPU will remain an intergovernmental organization and a specialized agency of the United Nations whose aim is to secure the organization and improvement of the postal services and to promote in this sphere the development of international collaboration,

Also acknowledging

the various decisions adopted by this Extraordinary Congress with regard to reform of the Union and the related amendments to its Acts,

Taking into account

the relevant provisions of the General Regulations concerning the election of member countries to sit on the Council of Administration and the Postal Operations Council,

Decides

to henceforth apply the following additional procedures and geographical distribution parameters for the election of member countries to sit on the Council of Administration and the Postal Operations Council:

Council of Administration

- Without prejudice to the allocation of a specific seat to the host member country of Congress (as further detailed in the General Regulations), the seats for the Council of Administration shall be distributed on the following basis (equitable geographical distribution):
 - Group 1 (Western Hemisphere): eight seats;
 - Group 2 (Eastern Europe and Northern Asia): five seats;
 - Group 3 (Western Europe): six seats;
 - Group 4 (Southern Asia and Oceania): 10 seats;
 - Group 5 (Africa): 11 seats;
- Election of members of the Council of Administration shall be based on the ranking order of votes obtained within each geographical region, subject to the renewal requirements and term limitations outlined in the General Regulations,

Postal Operations Council

- the seats for the Postal Operations Council shall be distributed on the following basis (qualified geographical distribution):
 - Group 1 (Western Hemisphere): eight seats;
 - Group 2 (Eastern Europe and Northern Asia): six seats;
 - Group 3 (Western Europe): 12 seats;
 - Group 4 (Southern Asia and Oceania): 11 seats;
 - Group 5 (Africa): 11 seats;
- Election of members of the Postal Operations Council shall be based on the ranking order of votes obtained within each geographical region, subject to the renewal requirements outlined in the General Regulations,

Also decides

to abrogate, with immediate effect and without prejudice to the current composition of the councils, all previous Congress decisions concerning the election of member countries to sit on the Council of Administration and the Postal Operations Council, including Congress resolution C 19/1994 and Congress resolution C 5/1999.

(Proposal 05, 2nd plenary meeting)

Resolution C 4/2018

Reform of the system applied to contributions by Union member countries

Congress,

Considering

that, in accordance with article 21 of the UPU Constitution, the Union's expenses shall be jointly borne by its member countries, and that in accordance with the UPU General Regulations, each member country shall, on a voluntary basis, choose the contribution class to which it intends to belong,

Also considering

that, since the 2012 Doha Congress, the number of units contributed by Union member countries has decreased significantly and that, at the same time, the number of member countries under sanctions for non-payment of the contributions has increased significantly,

Noting

that the development of a sustainable contribution model constitutes both a priority and a cornerstone within the context of the reform of the Union, for which a task force was created by the Council of Administration in accordance with resolution C 29/2016, in order to seek innovative funding sources through dialogue with member country governments, regulators and designated operators, including the subject of fair compensation for use of the various solutions and tools created and managed by the Union,

Also noting

that extensive work has been performed by the task force in pursuing the objective outlined in Istanbul Congress resolution C 29/2016,

Recognizing

that still more work has to be done in order to evaluate options for a future contribution model that all member countries can endorse guaranteeing the Union's long-term financial sustainability,

Acknowledging

that the aforementioned initiatives undertaken in the area of sustainable financing of the Union have thus far not delivered sufficient results,

Also acknowledging

that the contribution model proposal must be based on consensus,

Realizing

that in full exercise of their sovereignty, member countries, particularly through the Council of Administration, should establish a fair and sustainable financing model aimed at ensuring the achievement of the Union's constitutional mission, scope and objectives,

Convinced

that the voluntary basis of UPU funding and the establishment of a fair minimum contribution should be the key points of the new contribution system,

Also convinced

that the practices adopted within the United Nations system, in particular in the specialized agencies, mainly based on assessed contributions according to the relative capacity of each member country to pay (taking into consideration gross national income combined with other elements such as external debt and development levels), should be analyzed in detail as a possible basis for future Congress proposals,

Instructs

the Council of Administration to prepare, for submission to the 27th Congress in 2020, a contribution model proposal that would guarantee the Union's long-term financial sustainability,

Also instructs

the Council of Administration, with support from the International Bureau, to:

- identify and describe the main issues pertaining to the Union's long-term financial sustainability (including the recovery of arrears and improvements to the financial efficiency of the Union, along with an analysis of the various contribution models applied in the UN system), with a view to the preparation of the aforementioned Congress proposal;
- study possibilities for additional sources of revenue for the Union, including:
 - implementing cost recovery for specific categories of services provided to member countries by the International Bureau;
 - creating new forms of membership in exchange for contributions to the regular budget;
- develop a new approach that would lead the Union to recover outstanding payments from members.

(Proposal 06.Rev 1, 3rd plenary meeting)

Resolution C 5/2018

Implementation of updated Integrated Product Plan

Congress,

Taking note

of the work carried out by the POC since 2016 to develop the updated Integrated Product Plan (IPP),

Noting

the implementation of the recommendations contained in the IPP presented in Istanbul Congress–Doc 39.Rev 1 and in Extraordinary Congress–Doc 8,

Considering

that designated operators are best placed to exploit the potential of e-commerce, but that they must deliver reliably and continue to innovate in order to keep pace with the changing needs of consumers and e-sellers and be able to successfully compete in the market,

Also noting

that competition in the postal market, especially for e-commerce delivery, is fierce and rapidly evolving,

Convinced

of the growth opportunities for designated operators in business generated through e-commerce,

Recognizing

that growth and growth opportunities are applicable worldwide,

Also recognizing, however,

that the ongoing development and growth of alternative networks is a clear signal that the UPU network is not meeting needs, and that if the UPU does not adapt there will be a continuing increase in the number of designated operators moving traffic outside the UPU network,

Acknowledging

that one of the challenges faced by the UPU in relation to customer needs and product features is how to satisfy market requirements by rationalizing, modernizing and integrating the existing framework of products,

Instructs

the Council of Administration to ensure that questions relating to governmental policies and regulatory issues are properly addressed, discussed and decided in the further development and implementation of the Integrated Product Plan,

Also instructs

the Postal Operations Council to ensure that the UPU keeps pace with change by modernizing letter post, parcel post and EMS using an integrated approach to product development, and ensuring speedier decision making in response to market needs by implementing the recommendations contained in the updated IPP presented in Congress–Doc 8, namely:

- group 2 recommendation 3 (see Congress–Doc 8, paragraph 9, table 4, concerning value-added services) to be submitted to the 2020 Congress for approval, with the date of implementation set at 1 January 2022, if approved;
- group 3 recommendations 4, 5, 6, 7 and 8 (see Congress–Doc 8, paragraph 9, table 5, concerning add-ons), with consequential proposals, to be submitted to the 2020 Congress for approval and with the implementation date of the proposals set at 1 January 2022;
- the electronic advance data–related recommendations listed in Congress–Doc 8, paragraph 17;
- the development activities and timelines (outlined in the table in paragraph 18 of Congress–Doc 8) to be respected in order to ensure that implementation of the updated IPP is in line with the wishes of the UPU member countries,

Further instructs

the Postal Operations Council to continue:

- developing and implementing POC activities that are driven by product definition and development, with a view to further rationalizing and modernizing products and services, while at the same time recognizing customer, market and supply chain needs;
- ensuring close coordination between the UPU body responsible for providing the roadmap for the implementation of electronic advance data and the body responsible for the implementation of the IPP;
- ensuring the ongoing review of the IPP with the aim of submitting an updated version to the 27th Congress in 2020,

Invites

member countries to:

- take measures enabling designated operators to provide quality physical products as part of the universal service, to stimulate the economy and reinforce social cohesion;
- acknowledge the role of UPU physical product development activities in enhancing the quality of the services for citizens and businesses, particularly small and medium-sized businesses;
- take steps to ensure that designated operators better manage relationships with their customers in order to become commercial, competitive and efficient;
- ensure that designated operators focus not only on the challenges facing the development of international physical products, but also on the strategies needed to meet those challenges;
- participate actively in the UPU physical product development process;
- undertake activities aimed at increasing business by exploiting e-commerce opportunities,

Also invites

the restricted unions to lend their support to the development of e-commerce within their regions.

(Proposal 03, 4th plenary meeting)

Resolution C 6/2018

Integrated Remuneration Plan (2019–2020)

Congress,

Taking note
of the work carried out by the CA and the POC since 2017 to develop the Integrated Remuneration Plan,

Recalling
the integrated remuneration principles as contained in Istanbul Business Plan work proposal 024, approved by the 26th Congress through resolution C 24/2016,

Recalling also
that the 26th Congress, through work proposals 024, 026 and 027 instructed the CA and the POC to accelerate actions to modernize and integrate the UPU's remuneration systems,

Recognizing
the need to minimize the effects of distortions created by the current systems and to ensure that proposals are developed for an integrated remuneration system in which the UPU remuneration systems are better aligned and rationalized and which responds to any modifications to the UPU portfolio of physical products (letters, parcels and EMS) brought about by the Integrated Product Plan,

Emphasizing
the importance of the modernization, rationalization and integration of the UPU remuneration system to unlock the growth potential of UPU services in the e-commerce market,

Acknowledging
that a comprehensive analysis of the existing remuneration systems has shown a need to make adjustments to the remuneration of items containing goods,

Encouraged
by the significant progress made since the 26th Congress, resulting in an Integrated Remuneration Plan which identifies concrete areas in which better alignment, integration and rationalization of the remuneration systems can be achieved,

Convinced
that the implementation of the Integrated Remuneration Plan in Phase III (2019 and 2020) will result in proposals to the 27th Congress that are beneficial to achieving the objective of an integrated, modern and forward-looking remuneration system,

Decides

to adopt the Integrated Remuneration Plan, to enable the continuation of work and studies with a view to developing a proposal for an Integrated Remuneration System to be proposed to the 2020 Congress,

Instructs

- the Postal Operations Council and Council of Administration to ensure that work on the modernization, rationalization and integration of the UPU remuneration systems continues at an accelerated pace by:
 - implementing all of the activities contained in the Integrated Remuneration Plan presented in Part II of Congress–Doc 8, namely in paragraphs 30 to 35 and in accordance with the timeline in paragraph 36, to ensure that implementation of the Integrated Remuneration Plan will result in proposals for an Integrated Remuneration System to be proposed to the 27th Congress in 2020;
 - developing proposals in accordance with the product portfolio and on the basis of the product specifications of all basic and supplementary services, as well as for the services that can be added on to the basic services or supplementary services (add-ons);

- ensuring that all proposals of an Integrated Remuneration System adhere to the integrated remuneration principles adopted by the 26th Congress and contained in Istanbul Business Plan work proposal 024;
 - developing a mandate to implement all proposals for an Integrated Remuneration System in the next work cycle, including the application of the methodology, the calculation of the effective rates and maintenance of guides, manuals and accounting procedures;
 - developing work proposals to the 27th Congress in 2020 for a mandate to continue the work on the further development of the Integrated Remuneration Plan and the Integrated Remuneration System through modernization, rationalization and integration,
- the Council of Administration to:
- monitor the work done by the Postal Operations Council on the development of the Integrated Remuneration System and ensure that, in accordance with the attributions of the Council of Administration as contained in article 107 of the General Regulations, the associated proposals for the 2020 Congress are in accordance with the integrated remuneration principles adopted by the 26th Congress and contained in Istanbul Business Plan work proposal 024;
 - review and develop the integrated remuneration principles to be proposed to the 27th Congress in 2020 to guide the work on the development of remuneration systems during the next Congress work cycle,
- the Postal Operations Council to:
- develop proposals for an Integrated Remuneration System, including associated proposals to amend the Convention and its Regulations, to be proposed to the 27th Congress in 2020;
 - ensure that such proposals respond to the requirements of the product portfolio and the product specifications defined in the Integrated Product Plan;
 - review the remuneration of basic services for items containing documents and develop proposals for the period of validity of the Abidjan Congress Acts (2022–2025);
 - review, for all mail flows, the remuneration of items containing goods and develop proposals that will result in better alignment between and rationalization of the two remuneration systems in the Abidjan Acts period;
 - explore options that will lead to a more equitable, competitive and cost-based model, in particular within the lightweight item segment below 2 kilogrammes;
 - undertake a comprehensive review of the remuneration of value-added services (tracked, registered and insured services) on the basis of the product specifications associated with the new product portfolio, and develop proposals for appropriate remuneration for the Abidjan Acts period;
 - develop, on the basis of the conclusions of the study on the costs of handling returned undeliverable letter-post items, proposals for the remuneration of such services, and present proposals to the 27th Congress in 2020;
 - continue the work on the transition of countries classified in group IV for terminal dues and Quality of Service Fund purposes, including the development of a proposal to prevent negative impacts on group IV countries;
 - review the provisions governing the link between terminal dues and the performance evaluation and quality of service with respect to bonuses and penalties, as well as applicable standards and targets;
 - examine and develop proposals tending to continue improving or establishing the governance of the link between the remuneration of items containing goods and the performance evaluation in relation to quality of service with respect to bonuses and penalties, as well as applicable standards and targets;
 - revise all operational, statistical and accounting procedures relevant to the proposed modifications to the UPU remuneration systems,

Further instructs

the International Bureau to:

- implement the Integrated Remuneration Plan;
- carry out the studies provided for in the work assigned to the CA and POC;
- support the work assigned to the CA and POC;
- undertake, in coordination with the restricted unions, the organization of regional round tables to familiarize all countries and/or regions with the proposals for an Integrated Remuneration System,

Invites

member countries to:

- support the implementation of the Integrated Remuneration Plan, in particular by responding to studies in support of proposals on a modern, forward-looking integrated remuneration system (see table 3 of Part II of Congress–Doc 8), and provide accurate information in a timely manner;
- take active part in the development of proposals for an Integrated Remuneration System;
- take active steps to invest in a modernized, rationalized and integrated remuneration system,

Also invites

the restricted unions to lend their support to the development of e-commerce within their regions.

(Proposal 11, 5th plenary meeting)

Resolution C 7/2018

Sustainability of the Provident Scheme of the Universal Postal Union

The Extraordinary Congress,

Taking note

of the work carried out by the Council of Administration since 2017 on the future sustainability of the Union's Provident Scheme, under the terms of Congress resolution C 31/2016,

Having considered

the terms of Congress–Doc 7 and its associated recommendations,

Cognizant

of the ongoing deterioration of the membership profile and demographics of the Provident Scheme, as well as of the enduring stagnation of financial markets, resulting in lower than expected returns on the investments of the Provident Scheme,

Aware

that the difficult scenario referred to above poses a substantial risk to the operating capacity of the Union and to the general sustainability of its funding base in the long term,

Convinced

that stable and sustainable funding of the Provident Scheme is essential for the effective and efficient functioning of the Union,

Instructs

the Chair of the Council of Administration and the Director General, as members of the Management Board of the Provident Scheme, to propose the adoption and implementation of the following recommendations by the latter body at its earliest convenience:

- Reduction of the guarantee threshold for the degree of coverage of the Union's Provident Scheme from 85% to 80%;
- Initiation of negotiations with the United Nations Joint Staff Pension Fund (UNJSPF), with a view to achieving the Union's participation in the UNJSPF and, to the extent possible, the migration of active and retired Provident Scheme members into the UNJSPF, without prejudice to the acquired rights of such members or to the responsibility of the Director General with regard to the formal conclusion of such negotiations on behalf of the Union,

Also instructs

the Council of Administration to establish a task force charged with studying the different options, advising on the negotiations with the UNJSPF, and submitting its conclusions and recommendations to the 2020 Congress,

Further instructs

the Council of Administration to ensure that Union guarantees to the Provident Scheme are met through adoption of a "corridor" approach consisting of (i) a 2% immediate guarantee activation trigger (i.e. in case the degree of coverage falls two or more percentage points below the proposed statutory guarantee threshold of 80%) and (ii) a three-year amortization period for such guarantee payments once triggered. Such amortization shall take place through (i) use of treasury funds as described in the instruction provided below for the Director General of the International Bureau and/or (ii) allocation, by the Council of Administration in the Union's Programme and Budget, of the necessary guarantee funds through adoption of any necessary adjustments to it in years when the deficit is reported in the official accounts of the Provident Scheme. In this regard, payment amounts shall be re-assessed and adjusted annually to account for any intervening fluctuation in the degree of coverage of the Provident Scheme. Notwithstanding the foregoing, any reallocation of budgetary resources to the Provident Scheme shall not exceed 10% of the annual expenditure ceiling of the Union,

Additionally instructs

the Director General to:

- use the Union's treasury resources, only if such resources are available without prejudice to implementation of the Union's Programme and Budget as approved by the Council of Administration, such as interest gains resulting from the investment of Union assets, in order to cover the Union guarantee referred to above or reduce the amount of regular budget funds required to meet that guarantee;
- make recommendations to the Council of Administration on further budgetary optimization measures, bearing in mind any Congress or Council of Administration decisions on prioritization processes and without prejudice to the Director General's duty to execute the Union's Programme and Budget and all activities requested by the bodies of the Union, as outlined in article 127.3.4 and 127.3.5 of the UPU General Regulations.

(Proposal 13, 5th plenary meeting)

Part II – Acts of the Union amended by the 2018 Addis Ababa Extraordinary Congress (consolidated versions with entry into force on 1 July 2019)

Constitution of the Universal Postal Union

General Regulations of the Universal Postal Union

Universal Postal Convention and Final Protocol to the Universal Postal Convention

Constitution of the Universal Postal Union

Constitution of the Universal Postal Union

(amended by the 1969 Tokyo, 1974 Lausanne, 1984 Hamburg, 1989 Washington, 1994 Seoul, 1999 Beijing, 2004 Bucharest, 24th Congress – 2008, 2016 Istanbul **and 2018 Addis Ababa** Additional Protocols¹)

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¹ For the 1969 Tokyo Additional Protocol, see the documents of that Congress, volume III, pages 9 to 12.
For the Second Additional Protocol (Lausanne 1974), see the documents of that Congress, volume III, pages 23 to 25.
For the Third Additional Protocol (Hamburg 1984), see the documents of that Congress, volume III, pages 25 to 28.
For the Fourth Additional Protocol (Washington 1989), see the documents of that Congress, volume III/1, pages 27 to 32.
For the Fifth Additional Protocol (Seoul 1994), see the documents of that Congress, volume III, pages 25 to 29.
For the Sixth Additional Protocol (Beijing 1999), see pages A 3 to A 6 of the brochure published in Berne in 1999.
For the Seventh Additional Protocol (Bucharest 2004), see pages 3 to 7 of the brochure published in Berne in 2004.
For the Eighth Additional Protocol (24th Congress – 2008), see pages 3 to 7 of the brochure published in Berne in 2008.
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Constitution of the Universal Postal Union

(amended by the 1969 Tokyo, 1974 Lausanne, 1984 Hamburg, 1989 Washington, 1994 Seoul, 1999 Beijing, 2004 Bucharest, 24th Congress – 2008, 2016 Istanbul **and 2018 Addis Ababa** Additional Protocols)

Preamble²

With a view to developing communications between peoples by the efficient operation of the postal services, and to contributing to the attainment of the noble aims of international collaboration in the cultural, social and economic fields, the plenipotentiaries of the governments of the contracting countries have, subject to ratification, adopted this Constitution.

The mission of the Union is to stimulate the lasting development of efficient and accessible universal postal services of quality in order to facilitate communication between the inhabitants of the world by:

- guaranteeing the free circulation of postal items over a single postal territory composed of inter-connected networks;
- encouraging the adoption of fair common standards and the use of technology;
- ensuring cooperation and interaction among stakeholders;
- promoting effective technical cooperation;
- ensuring the satisfaction of customers' changing needs.

² Amended by the 2004 Bucharest Congress.

Section I Organic provisions

Chapter I General

Article 1

Scope and objectives of the Union

1 The countries adopting this Constitution shall **form**, under the **intergovernmental organization entitled** the Universal Postal Union,³ a single postal territory for the reciprocal exchange of postal items. Freedom of transit shall be guaranteed throughout the entire territory of the Union, subject to the conditions specified in the Acts of the Union.⁴

2 The aim of the Union shall be to secure the organization and improvement of the postal services and to promote in this sphere the development of international collaboration.

3 The Union shall take part, as far as possible, in postal technical assistance sought by its member countries.

Article 1bis⁵

Definitions

1 For the purpose of the Acts of the Universal Postal Union, the following terms shall have the meanings defined below:

1.1 Postal service: all international postal services, whose scope is determined and regulated by the Acts of the Union. The main obligations of postal services are to satisfy certain social and economic objectives of member countries, by ensuring the collection, processing,⁶ transmission and delivery of postal items.

1.2 Member country: a country that fulfils the conditions of article 2 of the Constitution.

1.3 Single postal territory (one and the same postal territory): the obligation upon the contracting parties to the Acts of the Union to provide for the reciprocal exchange of postal items, including freedom of transit, and to treat postal items in transit from other countries like their own postal items, without discrimination, subject to the conditions specified in the Acts of the Union.⁷

1.4 Freedom of transit: obligation for an intermediate member country to ensure the transport of postal items passed on to it in transit for another member country,⁸ providing similar treatment to that given to domestic items, subject to the conditions specified in the Acts of the Union.⁹

1.5 Letter-post item: items described in the Convention.

1.6 (Deleted.)¹⁰

1.6bis Postal item: generic term referring to anything dispatched by the designated operator of a member country (letter post, parcel post, money orders, etc.), as described in the Universal Postal Convention, the Postal Payment Services Agreement and their respective Regulations.¹¹

³ Amended by the 2018 Addis Ababa Extraordinary Congress.

⁴ Amended by the 2016 Istanbul Congress.

⁵ Introduced by the 2004 Bucharest Congress.

⁶ Amended by the 2016 Istanbul Congress.

⁷ Amended by the 2016 Istanbul Congress.

⁸ Amended by the 24th Congress – 2008.

⁹ Amended by the 2016 Istanbul Congress.

¹⁰ By the 2016 Istanbul Congress.

¹¹ Introduced by the 2016 Istanbul Congress.

- 1.7 Designated operator: any governmental or non-governmental entity officially designated by the member country to operate postal services and to fulfil the related obligations arising out of the Acts of the Union on its territory.¹²
- 1.8 Reservation: an exemption clause whereby a member country purports to exclude or to modify the legal effect of a clause of an Act, other than the Constitution and the General Regulations, in its application to that member country. Any reservation shall be compatible with the object and purpose of Union as defined in the preamble and article 1 of the Constitution. It must be duly justified and approved by the majority required for approval of the Act concerned, and inserted in the Final Protocol thereto.¹³

Article 2

Members of the Union

- 1 Member countries of the Union shall be:
- 1.1 countries which have membership status at the date on which the Constitution comes into force;
- 1.2 countries admitted to membership in accordance with article 11.

Article 3

Jurisdiction of the Union

- 1 The Union shall have within its jurisdiction:
- 1.1 the territories of member countries;
- 1.2 post offices set up by member countries in territories not included in the Union;
- 1.3 territories which, without being members of the Union, are included in it because from the postal point of view they are dependent on member countries.

Article 4

Exceptional relations

- 1 Member countries whose designated operators provide a service with territories not included in the Union are bound to act as intermediaries for other member countries.¹⁴ The provisions of the Convention and its Regulations shall be applicable to such exceptional relations.

Article 5

Seat of the Union

- 1 The seat of the Union and of its permanent organs shall be at Berne.

Article 6

Official language of the Union

- 1 The official language of the Union shall be French.

¹² Amended by the 24th Congress – 2008.

¹³ Amended by the 24th Congress – 2008.

¹⁴ Amended by the 24th Congress – 2008.

Article 7¹⁵

Monetary unit

1 The monetary unit used in the Acts of the Union shall be the accounting unit of the International Monetary Fund (IMF).

Article 8

Restricted Unions. Special Agreements

1 Member countries, or their designated operators if the legislation of those member¹⁶ countries so permits, may establish Restricted Unions and make Special Agreements concerning the international postal service, provided always that they do not introduce provisions less favourable to the public than those provided for by the Acts to which the member countries concerned are parties.

2 Restricted Unions may send observers to Congresses, **to the Council of Administration, to the Postal Operations Council, and to other**¹⁷ conferences and meetings **organized by the Union.**¹⁸

3 The Union may send observers to Congresses, conferences and meetings of Restricted Unions.

Article 9

Relations with the United Nations

1 The relations between the Union and the United Nations shall be governed by the Agreements whose texts are annexed to this Constitution.

Article 10

Relations with international organizations

1 In order to secure close cooperation in the international postal sphere, the Union may collaborate with international organizations having related interests and activities.

Chapter II

Accession or admission to the Union. Withdrawal from the Union

Article 11¹⁹

Accession or admission to the Union. Procedure

1 Any member of the United Nations may accede to the Union.

2 Any sovereign country which is not a member of the United Nations may apply for admission as a member country of the Union.

3 Accession or application for admission to the Union must entail a formal declaration of accession to the Constitution and to the obligatory Acts of the Union. It shall be addressed by the government of the country concerned to the Director General of the International Bureau, who shall notify the accession or consult the member countries on the application for admission, as the case may be.

¹⁵ Amended by the 1989 Washington Congress.

¹⁶ Amended by the 24th Congress – 2008.

¹⁷ Amended by the 2018 Addis Ababa Extraordinary Congress.

¹⁸ Amended by the 1969 Tokyo and 1994 Seoul Congresses and the 2018 Addis Ababa Extraordinary Congress.

¹⁹ Amended by the 1969 Tokyo and 1989 Washington Congresses.

4 A country which is not a member of the United Nations shall be deemed to be admitted as a member country if its application is approved by at least two thirds of the member countries of the Union. Member countries which have not replied within a period of four months counting from the date of the consultation²⁰ shall be considered as having abstained.

5 Accession or admission to membership shall be notified by the Director General of the International Bureau to the governments of member countries. It shall take effect from the date of such notification.

Article 12²¹

Withdrawal from the Union. Procedure

1 Each member country may withdraw from the Union by notice of denunciation of the Constitution given by the government of the country concerned to the Director General of the International Bureau and by him to the governments of member countries.

2 Withdrawal from the Union shall become effective one year after the day on which the notice of denunciation provided for in paragraph 1 is received by the Director General of the International Bureau.

Chapter III Organization of the Union

Article 13²²

Bodies of the Union

1 The Union's bodies shall be Congress, the Council of Administration, the Postal Operations Council and the International Bureau.

2 The Union's permanent bodies shall be the Council of Administration, the Postal Operations Council and the International Bureau.

Article 14

Congress

1 Congress shall be the supreme body of the Union.

2 Congress shall consist of the representatives of member countries.

Article 15

Extraordinary Congresses

1 An Extraordinary Congress may be convened at the request or with the consent of at least two thirds of the member countries of the Union.

Article 16

Administrative Conferences

(Deleted.)²³

²⁰ Amended by the 24th Congress – 2008.

²¹ Amended by the 1989 Washington Congress.

²² Amended by the 1969 Tokyo, 1984 Hamburg and 1994 Seoul Congresses.

²³ By the 1984 Hamburg Congress.

Article 17²⁴

Council of Administration

1 Between Congresses the Council of Administration (CA) shall ensure the continuity of the work of the Union in accordance with the provisions of the Acts of the Union.

2 Members of the Council of Administration shall carry out their functions in the name and in the interests of the Union.

Article 18²⁵

Postal Operations Council

1 The Postal Operations Council (POC) shall be responsible for operational, commercial, technical and economic questions concerning the postal service.

2 Members of the Postal Operations Council shall carry out their functions in the name and in the interests of the Union.²⁶

Article 19

Special Committees

(Deleted.)²⁷

Article 20²⁸

International Bureau

1 A central office operating at the seat of the Union under the title of the International Bureau of the Universal Postal Union, directed by a Director General and placed under the control of the Council of Administration, shall serve as an organ of execution, support, liaison, information and consultation.

Chapter IV

Finances of the Union

Article 21²⁹

Expenditure of the Union. Contributions of member countries

1 Each Congress shall fix the maximum amount which:

1.1 the expenditure of the Union may reach annually;

1.2 the expenditure relating to the organization of the next Congress may reach.

2 The maximum amount for expenditure referred to in paragraph 1 may be exceeded if circumstances so require, provided that the relevant provisions of the General Regulations are observed.

3 The expenses of the Union, including where applicable the expenditure envisaged in paragraph 2, shall be jointly borne by the member countries of the Union. For this purpose, each member country shall choose the contribution class in which it intends to be included. The contribution classes shall be laid down in the General Regulations.

²⁴ Amended by the 1994 Seoul Congress.

²⁵ Amended by the 1969 Tokyo and 1994 Seoul Congresses.

²⁶ Added by the 2018 Addis Ababa Extraordinary Congress.

²⁷ By the 1984 Hamburg Congress.

²⁸ Amended by the 1984 Hamburg and 1994 Seoul Congresses.

²⁹ Amended by the 1969 Tokyo, 1974 Lausanne and 1989 Washington Congresses.

4 In the case of accession or admission to the Union under article 11, the country concerned shall freely choose the contribution class into which it wishes to be placed for the purpose of apportioning the expenses of the Union.

Section II Acts of the Union

Chapter I General

Article 22 Acts of the Union

1 The Constitution shall be the basic Act of the Union. It shall contain the organic rules of the Union and shall not be subject to reservations.³⁰

2 The General Regulations shall embody those provisions which ensure the application of the Constitution and the working of the Union. They shall be binding on all member countries and shall not be subject to reservations.³¹

3 The Universal Postal Convention and its Regulations³² shall embody the rules applicable throughout the international postal service and the provisions concerning the letter-post and postal parcels services. These Acts shall be binding on all member countries.³³ Member countries shall ensure that their designated operators fulfil the obligations arising from the Convention and its Regulations.³⁴

4 The Agreements of the Union, and their Regulations, shall regulate the services other than those of the letter post and postal parcels between those member countries which are parties to them. They shall be binding on those member countries only. Signatory member countries shall ensure that their designated operators fulfil the obligations arising from the Agreements and their Regulations.³⁵

5 The Regulations, which shall contain the rules of application necessary for the implementation of the Convention and of the Agreements, shall be drawn up by the Postal Operations Council, bearing in mind the decisions taken by Congress.³⁶

6 The Final Protocols annexed to the Acts of the Union referred to in paragraphs 3, 4 and 5 shall contain the reservations to those Acts.

Article 23³⁷

Application of the Acts of the Union to territories for whose international relations a member country is responsible

1 Any country may declare at any time that its acceptance of the Acts of the Union includes all the territories for whose international relations it is responsible, or certain of them only.

2 The declaration provided for in paragraph 1 must be addressed to the Director General of the International Bureau.

3 Any member country may at any time address to the Director General of the International Bureau a notification of its intention to denounce the application of those Acts of the Union in respect of which it has

³⁰ Amended by the 2004 Bucharest Congress.

³¹ Amended by the 2004 Bucharest Congress.

³² Amended by the 2016 Istanbul Congress.

³³ Amended by the 1999 Beijing Congress.

³⁴ Amended by the 2016 Istanbul Congress.

³⁵ Amended by the 24th Congress – 2008.

³⁶ Amended by the 1989 Washington, 1994 Seoul and 1999 Beijing Congresses.

³⁷ Amended by the 1989 Washington Congress.

made the declaration provided for in paragraph 1. Such notification shall take effect one year after the date of its receipt by the Director General of the International Bureau.

4 The declarations and notifications provided for in paragraphs 1 and 3 shall be communicated to member countries by the Director General of the International Bureau.

5 Paragraphs 1 to 4 shall not apply to territories having the status of a member of the Union and for whose international relations a member country is responsible.

Article 24

National legislation

1 The provisions of the Acts of the Union shall not derogate from the legislation of any member country in respect of anything which is not expressly provided for by those Acts.

Chapter II

Acceptance and denunciation of the Acts of the Union

Article 25³⁸

Signature, authentication, ratification and other forms of approval of the Acts of the Union

1 The Acts of the Union arising from the Congress shall be signed by the plenipotentiaries of the member countries.

2 The Regulations shall be authenticated by the Chairman and the Secretary General of the Postal Operations Council.³⁹

3 The Constitution shall be ratified as soon as possible by the signatory countries.

4 Approval of the Acts of the Union other than the Constitution shall be governed by the constitutional regulations of each signatory country.

5 When a member country⁴⁰ does not ratify the Constitution or does not approve the other Acts which it has signed, the Constitution and other Acts shall be no less valid for the other member⁴¹ countries that have ratified or approved them.

Article 26⁴²

Notification of ratifications and other forms of approval of the Acts of the Union

1 The instruments of ratification of the Constitution and the Additional Protocols thereto and, where appropriate, of approval of the other Acts of the Union shall be deposited as soon as possible with the Director General of the International Bureau who shall notify the governments of the member countries of their deposit.

Article 27

Accession to the Agreements

1 Member countries may, at any time, accede to one or more of the Agreements provided for in article 22.4.

2 Accession of member countries to the Agreements shall be notified in accordance with article 11.3.

³⁸ Amended by the 1989 Washington and 1994 Seoul Congress.

³⁹ Amended by the 1999 Beijing Congress.

⁴⁰ Amended by the 24th Congress – 2008.

⁴¹ Amended by the 24th Congress – 2008.

⁴² Amended by the 1969 Tokyo and 1989 Washington Congresses.

Article 28

Denunciation of an Agreement

1 Each member country may cease being a party to one or more of the Agreements, under the conditions laid down in article 12.

Chapter III

Amendment of the Acts of the Union

Article 29

Presentation of proposals

1 A⁴³ member country shall have the right to present, either to Congress or between Congresses, proposals concerning the Acts of the Union to which it is a party.

2 However, proposals concerning the Constitution and the General Regulations may be submitted only to Congress.

3 Moreover, proposals concerning the Regulations shall be submitted direct to the Postal Operations Council but must first be transmitted by the International Bureau to all member countries and all designated operators.^{44 45}

Article 30

Amendment of the Constitution

1 To be adopted, proposals submitted to Congress and relating to this Constitution must be approved by at least two thirds of the member countries of the Union having the right to vote.⁴⁶

2 Amendments adopted by a Congress shall form the subject of an additional protocol and, unless that Congress decides otherwise, shall enter into force at the same time as the Acts renewed in the course of the same Congress. They shall be ratified as soon as possible by member countries and the instruments of such ratification shall be dealt with in accordance with the procedure laid down in article 26.

Article 31⁴⁷

Amendment of the General Regulations, the Convention and the Agreements

1 The General Regulations, the Convention and the Agreements shall define the conditions to be fulfilled for the approval of proposals which concern them.

2 The Convention and the Agreements referred to in paragraph 1 shall enter into force simultaneously and shall have the same duration. As from the day fixed by Congress for the entry into force of these Acts, the corresponding Acts of the preceding Congress shall be abrogated.⁴⁸

⁴³ Amended by the 24th Congress – 2008.

⁴⁴ Amended by the 24th Congress – 2008.

⁴⁵ Amended by the 1999 Beijing Congress and 24th Congress – 2008.

⁴⁶ Amended by the 2004 Bucharest Congress.

⁴⁷ Amended by the 1984 Hamburg Congress.

⁴⁸ Amended by the 2004 Bucharest Congress.

Chapter IV Settlement of disputes

Article 32 Arbitration

1 In the event of a dispute between two or more member countries⁴⁹ concerning the interpretation of the Acts of the Union or the responsibility imposed on a member country⁵⁰ by the application of those Acts, the question at issue shall be settled by arbitration.

Section III Final provisions

Article 33 Coming into operation and duration of the Constitution

1 This Constitution shall come into operation on 1 January 1966 and shall remain in force for an indefinite period.

In witness whereof, the plenipotentiaries of the Governments of the contracting countries have signed this Constitution in a single original which shall be deposited in the archives of the Government of the country in which the seat of the Union is situated. A copy thereof shall be delivered to each party by the International Bureau of the Universal Postal Union.⁵¹

Done at Vienna, 10 July 1964

⁴⁹ Amended by the 24th Congress – 2008.

⁵⁰ Amended by the 24th Congress – 2008.

⁵¹ Amended by the 2004 Bucharest Congress.

General Regulations of the Universal Postal Union

General Regulations of the Universal Postal Union

(amended by the 2016 Istanbul **and 2018 Addis Ababa Additional Protocols**)

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General Regulations of the Universal Postal Union

(amended by the 2016 Istanbul **and 2018 Addis Ababa Additional Protocols**¹)

The undersigned plenipotentiaries of the Governments of member countries of the Union, having regard to article 22.2 of the Constitution of the Universal Postal Union, concluded at Vienna on 10 July 1964, have, by common consent, and subject to article 25.4 of the Constitution, drawn up in these General Regulations the following provisions securing the application of the Constitution and the functioning of the Union.

Chapter I

Organization, functions and operation of Congresses, the Council of Administration, the Postal Operations Council and the Consultative Committee

Section 1

Congress

Article 101

Organization and convening of Congresses and Extraordinary Congresses (Const. 14, 15)

1 The representatives of member countries shall meet in Congress not later than four years after the end of the year during which the preceding Congress took place.

2 Each member country shall arrange for its representation at Congress by one or more plenipotentiaries furnished by their Government with the necessary powers. It may, if need be, arrange to be represented by the delegation of another member country. Nevertheless it shall be understood that a delegation may represent only one member country other than its own.

3 In principle, each Congress shall designate the country in which the next Congress will be held. If that designation proves inapplicable, the Council of Administration shall be authorized to designate the country where Congress is to meet, after consultation with the latter country.

4 After consultation with the International Bureau, the host Government shall fix the definitive date and the precise locality of Congress. In principle one year before that date, the host Government shall send an invitation to the Government of each member country of the Union. This invitation may be sent direct or through the intermediary of another Government or through the Director General of the International Bureau.

5 When a Congress has to be convened without a host Government, the International Bureau, with the agreement of the Council of Administration and after consultation with the Government of the Swiss Confederation, shall take the necessary steps to convene and organize the Congress in the country in which the seat of the Union is situated. In this event, the International Bureau shall perform the functions of the host government.

6 The meeting place of an Extraordinary Congress shall be fixed, after consultation with the International Bureau, by the member countries which have initiated that Congress.

7 Paragraphs 2 to 5 and article 102 shall be applicable by analogy to Extraordinary Congresses.

¹ For the 2016 Istanbul Additional Protocol, see pages 33 to 43 of the brochure published in Berne in 2016. For the Second Additional Protocol (Addis Ababa Extraordinary Congress 2018), see pages 9 to 25 of the present brochure.

Article 102

Right to vote at Congress

1 Each member country shall be entitled to one vote, subject to the sanctions provided for in article 149.

Article 103

Functions of Congress

1 On the basis of proposals by member countries, the Council of Administration and the Postal Operations Council, Congress shall:

- 1.1 determine the general principles for achieving the object and purpose of the Union set out in the Preamble and article 1 of the Constitution;
- 1.2 consider and adopt, where appropriate, proposals for amendments to the Constitution, General Regulations, Convention and Agreements submitted by member countries and the Councils, in accordance with article 29 of the Constitution and article 138 of the General Regulations;
- 1.3 set the date for the entry into force of the Acts;
- 1.4 adopt its Rules of Procedure and the amendments to those Rules;
- 1.5 consider the comprehensive reports on the work of the Council of Administration, the Postal Operations Council and the Consultative Committee, covering the period from the previous Congress, presented by these respective bodies in accordance with articles 111, 117 and 125 of the General Regulations;
- 1.6 adopt the Union's strategy;
- 1.6bis approve the draft quadrennial UPU business plan;²
- 1.7 fix the maximum amount of the Union's expenditure, in accordance with article 21 of the Constitution;
- 1.8 elect the member countries to sit on the Council of Administration and the Postal Operations Council, **in accordance with, inter alia, the electoral procedures laid down in the Congress resolutions pertaining to this matter;**³
- 1.9 elect the Director General and Deputy Director General;
- 1.10 set in a Congress resolution the ceiling of the costs to be borne by the Union for the production of documents in Chinese, German, Portuguese and Russian.

2 Congress, as the supreme body of the Union, shall deal with such other questions concerning postal services.

Article 104

Rules of Procedure of Congresses (Const. 14)

1 For the organization of its work and the conduct of its debates, Congress shall apply its Rules of Procedure.

2 Each Congress may amend its Rules of Procedure under the conditions laid down in those Rules of Procedure.

3 Paragraphs 1 and 2 shall also be applicable by analogy to Extraordinary Congresses.⁴

² Added by the 2016 Istanbul Congress.

³ Amended by the 2018 Addis Ababa Extraordinary Congress.

⁴ Added by the 2018 Addis Ababa Extraordinary Congress.

Article 105

Observers to the Union's bodies

1 The following entities shall be invited to participate in the plenary sessions and committee meetings of Congress, the Council of Administration and the Postal Operations Council as observers:

1.1 **the**⁵ United Nations;

1.2 Restricted Unions;

1.3 members of the Consultative Committee;

1.4 entities authorized to attend Union meetings as observers by virtue of a resolution or decision of Congress.

2 The following entities, if duly designated by the Council of Administration in accordance with article 107.1.12 shall be invited to attend specific meetings of Congress as ad hoc observers:

2.1 specialized agencies of the United Nations and other intergovernmental organizations;

2.2 any international body, any association or enterprise, or any qualified person.

3 In addition to the observers defined in paragraph 1 of this article, the Council of Administration and the Postal Operations Council may designate ad hoc observers to attend their meetings in accordance with their Rules of Procedure, when this is in the interests of the Union and its bodies.

Section 2

Council of Administration (CA)

Article 106

Composition and functioning of the CA (Const. 17)

1 The Council of Administration shall consist of forty-one members who shall exercise their functions during the period between two successive Congresses.

2 The chairmanship shall devolve by right on the host member country of Congress. If that member country waives this right, it shall become a de jure member and, as a result, the geographical group to which it belongs shall have at its disposal an additional seat, to which the restrictive provisions of paragraph 3 shall not apply. In that case, the Council of Administration shall elect to the chairmanship one of the members belonging to the geographical group of the host member country.

3 The forty other members of the Council of Administration shall be elected by Congress on the basis of an equitable geographical distribution. At least a half of the membership is renewed at each Congress; no member country may be chosen by three successive Congresses.

4 Each member of the Council of Administration shall appoint its representative(s).⁶ The members of the Council of Administration shall take an active part in its work.

5 The office of member of the Council of Administration shall be unpaid. The operational expenses of this Council shall be borne by the Union.

6 The CA shall define, formalize and/or set up the standing groups and task forces or other bodies to be established within its structure, with due regard being paid to the Union's strategy and business plan adopted by Congress.⁷

⁵ Amended by the 2018 Addis Ababa Extraordinary Congress.

⁶ Amended by the 2016 Istanbul Congress and 2018 Addis Ababa Extraordinary Congress.

⁷ Amended by the 2018 Addis Ababa Extraordinary Congress.

Article 107

Functions of the CA

- 1 The Council of Administration shall have the following functions:
- 1.1 Supervises all the activities of the Union between Congresses, ensuring compliance with the decisions of Congress, studying questions with respect to governmental policies on postal issues, and taking account of international regulatory developments such as those relating to trade in services and to competition.
- 1.2 Promotes, coordinates and supervises all forms of postal technical assistance within the framework of international technical cooperation.
- 1.3 Examines the draft quadrennial UPU business plan approved by Congress, and finalizes it by bringing the activities set out in the draft plan for the four-year period into line with the actual resources available. The plan should also, if appropriate, be in line with the results of the prioritization process carried out by Congress. The finalized version of the quadrennial business plan, completed and approved by the CA, will then form the basis for the preparation of the annual UPU Programme and Budget as well as for the annual operating plans to be drawn up and implemented by the CA and POC.
- 1.4 Considers and approves the annual programme and budget and the accounts of the Union, while taking into account the final version of the UPU Business Plan, as described in article 107.1.3.
- 1.5 Authorizes the ceiling of expenditure to be exceeded, if circumstances so require, in accordance with article 145.3 to 5.
- 1.6 Authorizes election of a lower contribution class, if it is so requested, in accordance with the conditions set out in article 150.6.
- 1.7 Authorizes a change of geographical group if it is so requested by a member country, taking into account the views expressed by the member countries which are members of the geographical groups concerned.
- 1.8 Creates or abolishes International Bureau posts **financed by the regular budget**,⁸ taking into account the restrictions imposed by the expenditure ceiling fixed.
- 1.9 Decides on the contacts to be established with member countries in order to carry out its functions.
- 1.10 After consulting the Postal Operations Council, decides on the relations to be established with the organizations which are not observers within the meaning of article 105.1 **and 105.2.1**.⁹
- 1.11 **Considers the**¹⁰ reports by the International Bureau on UPU relations with other international bodies and takes the decisions which it considers appropriate on the conduct of such relations and the action to be taken on them.
- 1.12 Designates in due course, after consulting the Postal Operations Council and the Secretary General, the specialized agencies of the United Nations, international organizations, associations, enterprises and qualified persons to be invited as ad hoc observers to specific meetings of Congress and its Committees when this is in the interest of the Union or the work of the Congress and instructs the Director General of the International Bureau to issue the necessary invitations.
- 1.13 Designates the member country where the next Congress is to be held in the case provided for in article 101.3.
- 1.14 Determines in due course and after consulting the Postal Operations Council the number of Committees required to carry out the work of Congress, and specifies their functions.
- 1.15 Designates, after consulting the Postal Operations Council and subject to the approval of Congress, the member countries prepared:
 - 1.15.1 to assume the vice-chairmanships of Congress and the chairmanships and vice-chairmanships of the Committees, taking as much account as possible of the equitable geographical distribution of the member countries; and

⁸ Amended by the 2018 Addis Ababa Extraordinary Congress.

⁹ Amended by the 2018 Addis Ababa Extraordinary Congress.

¹⁰ Amended by the 2018 Addis Ababa Extraordinary Congress.

-
- 1.15.2 to sit on the Restricted Committees of the Congress.
 - 1.16 Designates those of its members that will serve as members of the Consultative Committee.
 - 1.17 Considers and approves, within the framework of its competence, any action considered necessary to safeguard and enhance the quality of and to modernize the international postal service.
 - 1.18 Studies, at the request of Congress, the Postal Operations Council or member countries, administrative, legislative and legal problems concerning the Union or the international postal service; it shall be for the Council of Administration to decide, in the above-mentioned fields, whether it is expedient to undertake the studies requested by member countries between Congresses.
 - 1.19 Formulates proposals which shall be submitted for the approval either of Congress or of member countries in accordance with article 140.
 - 1.20 Submits subjects for study to the Postal Operations Council for examination in accordance with article 113.1.6.
 - 1.21 Reviews and approves, in consultation with the Postal Operations Council, the draft Strategy for presentation to Congress.
 - 1.22 Receives and discusses reports and recommendations from the Consultative Committee and considers recommendations from the Consultative Committee for submission to Congress.
 - 1.23 Provides control over the activities of the International Bureau.
 - 1.24 Approves the annual report on the work of the Union and the annual Financial Operating Reports prepared by the International Bureau and, where appropriate, furnishes observations on them.
 - 1.25 Establishes principles, as may be considered necessary, for the Postal Operations Council to take into account in its study of questions with major financial repercussions (charges, terminal dues, transit charges, basic airmail conveyance rates and the posting abroad of letter-post items), follows closely the study of these questions, and reviews and approves, for conformity with the aforementioned principles, Postal Operations Council proposals relating to these questions.
 - 1.26 Approves, within the framework of its competence, the recommendations of the Postal Operations Council for the adoption, if necessary, of regulations or of a new procedure until such time as Congress takes a decision in the matter.
 - 1.27 Considers the annual report prepared by the Postal Operations Council and any proposals submitted by the Council.
 - 1.28 Approves the four-yearly report prepared by the International Bureau in consultation with the Postal Operations Council, on the performance of member countries in respect of the execution of the Union Strategy approved by the preceding Congress, for submission to the following Congress.
 - 1.29 Establishes the framework for the organization of the Consultative Committee and concurs in the organization of the Consultative Committee, in accordance with the provisions of article 122.
 - 1.30 Establishes criteria for membership of the Consultative Committee and approves or rejects applications for membership in accordance with those criteria, ensuring that action on the applications is accomplished through an expedited process between meetings of the Council of Administration.
 - 1.31 Lays down the Financial Regulations of the Union.
 - 1.32 Lays down the rules governing the Reserve Fund.
 - 1.33 Lays down the rules governing the Special Fund.
 - 1.34 Lays down the rules governing the Special Activities Fund.
 - 1.35 Lays down the rules governing the Voluntary Fund.
 - 1.36 Lays down the Staff Regulations and the conditions of service of the elected officials.
 - 1.37 Lays down the Regulations of the Social Fund.

1.38 Exercises, within the context of article 152, overall supervision of the creation and activities of user-funded subsidiary bodies.

1.39 Adopts its Rules of Procedure and the amendments to those Rules.¹¹

Article 108

Organization of CA sessions

1 At its constituent meeting, which shall be convened and opened by the Chairman of Congress, the Council of Administration shall elect four Vice-Chairmen from among its members and draw up its Rules of Procedure. **The Chairman and four Vice-Chairmen shall be member countries from each of the five geographical groups of the Union.**¹²

2 **The Council of Administration shall meet twice a year, or additionally on an exceptional basis, at Union headquarters, in accordance with the relevant procedures set forth in its Rules of Procedure.**¹³

3 The Chairman and Vice-Chairmen, and the Committee Chairmen, **Co-Chairmen**¹⁴ and Vice-Chairmen, of the Council of Administration shall form the Management Committee. This Committee shall prepare and direct the work of each session of the Council of Administration. It shall approve, on behalf of the Council of Administration, the annual report prepared by the International Bureau on the work of the Union and it shall take on any other task which the Council of Administration decides to assign to it or the need for which arises in the course of the strategic planning process.

4 The Chairman of the Postal Operations Council shall represent that body at meetings of the Council of Administration when the agenda contains questions of interest to the Postal Operations Council.

5 The Chairman of the Consultative Committee shall represent that organization at meetings of the Council of Administration when the agenda contains questions of interest to the Consultative Committee.

Article 109

Observers

1 Observers

1.1 To ensure effective liaison between the work of the two bodies, the Postal Operations Council may designate representatives to attend Council of Administration meetings as observers.

1.2 Member countries of the Union which are not members of the Council, as well as the observers and ad hoc observers referred to in article 105, may participate in the plenary sessions and Committee meetings of the Council of Administration, without the right to vote.

2 Principles

2.1 For logistical reasons, the Council of Administration may limit the number of attendees per observer and ad hoc observer participating. It may also limit their right to speak during the debates.

2.2 Observers and ad hoc observers may, at their request, be allowed to cooperate in the studies undertaken, subject to such conditions as the Council may establish to ensure the efficiency and effectiveness of its work. They may also be invited to chair **standing groups and task forces**¹⁵ when their experience or expertise justifies it. The participation of observers and ad hoc observers shall be carried out without additional expense for the Union.

¹¹ Amended by the 2018 Addis Ababa Extraordinary Congress.

¹² Amended by the 2018 Addis Ababa Extraordinary Congress.

¹³ Amended by the 2018 Addis Ababa Extraordinary Congress.

¹⁴ Amended by the 2018 Addis Ababa Extraordinary Congress.

¹⁵ Amended by the 2018 Addis Ababa Extraordinary Congress.

- 2.3 In exceptional circumstances, members of the Consultative Committee and ad hoc observers may be excluded from a meeting or a portion of a meeting or may have their right to receive documents restricted if the confidentiality of the subject of the meeting or document so requires. This restriction may be decided on a case-by-case basis by any body concerned or its Chair. The case-by-case situations shall be reported to the Council of Administration and to the Postal Operations Council when matters of interest to the Postal Operations Council are concerned. If it considers this necessary, the Council of Administration may subsequently review restrictions, in consultation with the Postal Operations Council where appropriate.

Article 110

Reimbursement of travel expenses

- 1 The travel expenses of each representative of each of the members of the Council of Administration participating in its meetings shall be borne by his member country. However, **one** representative of each of the member countries classified as developing or least developed countries according to the lists established, **respectively**, by the **Council of Administration and the**¹⁶ United Nations shall, except for meetings which take place during Congress, be entitled to reimbursement of the price of an economy class return air ticket or first class return rail ticket, or expenses incurred for travel by any other means, subject to the condition that the amount does not exceed the price of the economy class return air ticket. The same entitlement shall be granted to each member of its **Committees or**¹⁷ other bodies when these meet outside Congress and the sessions of the Council.

Article 111

Information on the activities of the CA

- 1 After each session, the Council of Administration shall inform the member countries and their designated operators, the Restricted Unions and the members of the Consultative Committee about its activities by sending them, inter alia, a summary record and its resolutions and decisions.
- 2 The Council of Administration shall make to Congress a comprehensive report on its work and send it to the member countries of the Union, their designated operators and the members of the Consultative Committee at least two months before the opening of Congress.

Section 3

Postal Operations Council (POC)

Article 112

Composition and functioning of the POC

- 1 The Postal Operations Council shall consist of **forty-eight**¹⁸ members who shall exercise their functions during the period between successive Congresses.
- 2 The members of the Postal Operations Council shall be elected by Congress on the basis of qualified geographical **distribution**. **At** least one third of the members **of each geographical group**¹⁹ shall be renewed at each Congress.
- 3 Each member of the Postal Operations Council shall appoint its representative(s).²⁰ The members of the Postal Operations Council shall take an active part in its work.

¹⁶ Amended by the 2018 Addis Ababa Extraordinary Congress.

¹⁷ Amended by the 2018 Addis Ababa Extraordinary Congress.

¹⁸ Amended by the 2018 Addis Ababa Extraordinary Congress.

¹⁹ Amended by the 2018 Addis Ababa Extraordinary Congress.

²⁰ Amended by the 2016 Istanbul Congress and 2018 Addis Ababa Extraordinary Congress.

4 The operational expenses of the Postal Operations Council shall be borne by the Union. Its members shall not receive any payment.

5 The Postal Operations Council shall define, formalize and/or set up the standing groups, task forces, user-funded subsidiary bodies or other bodies to be established within its structure, with due regard being paid to the Union's strategy and business plan adopted by Congress.²¹

Article 113

Functions of the POC

1 The Postal Operations Council shall have the following functions:

- 1.1 Coordinates practical measures for the development and improvement of international postal services.
- 1.2 Takes, subject to Council of Administration approval within the framework of the latter's competence, any action considered necessary to safeguard and enhance the quality of and to modernize the international postal service.
- 1.3 Decides on the contacts to be established with member countries and their designated operators in order to carry out its functions.
- 1.4 Takes the necessary steps to study and publicize the experiments and progress made by certain member countries and their designated operators in the technical, operational, economic and vocational training fields of interest to other member countries and their designated operators.²²
- 1.5 Takes, in consultation with the Council of Administration, appropriate steps in the sphere of technical cooperation with all member countries of the Union and their designated operators and in particular with the new and developing countries and their designated operators.
- 1.6 Examines any other questions submitted to it by a member of the Postal Operations Council, by the Council of Administration or by any member country or designated operator.
- 1.7 Receives and discusses reports as well as recommendations from the Consultative Committee and, when matters of interest to the Postal Operations Council are involved, to examines and comments on recommendations from the Consultative Committee for submission to Congress.
- 1.8 Designates those of its members that will serve as members of the Consultative Committee.
- 1.9 Conducts the study of the most important operational, commercial, technical, economic and technical cooperation problems which are of interest to all member countries or their designated operators, including questions with major financial repercussions (charges, terminal dues, transit charges, air-mail conveyance rates, parcel-post rates, and the posting abroad of letter-post items), and prepares information, opinions and recommendations for action on them.
- 1.10 Provides input to the Council of Administration for the development of the draft Union Strategy and draft quadrennial business plan²³ to be submitted to Congress.
- 1.11 Studies teaching and vocational training problems of interest to member countries and their designated operators, as well as to the new and developing countries.
- 1.12 Studies the present position and needs of the new and developing countries and prepares appropriate recommendations on ways and means of improving their postal services.²⁴
- 1.13 Revises the Regulations of the Union within six months following the end of the Congress unless the latter decides otherwise; the Postal Operations Council²⁵ may also amend the said Regulations at other sessions; in both cases, the Postal Operations Council shall be subject to Council of Administration guidance on matters of fundamental policy and principle.

²¹ Amended by the 2018 Addis Ababa Extraordinary Congress.

²² Amended by the 2016 Istanbul Congress.

²³ Amended by the 2016 Istanbul Congress.

²⁴ Amended by the 2016 Istanbul Congress.

²⁵ Amended by the 2016 Istanbul Congress.

- 1.14 Formulates proposals which shall be submitted for the approval either of Congress or of member countries in accordance with article 140; the approval of the Council of Administration is required when these proposals concern questions within the latter's competence.
- 1.15 Examines, at the request of a member country, any proposal which that member country forwards to the International Bureau under article 139, prepares observations on it and instructs the International Bureau to annex these observations to the proposal before submitting it for approval to the member countries.
- 1.16 Recommends, if necessary, and where appropriate after approval by the Council of Administration and consultation of all the member countries, the adoption of regulations or of a new procedure until such time as Congress takes a decision in the matter.
- 1.17 Prepares and issues, in the form of recommendations to member countries and **their** designated operators (**or as binding provisions if the Acts of the Union so provide**),²⁶ standards for technological, operational and other processes within its competence where uniformity of practice is essential; it shall similarly issue, as required, amendments to standards it has already set.
- 1.18 Establishes the framework for the organization of user-funded subsidiary bodies and concurs in the organization of these bodies in accordance with the provisions of article 152.
- 1.19 Receives and discusses reports from the user-funded subsidiary bodies on an annual basis.
- 1.20 Adopts its Rules of Procedure and the amendments to those Rules.**²⁷

Article 114

Organization of POC sessions

1 At its first meeting, which shall be convened and opened by the Chairman of Congress, the Postal Operations Council shall choose from among its members a **Chairman and four Vice-Chairmen**, and the Committee Chairmen/**Vice-Chairmen/Co-Chairmen**, and draw up its Rules of Procedure. **The Chairman and four Vice-Chairmen shall be member countries from each of the five geographical groups of the Union.**²⁸

2 **The** Postal Operations Council shall meet **twice a year, or additionally on an exceptional basis**, at Union headquarters, **in accordance with the relevant procedures set forth in its Rules of Procedure.**²⁹

3 The Chairman and Vice-**Chairmen**, and the Committee Chairmen, **Co-Chairmen**³⁰ and Vice-Chairmen, of the Postal Operations Council shall form the Management Committee. This Committee shall prepare and direct the work of each meeting of the Postal Operations Council and take on all the tasks which the latter decides to assign to it or the need for which arises in the course of the strategic planning process.

4 On the basis of the Union Strategy adopted by Congress and, in particular, the part relating to the strategies of the permanent bodies of the Union, the Postal Operations Council shall, at its session following Congress, prepare a basic work programme containing a number of tactics aimed at implementing the strategies. This basic work programme, which shall include a limited number of projects on topical subjects of common interest, shall be revised annually in the light of new realities and priorities.

5 The Chairman of the Consultative Committee shall represent that organization at meetings of the Postal Operations Council when the agenda contains questions of interest to the Consultative Committee.

²⁶ Amended by the 2018 Addis Ababa Extraordinary Congress.

²⁷ Added by the 2018 Addis Ababa Extraordinary Congress.

²⁸ Amended by the 2018 Addis Ababa Extraordinary Congress.

²⁹ Amended by the 2018 Addis Ababa Extraordinary Congress.

³⁰ Amended by the 2018 Addis Ababa Extraordinary Congress.

Article 115

Observers

1 Observers

1.1 In order to ensure effective liaison between the work of the two bodies, the Council of Administration may designate representatives to attend Postal Operations Council meetings as observers.

1.2 Member countries of the Union which are not members of the Council, as well as the observers and ad hoc observers referred to in article 105, may participate in the plenary sessions and Committee meetings of the Postal Operations Council, without the right to vote.

2 Principles

2.1 For logistical reasons, the Postal Operations Council may limit the number of attendees per observer and ad hoc observer participating. It may also limit their right to speak during the debates.

2.2 Observers and ad hoc observers may, at their request, be allowed to cooperate in the studies undertaken, subject to such conditions as the Council may establish to ensure the efficiency and effectiveness of its work. They may also be invited to chair **standing groups and task forces**³¹ when their experience or expertise justifies it. The participation of observers and ad hoc observers shall be carried out without additional expense for the Union.

2.3 In exceptional circumstances, members of the Consultative Committee and ad hoc observers may be excluded from a meeting or a portion of a meeting or may have their right to receive documents restricted if the confidentiality of the subject of the meeting or document so requires. This restriction may be decided on a case-by-case basis by any body concerned or its Chair. The case-by-case situations shall be reported to the Council of Administration and to the Postal Operations Council when matters of interest to the Postal Operations Council are concerned. If it considers this necessary, the Council of Administration may subsequently review restrictions, in consultation with the Postal Operations Council where appropriate.

Article 116

Reimbursement of travel expenses

1 Travelling and living expenses incurred by representatives of member countries participating in the Postal Operations Council shall be borne by these member countries. However, **one** representative of each of the member countries considered to be **one of the least developed countries** according to the **list**³² established by the United Nations shall, except for meetings which take place during Congress, be entitled to reimbursement of the price of an economy class return air ticket or first class return rail ticket, or expenses incurred for travel by any other means, subject to the condition that the amount does not exceed the price of the economy class return air ticket.

Article 117

Information on the activities of the POC

1 After each session, the Postal Operations Council shall inform the member countries and their designated operators, the Restricted Unions and the members of the Consultative Committee about its activities by sending them, inter alia, a summary record and its resolutions and decisions.

2 The Postal Operations Council shall prepare for the Council of Administration an annual report on its work.

3 The Postal Operations Council shall make to Congress a comprehensive report on its work, including reports on user-funded subsidiary bodies as provided for in article 152, and send it to member countries of the Union, their designated operators and members of the Consultative Committee at least two months before the opening of Congress.

³¹ Amended by the 2018 Addis Ababa Extraordinary Congress.

³² Amended by the 2018 Addis Ababa Extraordinary Congress.

Article 117bis³³**Coordination Committee for the Permanent Bodies of the Union**

1 The Chairman of the CA, the Chairman of the POC and the Director General of the International Bureau shall form the Coordination Committee for the Permanent Bodies of the Union (CCoord).

2 The CCoord shall have the following attributions and functions:

2.1 Contribute to the coordination of the work of the permanent bodies of the Union;

2.2 Meet, when needed, in order to discuss important questions relating to the Union and the postal service and provide the Union's bodies with an evaluation of such questions;

2.3 Ensure proper implementation of the strategic planning process so that all decisions on the Union's activities are taken by the appropriate bodies in accordance with the respective responsibilities as specified in the Acts of the Union.

3 On convocation by the Chairman of the CA, the CCoord shall meet twice a year, at Union headquarters. The date and place of the meetings shall be fixed by the Chairman of the CA in agreement with the Chairman of the POC and the Director General of the International Bureau

Section 4

Consultative Committee (CC)

Article 118

Aim of the CC

1 The aim of the Consultative Committee is to represent the interests of the wider international postal sector, and to provide a framework for effective dialogue between stakeholders.

Article 119

Composition of the CC

1 The Consultative Committee shall consist of:

1.1 non-governmental organizations representing customers, delivery service providers, organizations of workers, suppliers of goods and services to the postal services sector and like organizations of individuals and companies which have an interest in supporting the mission and objectives of the Union;

1.1bis high-level figures from the postal sector recommended by member countries or the bodies of the Union concerned, including the Consultative Committee;³⁴

1.1ter civil society organizations: regional and non-governmental international postal organizations, as well as standardization, financial and development organizations, not provided for under 1.1;³⁵

1.2 members designated by the Council of Administration from among its members;

1.3 members designated by the Postal Operations Council from among its members.

1bis If any organizations are registered, they must be registered in a Union member country.³⁶

2 The operational costs of the Consultative Committee shall be shared by the Union and members of the Committee as determined by the Council of Administration.

3 The members of the Consultative Committee shall not receive remuneration or any other compensation.

³³ Added by the 2018 Addis Ababa Extraordinary Congress.

³⁴ Added by the 2016 Istanbul Congress.

³⁵ Added by the 2016 Istanbul Congress.

³⁶ Added by the 2016 Istanbul Congress.

Article 120

Membership of the CC

- 1 Apart from members designated by the Council of Administration and the Postal Operations Council, membership of the Consultative Committee shall be determined through a process of application and acceptance established by the Council of Administration, carried out in accordance with article 107.1.30.
- 2 Each member of the Consultative Committee shall appoint its own representative.

Article 121

Functions of the CC

- 1 The Consultative Committee shall have the following functions:
 - 1.1 Examines documents and reports of the Council of Administration and the Postal Operations Council. In exceptional circumstances, the right to receive certain texts and documents may be restricted if the confidentiality of the subject of the meeting or document so requires. This restriction may be decided on a case-by-case basis by any body concerned or its Chairman. The case-by-case situations shall be reported to the Council of Administration, and to the Postal Operations Council when matters of interest to the Postal Operations Council are concerned. If it considers this necessary, the Council of Administration may subsequently review restrictions, in consultation with the Postal Operations Council, where appropriate.
 - 1.2 Conducts and contributes to studies of issues of importance to the Consultative Committee's members.
 - 1.3 Considers issues affecting the postal services sector and issues reports on such issues.
 - 1.4 Provides input to the work of the Council of Administration and the Postal Operations Council, including submitting reports and recommendations and giving opinions at the request of the two Councils.
 - 1.5 Makes recommendations to Congress, subject to the approval of the Council of Administration and, when matters of interest to the Postal Operations Council are involved, subject to examination and comment by the Postal Operations Council.

Article 122

Organization of the CC

- 1 The Consultative Committee shall reorganize itself after each Congress in accordance with the framework established by the Council of Administration. The Chairman of the Council of Administration shall preside at the organizational meeting of the Consultative Committee, which shall elect its Chairman at that meeting.
- 2 The Consultative Committee shall determine its internal organization and shall draw up its own rules of procedure, taking into account the general principles of the Union and subject to the concurrence of the Council of Administration after having consulted the Postal Operations Council.
- 3 The Consultative Committee shall meet once a year. In principle, the meetings will be held at Union headquarters at the same time as meetings of the Postal Operations Council. The date and location of each meeting shall be fixed by the Chairman of the Consultative Committee, in agreement with the Chairmen of the Council of Administration and the Postal Operations Council and the Director General of the International Bureau.

Article 123

Representatives of the Consultative Committee at the Council of Administration, the Postal Operations Council and Congress

1 In order to ensure effective liaison with the bodies of the Union, the Consultative Committee may designate representatives to attend meetings of Congress, the Council of Administration, and the Postal Operations Council, and their respective Committees, as observers without the right to vote.

2 Members of the Consultative Committee are invited to plenary sessions and Committee meetings of the Council of Administration and the Postal Operations Council in accordance with article 105. They may also participate in the work of **standing groups and task forces**³⁷ under terms established in articles 109.2.2 and 115.2.2.

3 The Chairman of the Council of Administration and the Chairman of the Postal Operations Council shall represent those bodies at meetings of the Consultative Committee when the agenda of such meetings contains questions of interest to those bodies.

Article 124

CC observers

1 Other member countries of the Union and the observers and ad hoc observers referred to in article 105 may participate in the sessions of the Consultative Committee, without the right to vote.

2 For logistical reasons, the Consultative Committee may limit the number of attendees per observer and ad hoc observer participating. It may also limit their right to speak during the debates.

3 In exceptional circumstances, observers and ad hoc observers may be excluded from a meeting or a portion of a meeting or may have their right to receive documents restricted if the confidentiality of the subject of the meeting or document so requires. This restriction may be decided on a case-by-case basis by any body concerned or its Chair. The case-by-case situations shall be reported to the Council of Administration and to the Postal Operations Council when matters of interest to the Postal Operations Council are concerned. If it considers this necessary, the Council of Administration may subsequently review restrictions, in consultation with the Postal Operations Council where appropriate.

Article 125

Information on the activities of the CC

1 After each session, the Consultative Committee shall inform the Council of Administration and the Postal Operations Council of its activities by sending to the Chairmen of those bodies, inter alia, a summary record of its meetings and its recommendations and views.

2 The Consultative Committee shall make to the Council of Administration an annual activity report, with a copy to the Postal Operations Council. This report shall be included in the documentation of the Council of Administration provided to member countries of the Union, to their designated operators and to the Restricted Unions, in accordance with article 111.

3 The Consultative Committee shall make to Congress a comprehensive report on its work and send it to the member countries and their designated operators at least two months before the opening of Congress.

³⁷ Amended by the 2018 Addis Ababa Extraordinary Congress.

Chapter II International Bureau

Section 1

Election and duties of the Director General and Deputy Director General of the International Bureau

Article 126

Election of the Director General and Deputy Director General of the International Bureau

1 The Director General and the Deputy Director General of the International Bureau shall be elected by Congress for the period between two successive Congresses, the minimum duration of their term of office being four years. Their term of office shall be renewable once only. Unless Congress decides otherwise, the date on which they take up their duties shall be fixed at 1 January of the year following that in which Congress is held.

2 At least seven months before the opening of Congress, the Director General of the International Bureau shall send a memorandum to the Governments of member countries inviting them to submit their applications, if any, for the posts of Director General and Deputy Director General and indicating at the same time whether the Director General and Deputy Director General in office are interested in a renewal of their initial term of office. The applications, accompanied by a curriculum vitae, must reach the International Bureau at least two months before the opening of Congress. The candidates must be nationals of the member countries which put them forward. The International Bureau shall prepare the election documents for Congress. The election of the Director General and that of the Deputy Director General shall take place by secret ballot, the first election being for the post of Director General.

3 If the post of Director General falls vacant, the Deputy Director General shall take over the functions of Director General until the expiry of the latter's term of office; he shall be eligible for election to that post and shall automatically be accepted as a candidate, provided that his initial term of office as Deputy Director General has not already been renewed once by the preceding Congress and that he declares his interest in being considered as a candidate for the post of Director General.

4 If the posts of Director General and Deputy Director General fall vacant at the same time, the Council of Administration shall elect, on the basis of the applications received following notification of the vacancies, a Deputy Director General for the period extending up to the next Congress. With regard to the submission of applications, paragraph 2 shall apply by analogy.

5 If the post of Deputy Director General falls vacant, the Council of Administration shall, on the proposal of the Director General, instruct one of the grade D 2 Directors at the International Bureau to take over the functions of Deputy Director General until the following Congress.

Article 127

Duties of the Director General

Obis The Director General shall be the legal representative of the Union.³⁸

1 The Director General shall organize, administer and direct the International **Bureau.**³⁹

2 Regarding the classification of posts, appointments and promotions:

2.1 the Director General shall be empowered to classify posts in grades G 1 to D 2 and to appoint and promote officials in those grades.

2.2 for appointments in grades P 1 to D 2, he shall consider the professional qualifications of the candidates recommended by the member countries of which the candidates are nationals or in which they exercise their professional activities, taking into account equitable geographical distribution with

³⁸ Added by the 2018 Addis Ababa Extraordinary Congress.

³⁹ Amended by the 2018 Addis Ababa Extraordinary Congress.

- respect to continents and languages. D 2 posts shall as far as possible be filled by candidates from different regions and from regions other than those from which the Director General and Deputy Director General originate, bearing in mind the paramount consideration of the efficiency of the International Bureau. In the case of posts requiring special qualifications, the Director General may seek applications from outside;
- 2.3 he shall also consider, for the appointment of a new official, that, in principle, persons occupying grade D 2, D 1 and P 5 posts must be nationals of different member countries of the Union;
- 2.4 for the promotion of an official of the International Bureau to grades D 2, D 1 and P 5, he shall not be bound to apply the same principle as under 2.3;
- 2.5 the requirements of equitable geographical and language distribution shall rank behind merit in the recruitment process;
- 2.6 the Director General shall inform the Council of Administration once a year of appointments and promotions in grades P 4 to D 2.
- 3 Furthermore, the Director General shall have the following duties:
- 3.1 acts as depositary of the Acts of the Union and as intermediary in the procedure of accession and admission to and withdrawal from the Union;
- 3.2 notifies the decisions taken by Congress to all the Governments of member countries;
- 3.3 notifies all member countries and their designated operators of the Regulations drawn up or revised by the Postal Operations Council;
- 3.4 prepares the draft annual budget of the Union at the lowest possible level consistent with the requirements of the Union and submits it in due course to the Council of Administration for consideration; communicates the budget to the member countries of the Union after approval by the Council of Administration and executes it;
- 3.5 executes the specific activities requested by the bodies of the Union and those assigned to him by the Acts;
- 3.6 takes action to achieve the objectives set by the bodies of the Union, within the framework of the established policy and the funds available;
- 3.7 submits suggestions and proposals to the Council of Administration or to the Postal Operations Council;
- 3.8 following the close of Congress, submits proposals to the Postal Operations Council concerning changes to the Regulations required as a result of Congress decisions, in accordance with the Rules of Procedure of the Postal Operations Council;
- 3.9 prepares, for the Council of Administration and on the basis of directives issued by the Councils, the draft Union Strategy and draft quadrennial UPU business plan⁴⁰ to be submitted to Congress;
- 3.10 prepares, for approval by the Council of Administration, a four-yearly report on the member countries' performance in respect of the Union Strategy approved by the preceding Congress, which will be submitted to the following Congress;
- 3.11 (Deleted.)⁴¹**
- 3.12 acts as an intermediary in relations between:
- 3.12.1 the UPU and the Restricted Unions;
- 3.12.2 the UPU and the United Nations;
- 3.12.3 the UPU and the international organizations whose activities are of interest to the Union;
- 3.12.4 the UPU and the international organizations or the associations or enterprises that the bodies of the Union wish to consult or associate with their work;

⁴⁰ Amended by the 2016 Istanbul Congress.

⁴¹ By the 2018 Addis Ababa Extraordinary Congress.

- 3.13 assumes the duties of Secretary General of the bodies of the Union and supervises in this capacity, taking into account the special provisions of these General Regulations, in particular:
- 3.13.1 the preparation and organization of the work of the Union's bodies;
 - 3.13.2 the preparation, production and distribution of documents, reports and minutes;
 - 3.13.3 the functioning of the secretariat at meetings of the Union's bodies;
- 3.14 attends the meetings of the bodies of the Union and takes part in the discussions without the right to vote, with the possibility of being represented.

Article 128

Duties of the Deputy Director General

- 1 The Deputy Director General shall assist the Director General and shall be responsible to him.
- 2 If the Director General is absent or prevented from discharging his duties, the Deputy Director General shall exercise his functions. The same shall apply in the case of a vacancy in the post of Director General as mentioned in article 126.3.

Section 2

Secretariat of the Union bodies and the Consultative Committee

Article 129

General remarks

- 1 The secretariat of the Union's bodies and the Consultative Committee shall be provided by the International Bureau under the responsibility of the Director General.

Article 130

Preparation and distribution of documents of the Union bodies

- 1 The International Bureau shall prepare and make available through the **Union** website all the documents published, in the language versions specified in article 155,⁴² **in accordance with the Rules of Procedure of the Council of Administration and Postal Operations Council**. The International Bureau shall also indicate, **to the representatives of member countries in particular**, new e-document publications on the **Union**⁴³ website by means of an efficient web-signalling system.
- 2 Furthermore, the International Bureau shall physically distribute Union publications, such as International Bureau circulars and CA and POC Summary Records, only at the request of an individual member country.⁴⁴

Article 131

List of member countries (Const. 2)

- 1 The International Bureau shall prepare and keep up to date the list of member countries of the Union showing therein their contribution class, their geographical group and their position with respect to the Acts of the Union.

⁴² Amended by the 2016 Istanbul Congress.

⁴³ Amended by the 2018 Addis Ababa Extraordinary Congress.

⁴⁴ Added by the 2016 Istanbul Congress.

Article 132

Information. Opinions. Requests for explanation and amendment of the Acts. Inquiries.
Role in the settlement of accounts (Const. 20; Gen. Regs 139, 140, 143)

1 The International Bureau shall be at all times at the disposal of the Council of Administration, the Postal Operations Council and member countries and their designated operators for the purpose of supplying them with any necessary information on questions relating to the service.

2 In particular it shall collect, collate, publish and distribute all kinds of information of interest to the international postal service, give an opinion, at the request of the parties involved, on questions in dispute, act on requests for explanation and amendment of the Acts of the Union and, in general, carry out such studies and editorial or documentary work as are assigned to it by those Acts or as may be referred to it in the interest of the Union.

3 It shall also conduct inquiries requested by member countries and their designated operators to obtain the views of other member countries and designated operators on a particular question. The result of an inquiry shall not have the status of a vote and shall not be formally binding.

4 It may act as a clearing house in the settlement of accounts of all kinds relating to the postal service.

5 The International Bureau shall ensure the confidentiality and security of commercial data provided by member countries and/or their designated operators for the performance of its duties arising from the Acts or decisions of the Union.

Article 133

Technical cooperation (Const. 1)

1 The International Bureau shall develop postal technical assistance in all its forms within the framework of international technical cooperation.

Article 134

Forms supplied by the International Bureau (Const. 20)

1 The International Bureau shall be responsible for arranging the manufacture of international reply coupons and for supplying them, at cost, to member countries or their designated operators ordering them.

Article 135

Acts of Restricted Unions and Special Agreements (Const. 8)

1 Two copies of the Acts of Restricted Unions and of Special Agreements concluded under article 8 of the Constitution shall be sent to the International Bureau by the offices of such Unions, or failing that, by one of the contracting parties.

2 The International Bureau shall see that the Acts of Restricted Unions and Special Agreements do not include conditions less favourable to the public than those which are provided for in the Acts of the Union. It shall notify the Council of Administration of any irregularity discovered through applying this provision.

3 The International Bureau shall inform member countries and their designated operators of the existence of the Restricted Unions and the Special Agreements mentioned above.

Article 136

Union periodical

1 The International Bureau shall publish, with the aid of the documents made available to it, a periodical in Arabic, Chinese, English, French, German, Russian and Spanish.

Article 137

Annual report on the work of the Union (Const. 20; Gen. Regs 107.1.24)

1 The International Bureau shall make an annual report on the work of the Union, which shall be sent, after approval by the Management Committee of the Council of Administration, to member countries and/or designated operators, the Restricted Unions and the United Nations.

Chapter III

Submission, consideration of proposals, notification of decisions adopted and entry into force of the Regulations and other decisions adopted

Article 138

Procedure for submitting proposals to Congress (Const. 29)

1 Subject to the exceptions provided for in paragraphs 2 and 5, the following procedure shall govern the submission of proposals of all kinds to Congress by member countries:

- 1.1 proposals which reach the International Bureau at least six months before the date fixed for Congress shall be accepted;
- 1.2 no drafting proposal shall be accepted during the period of six months preceding the date fixed for Congress;
- 1.3 proposals of substance which reach the International Bureau in the interval between six and four months before the date fixed for Congress shall not be accepted unless they are supported by at least two member countries;
- 1.4 proposals of substance which reach the International Bureau in the interval between four and two months preceding the date fixed for Congress shall not be accepted unless they are supported by at least eight member countries; proposals which arrive after that time shall no longer be accepted;
- 1.5 declarations of support must reach the International Bureau within the same period of time as the proposals to which they refer.

2 Proposals concerning the Constitution or the General Regulations shall reach the International Bureau not later than six months before the opening of Congress; any received after that date but before the opening of Congress shall not be considered unless Congress so decides by a majority of two thirds of the member countries represented at Congress and unless the conditions laid down in paragraph 1 are fulfilled.

3 Every proposal must, as a rule, have only one aim and contain only the changes justified by that aim. Similarly, each proposal liable to lead to significant costs for the Union shall be accompanied by an indication of its financial impact, prepared by the member country submitting the proposal, in consultation with the International Bureau, so that the financial resources needed for its implementation can be determined.

4 Drafting proposals shall be headed "Drafting proposal" by the member countries which submit them and shall be published by the International Bureau under a number followed by the letter R. Proposals which do not bear this indication but which, in the opinion of the International Bureau, deal only with drafting points shall be published with an appropriate annotation; the International Bureau shall draw up a list of these proposals for Congress.

5 The procedure prescribed in paragraphs 1 and 4 **shall apply neither** to proposals concerning the Rules of Procedure of Congresses, **nor to proposals submitted by the Council of Administration or the Postal Operations Council.**⁴⁵

⁴⁵ Amended by the 2016 Istanbul Congress and 2018 Addis Ababa Extraordinary Congress.

Article 138bis⁴⁶

Procedure for amending proposals submitted in accordance with article 138

1 Amendments to proposals already made, excluding those submitted by the Council of Administration or the Postal Operations Council, may continue to be presented to the International Bureau in accordance with the provisions of the Rules of Procedure of Congresses.

2 Amendments to proposals submitted by the Council of Administration or the Postal Operations Council shall be received by the International Bureau at least two months before the opening of Congress. Beyond this point, member countries may present their amendments at Congress sessions.

Article 139

Procedure for submitting proposals amending the Convention or the Agreements between Congresses

1 To be eligible for consideration, every proposal concerning the Convention or the Agreements submitted by a member country between Congresses shall be supported by at least two other member countries. Such proposals shall lapse if the International Bureau does not receive, at the same time, the necessary number of declarations of support.

2 These proposals shall be sent to other member countries through the intermediary of the International Bureau.

Article 140

Consideration of proposals amending the Convention or the Agreements between Congresses

1 Every proposal concerning the Convention, the Agreements and their Final Protocols shall be subject to the following procedure: where a member country has sent a proposal to the International Bureau, the latter shall forward it to all member countries for examination. They shall be allowed a period of 45 days⁴⁷ in which to examine the proposal and forward any observations to the International Bureau. Amendments shall not be admissible. Once these 45 days⁴⁸ have elapsed, the International Bureau shall forward to member countries all the observations it has received and invite each member country to vote for or against the proposal. Member countries that have not sent in their vote within a period of 45 days⁴⁹ shall be considered to have abstained. The aforementioned periods shall be reckoned from the dates of the International Bureau circulars.

2 If the proposal relates to an Agreement or its Final Protocol, only the member countries which are parties to that Agreement may take part in the procedure described in paragraph 1.

Article 141

Procedure for submitting proposals to the Postal Operations Council concerning the preparation of new Regulations in the light of decisions taken by Congress

1 The Regulations of the Universal Postal Convention and the Postal Payment Services Agreement shall be drawn up by the Postal Operations Council in the light of the decisions taken by Congress.

2 Proposals that are consequential on proposed amendments to the Convention or Postal Payment Services Agreement should be submitted to the International Bureau simultaneously with the Congress proposals to which they relate. They may be submitted by a single member country without the support of other member countries. Such proposals shall be distributed to all member countries no later than one month prior to Congress.

⁴⁶ Added by the 2016 Istanbul Congress.

⁴⁷ Amended by the 2016 Istanbul Congress.

⁴⁸ Amended by the 2016 Istanbul Congress.

⁴⁹ Amended by the 2016 Istanbul Congress.

3 Other proposals concerning the Regulations for consideration by the Postal Operations Council in its preparation of the new Regulations within the six months following Congress shall be submitted to the International Bureau at least two months before Congress.

4 Proposals concerning changes to the Regulations required as a result of Congress decisions that are submitted by member countries must reach the International Bureau no later than two months before the opening of the Postal Operations Council. Such proposals shall be distributed to all member countries and their designated operators no later than one month prior to the opening of the Postal Operations Council.

Article 142

Amendment of the Regulations by the Postal Operations Council

1 Proposals for amending the Regulations shall be dealt with by the Postal Operations Council.

2 The support of at least one member country shall be required for submitting any proposal to amend the Regulations.⁵⁰

3 (Deleted.)⁵¹

Article 143

Notification of decisions adopted between Congresses (Const. 29; Gen. Regs 139, 140, 142)

1 Amendments made to the Convention, the Agreements and the Final Protocols to those Acts shall be sanctioned by notification thereof to the Governments of member countries by the Director General of the International Bureau.

2 Amendments made to the Regulations and their Final Protocols by the Postal Operations Council shall be communicated to member countries and their designated operators by the International Bureau. The same shall apply to the interpretations referred to in article 38.3.2 of the Convention and in the corresponding provisions of the Agreements.

Article 144

Entry into force of the Regulations and of the other decisions adopted between Congresses

1 The Regulations shall come into force on the same date and shall have the same duration as the Acts laid down by Congress.

2 Subject to the provisions of paragraph 1, decisions on amending the Acts of the Union which are adopted between Congresses shall not take effect until at least three months after their notification. **However, this time requirement shall not apply to any amendments to the Regulations which are adopted following the drawing up of the new Regulations but still prior to their entry into force as per paragraph 1.**⁵²

Chapter IV

Finance

Article 145

Fixing of the expenditure of the Union (Const. 21)

1 Subject to the provisions of paragraphs 2 to 6, the annual expenditure relating to the activities of bodies of the Union may not exceed 37,235,000 Swiss francs for the years 2017 to 2020. In the event that the Congress planned for 2020 is postponed, the same ceilings shall also apply to the post-2020 period.⁵³

⁵⁰ Amended by the 2016 Istanbul Congress.

⁵¹ By the 2016 Istanbul Congress.

⁵² Amended by the 2018 Addis Ababa Extraordinary Congress.

⁵³ Amended by the 2016 Istanbul Congress.

2 The expenditure relating to the convening of the next Congress (travelling expenses of the secretariat, transport charges, cost of installing simultaneous interpretation equipment, cost of reproducing documents during the Congress, etc.) shall not exceed the limit of 2,900,000 Swiss francs.

3 The Council of Administration shall be authorized to exceed the limits laid down in paragraphs 1 and 2 to take account of increases in salary scales, pension contributions or allowances, including post adjustments, approved by the United Nations for application to its staff working in Geneva.

4 The Council of Administration shall also be authorized to adjust, each year, the amount of expenditure other than that relating to staff on the basis of the Swiss consumer price index.

5 Notwithstanding paragraph 1, the Council of Administration, or in case of extreme urgency, the Director General, may authorize the prescribed limits to be exceeded to meet the cost of major and unforeseen repairs to the International Bureau building, provided however that the amount of the increase does not exceed 125,000 Swiss francs per annum.

6 If the credits authorized in paragraphs 1 and 2 prove inadequate to ensure the smooth running of the Union, these limits may only be exceeded with the approval of the majority of the member countries of the Union. Any consultation shall include a complete description of the facts justifying such a request.

Article 146

Regulation of member countries' contributions

1 Countries which accede to the Union or are admitted to the status of members of the Union as well as those which leave the Union shall pay their contributions for the whole of the year during which their admission or withdrawal becomes effective.

2 Member countries shall pay their contributions to the Union's annual expenditure in advance on the basis of the budget laid down by the Council of Administration. These contributions shall be paid not later than the first day of the financial year to which the budget refers. After that date, the sums due shall be chargeable with interest in favour of the Union at the rate of 5%⁵⁴ per annum from the fourth month.

3 Where the arrears of mandatory contributions, not including interest, owed to the Union by a member country are equal to or more than the amount of the contributions of that member country for the preceding two financial years, such member country may irrevocably assign to the Union all or part of the credits owed it by other member countries, in accordance with the arrangements laid down by the Council of Administration. The conditions of this assignment of credit shall be determined by agreement reached between the member country, its debtors/creditors and the Union.

4 A member country which, for legal or other reasons, cannot make such an assignment must undertake to conclude a schedule for the amortization of its arrears.

5 Other than in exceptional circumstances, recovery of arrears of mandatory contributions owed to the Union may not extend over more than ten years.

6 In exceptional circumstances, the Council of Administration may release a member country from all or part of the interest owed if that country has paid the full capital amount of its debts in arrears.

7 A member country may also be released, within the framework of an amortization schedule approved by the Council of Administration for its accounts in arrears, from all or part of the interest accumulated or to accrue; such release shall, however, be subject to the full and punctual execution of the amortization schedule within an agreed period of ten years at most.

8 The provisions under paragraphs 3 to 7 apply by analogy to the translation costs billed by the International Bureau to member countries belonging to the language groups.

⁵⁴ Amended by the 2018 Addis Ababa Extraordinary Congress.

9 The International Bureau shall send bills to member countries at least three months before their due date. The original bills shall be sent to the correct address provided by the member country concerned. Electronic copies of the bills shall be sent via e-mail as pre-advice or alerts.⁵⁵

10 Furthermore, the International Bureau shall provide member countries with clear information each time it charges them interest on overdue payment of particular bills, so that member countries can easily verify to which bills the interest corresponds.⁵⁶

Article 147

Shortfalls in financing

1 A Reserve Fund shall be established with the Union to cover shortfalls in financing. Its amount shall be fixed by the Council of Administration. The Fund shall be maintained primarily from budget surpluses, and may also be used to balance the budget or reduce the amount of member countries' contributions.

2 In case of temporary shortfalls in Union financing, the Government of the Swiss Confederation shall make the necessary short-term advances to the Union, on conditions fixed by mutual agreement.

Article 148

Supervision of book-keeping and accounting

1 The Government of the Swiss Confederation shall supervise, without charge, the book-keeping and accounting of the International Bureau within the limits of the credits fixed by Congress.

Article 149

Automatic sanctions

1 Any member country unable to make the assignment provided for in article 146.3 and which does not agree to submit to an amortization schedule proposed by the International Bureau in accordance with article 146.4, or which does not comply with such a schedule shall automatically lose its right to vote at Congress and at meetings of the Council of Administration and the Postal Operations Council and shall no longer be eligible for membership of these two Councils.

2 Automatic sanctions shall be lifted as a matter of course and with immediate effect as soon as the member country concerned has paid its arrears of mandatory contributions owed to the Union, in capital and interest, or has agreed with the Union⁵⁷ to submit to a schedule for the amortization of the arrears.

Article 150

Contribution classes (Const. 21; Gen. Regs 131, 145, 146, 147 and 148)

1 Member countries shall contribute to defraying Union expenses according to the contribution class to which they belong. These classes shall be the following:

- class of 50 units;
- **class of 47 units;**
- class of 45 units;
- **class of 43 units;**
- class of 40 units;
- **class of 37 units;**

⁵⁵ Added by the 2016 Istanbul Congress.

⁵⁶ Added by the 2016 Istanbul Congress.

⁵⁷ Amended by the 2016 Istanbul Congress.

- class of 35 units;
- **class of 33 units;**
- class of 30 units;
- **class of 27 units;**
- class of 25 units;
- **class of 23 units;**
- class of 20 units;
- **class of 17 units;**
- class of 15 units;
- **class of 13 units;**
- class of 10 units;
- **class of 7 units;**
- class of 5 units;
- class of 3 units;
- class of 1 unit;
- class of 0.5 units, reserved **for least developed** countries as listed by the United Nations and for other countries designated by the Council of Administration;
- **class of 0.1 units, reserved for countries which are recognized by the United Nations as Small Island Developing States with a population of under 200,000 (as per the latest statistical information published by the relevant office of the United Nations).**⁵⁸

2 Notwithstanding the contribution classes listed in paragraph 1, any member country may elect to contribute a higher number of units than that corresponding to the contribution class to which it belongs, for a minimum term equivalent to the period between Congresses. The announcement of a change shall be made at the latest at Congress. At the end of the period between Congresses, the member country shall return automatically to its original number of contribution units unless it decides to maintain its contribution of a higher number of units. The payment of additional contributions will increase the expenditure accordingly.

3 Member countries shall be included in one of the above-mentioned contribution classes upon their admission or accession to the Union, in accordance with the procedure laid down in article 21.4 of the Constitution.

4 Member countries may subsequently be placed in a lower contribution class, on condition that the request for this change is sent the International Bureau at least two months before the opening of Congress. Congress shall give a non-binding opinion on these requests for a change in contribution class. The member country shall be free to decide whether to follow the opinion of Congress. The final decision of the member country shall be transmitted to the International Bureau Secretariat before the end of Congress. This change request shall take effect on the date of the entry into force of the financial provisions drawn up by Congress. Member countries that have not made known their wish to change contribution class within the required time shall remain in the class to which they belonged up to that time.

5 Member countries may not insist on being lowered more than one class at a time.

6 Nevertheless, in exceptional circumstances such as natural disasters necessitating international aid programmes, the Council of Administration may authorize a temporary reduction in contribution class once between two Congresses when so requested by a member country if the said member establishes that it can no longer maintain its contribution at the class originally chosen. In the same circumstances, the Council of Administration may also authorize a temporary reduction for the non-least developed countries already in the class of 1 unit by placing them in the class of 0.5 unit.

⁵⁸ Added by the 2018 Addis Ababa Extraordinary Congress.

7 The temporary reduction in contribution class in application of paragraph 6 may be authorized by the Council of Administration for a maximum period of two years or up to the next Congress, whichever is earlier. On expiry of the specified period, the country concerned shall automatically revert to its original contribution class.

8 Notwithstanding paragraphs 4 and 5, changes to a higher class shall not be subject to any restriction.

Article 151

Payment for supplies from the International Bureau (Gen. Regs 134)

1 Supplies provided by the International Bureau to member countries and their designated operators against payment shall be paid for in the shortest possible time and at the latest within six months from the first day of the month following that in which the account is sent by the Bureau. After that period the sums due shall be chargeable with interest in favour of the Union at the rate of 5% per annum reckoned from the date of expiry of that period.

Article 152

Organization of user-funded subsidiary bodies

1 Subject to the approval of the Council of Administration, the POC may establish a number of user-funded subsidiary bodies, funded by voluntary means, in order to organize operational, commercial, technical and economic activities which fall within its competence under article 18 of the Constitution, but which may not be financed by the regular budget.

2 Upon the creation of such a body under the POC, the POC shall decide on the basic framework of the **rules of procedure**⁵⁹ of the body, taking due consideration of the fundamental rules and principles of the UPU as an intergovernmental organization, and shall submit it to the CA for approval. The basic framework shall include the following elements:

- 2.1 the mandate;
- 2.2 the constituency, including the categories of members participating;
- 2.3 decision-making rules, including its internal structure and its relationship with other **Union**⁶⁰ bodies;
- 2.4 voting and representation principles;
- 2.5 financing (subscription, usage fees, etc.);
- 2.6 composition of secretariat and management structure.

3 Each user-funded subsidiary body shall organize its activities in an autonomous manner within the basic framework decided by the POC and approved by the CA, and shall prepare an annual report on its activities for **consideration**⁶¹ by the POC.

4 The Council of Administration shall establish the rules concerning support costs that user-funded subsidiary bodies should contribute to the regular budget, and shall publish them in the UPU Financial Regulations.

5 The Director General of the International Bureau shall administer the secretariat of the user-funded subsidiary bodies in accordance with the **relevant Staff Regulations and Rules, as**⁶² applicable to the staff recruited for the user-funded subsidiary bodies. The secretariat of the subsidiary bodies shall be an integral part of the International Bureau.

6 Information concerning user-funded subsidiary bodies established in accordance with this article shall be reported to Congress following their establishment.

⁵⁹ Amended by the 2018 Addis Ababa Extraordinary Congress.

⁶⁰ Amended by the 2018 Addis Ababa Extraordinary Congress.

⁶¹ Amended by the 2018 Addis Ababa Extraordinary Congress.

⁶² Amended by the 2018 Addis Ababa Extraordinary Congress.

Chapter V Arbitration

Article 153

Arbitration procedure (Const. 32)

1 If a dispute has to be settled by arbitration between member countries, each member country must advise the other party in writing of the subject of the dispute and inform it, by means of a notice to initiate arbitration, that it wishes to initiate arbitration.

2 If the dispute concerns questions of an operational or technical nature, each member country may ask its designated operator to act in accordance with the procedure provided for in the following paragraphs and delegate such power to its operator. The member country concerned shall be informed of the progress of the proceedings and of the result. The respective member countries or designated operators shall hereafter be referred to as "parties to the arbitration".

3 The parties to the arbitration shall appoint either one or three arbitrators.

4 Where the parties to the arbitration choose to appoint three arbitrators, each party shall, in accordance with paragraph 2, select a member country or designated operator not directly involved in the dispute, to act as an arbitrator. When several member countries and/or designated operators make common cause, they shall count only as a single party for the purposes of these provisions.

5 Where the parties agree to the appointment of three arbitrators, the third arbitrator shall be jointly agreed upon by the parties and shall not need to be from a member country or designated operator.

6 If the dispute concerns one of the Agreements, the arbitrators may be appointed only from among the member countries that are parties to that Agreement.

7 The parties to the arbitration may jointly agree to appoint a single arbitrator, who shall not need to be from a member country or designated operator.

8 If one or both parties to the arbitration do not, within a period of three months from the date of the notice to initiate arbitration, appoint an arbitrator or arbitrators the International Bureau shall, if so requested, itself call upon the defaulting member country to appoint an arbitrator, or shall itself appoint one automatically. The International Bureau will not be involved in the deliberations unless otherwise mutually requested by the parties.

9 The parties to the arbitration may mutually agree to reconcile the dispute at any time before a ruling is delivered by the arbitrator or arbitrators. Notice of any withdrawal must be submitted in writing to the International Bureau within 10 days of the parties reaching such agreement. Where the parties agree to withdraw from the arbitration process, the arbitrator or arbitrators shall lose their authority to decide the matter.

10 The arbitrator or arbitrators shall be required to make a decision on the dispute based on the facts and evidence before them. All information regarding the dispute must be notified to both parties and the arbitrator or arbitrators.

11 The decision of the arbitrator or arbitrators shall be taken by a majority of votes, and notified to the International Bureau and the parties within six months of the date of the notice to initiate arbitration.

12 The arbitration proceedings shall be confidential, and only a brief description of the dispute and the decision shall be advised in writing to the International Bureau within 10 days of the decision being delivered to the parties.

13 The decision of the arbitrator or arbitrators shall be final and binding on the parties and not subject to appeal.

14 The parties to the arbitration shall implement the decision of the arbitrator or arbitrators without delay. Where a designated operator is delegated power by its member country to initiate and adhere to the arbitration

procedure, the member country shall be responsible for ensuring that the designated operator implements the decision of the arbitrator or arbitrators.

Chapter VI Use of languages within the Union

Article 154

Working languages of the International Bureau

1 The working languages of the International Bureau shall be French and English.

Article 155

Languages used for documentation, for debates and for official correspondence

1 In the documentation published by the Union, the French, English, Arabic and Spanish languages shall be used. The Chinese, German, Portuguese and Russian languages shall also be used, provided that only the most important basic documentation is produced in these languages. Other languages may also be used on condition that the member countries which have made the request bear all of the costs involved.

2 The member country or countries which have requested the use of a language other than the official language constitute a language group.

3 Documentation shall be published by the International Bureau in the official language and in the languages of the other duly constituted language groups, either directly or through the intermediary of the regional offices of those groups in conformity with the procedures agreed with the International Bureau. Publication in the different languages shall be effected in accordance with a common standard.

4 Documentation published directly by the International Bureau shall, as far as possible, be distributed simultaneously in the different languages requested.

5 Correspondence between the member countries or their designated operators of member countries and the International Bureau and between the latter and outside entities may be exchanged in any language for which the International Bureau has available a translation service.

6 The costs of translation into any language, including those resulting from the application of paragraph 5, shall be borne by the language group which has asked for that language. The member countries using the official language shall pay, in respect of the translation of non-official documents, a lump-sum contribution, the amount of which per contribution unit shall be the same as that borne by the member countries using the other International Bureau working language. All other costs involved in the supply of documents shall be borne by the Union. The ceiling of the costs to be borne by the Union for the production of documents in Chinese, German, Portuguese and Russian shall be fixed by a Congress resolution.

7 The costs to be borne by a language group shall be divided among the members of that group in proportion to their contributions to the expenses of the Union. These costs may be divided among the members of the language group according to another system, provided that the member countries concerned agree to it and inform the International Bureau of their decision through the intermediary of the spokesman of the group.

8 The International Bureau shall give effect to any change in the choice of language requested by a member country after a period which shall not exceed two years.

9 For the discussions at meetings of the Union's bodies, the French, English, Spanish, Russian and Arabic languages shall be admissible, by means of a system of interpretation – with or without electronic equipment – the choice being left to the judgment of the organizers of the meeting after consultation with the Director General of the International Bureau and the member countries concerned.

10 Other languages shall likewise be admissible for the discussions and meetings mentioned in paragraph 9.

11 Delegations using other languages shall arrange for simultaneous interpretation into one of the languages mentioned in paragraph 9, either by the system indicated in the same paragraph, when the necessary technical modifications can be made, or by individual interpreters.

12 The costs of the interpretation services shall be shared among the member countries using the same language in proportion to their contributions to the expenses of the Union. However, the costs of installing and maintaining the technical equipment shall be borne by the Union.

13 Member countries and/or their designated operators may come to an understanding about the language to be used for official correspondence in their relations with one another. In the absence of such an understanding, the language to be used shall be French.

Chapter VII Final provisions

Article 156

Conditions for approval of proposals concerning the General Regulations

1 To become effective, proposals submitted to Congress relating to these General Regulations shall be approved by a majority of the member countries represented at Congress and having the right to vote. At least two thirds of the member countries of the Union having the right to vote shall be present at the time of voting.

Article 157

Proposals concerning the Agreements with the United Nations (Const. 9)

1 The conditions of approval referred to in article 156 shall apply equally to proposals designed to amend the Agreements concluded between the Universal Postal Union and the United Nations, in so far as those Agreements do not lay down conditions for the amendment of the provisions they contain.

Article 158

Amendment, entry into force and duration of the General Regulations

1 Amendments adopted by a Congress shall form the subject of an additional protocol and, unless that Congress decides otherwise, shall enter into force at the same time as the Acts renewed in the course of the same Congress.

2 These General Regulations shall come into force on 1 January 2014 and shall remain in force for an indefinite period.

In witness whereof the plenipotentiaries of the Governments of the member countries have signed these General Regulations in a single original which shall be deposited with the Director General of the International Bureau. A copy thereof shall be delivered to each party by the International Bureau of the Universal Postal Union.

Done at Doha, 11 October 2012

Universal Postal Convention

Universal Postal Convention

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Universal Postal Convention

The undersigned, plenipotentiaries of the governments of the member countries of the Union, having regard to article 22.3 of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, have by common consent and subject to article 25.4 of the Constitution drawn up in this Convention the rules applicable throughout the international postal service.

Section I

Rules applicable in common throughout the international postal service

Article 1

Definitions

1 For the purposes of the Universal Postal Convention, the following terms shall have the meanings defined below:

- 1.1 letter-post item: item described in and conveyed under the conditions of the Universal Postal Convention and Regulations;
- 1.2 parcel-post item: item described in and conveyed under the conditions of the Universal Postal Convention and Regulations;
- 1.3 EMS item: item described in and conveyed under the conditions of the Universal Postal Convention, Regulations and associated EMS instruments;
- 1.4 documents: a letter-post, parcel-post or EMS item consisting of any piece of written, drawn, printed or digital information, excluding objects of merchandise, whose physical specifications lie within the limits specified in the Regulations;
- 1.5 goods: a letter-post, parcel-post or EMS item consisting of any tangible and movable object other than money, including objects of merchandise, which does not fall under the definition of "documents" as provided in paragraph 1.4 above and whose physical specifications lie within the limits specified in the Regulations;
- 1.6 closed mail: labelled receptacle(s) sealed with or without lead, containing postal items;
- 1.7 misrouted mails: receptacles received at an office of exchange other than the one mentioned on the (receptacle) label;
- 1.8 personal data: information needed to identify a postal service user;
- 1.9 missent items: items received at an office of exchange meant for an office of exchange in another member country;
- 1.10 transit charges: remuneration for services rendered by a carrier in the country crossed (designated operator, other service or combination of the two) in respect of the land, sea and/or air transit of letter-post items;
- 1.11 terminal dues: remuneration owed to the designated operator of the country of destination by the designated operator of the dispatching country in compensation for the costs incurred in the country of destination for letter-post items received;
- 1.12 designated operator: any governmental or non-governmental entity officially designated by the member country to operate postal services and to fulfil the related obligations arising out of the Acts of the Union on its territory;
- 1.13 small packet: item conveyed under the conditions of the Convention and the Regulations;

- 1.14 inward land rate: remuneration owed to the designated operator of the country of destination by the designated operator of the dispatching country in compensation for the costs incurred in the country of destination for parcels received;
- 1.15 transit land rate: remuneration owed for services rendered by a carrier in the country crossed (designated operator, other service or combination of the two) in respect of the land and/or air transit of parcels through its territory;
- 1.16 sea rate: remuneration owed for services rendered by a carrier (designated operator, other service or a combination of the two) participating in the sea conveyance of parcels;
- 1.17 inquiry: a complaint or query relating to the use of a postal service submitted in accordance with the conditions of the Convention and its Regulations;
- 1.18 universal postal service: the permanent provision of quality basic postal services at all points in a member country's territory, for all customers, at affordable prices;
- 1.19 transit à découvert: open transit through an intermediate country, of items whose number or weight does not justify the make-up of closed mails for the destination country.

Article 2

Designation of the entity or entities responsible for fulfilling the obligations arising from adherence to the Convention

1 Member countries shall notify the International Bureau, within six months of the end of Congress, of the name and address of the governmental body responsible for overseeing postal affairs. Within six months of the end of Congress, member countries shall also provide the International Bureau with the name and address of the operator or operators officially designated to operate postal services and to fulfil the obligations arising from the Acts of the Union on their territory. Between Congresses, member countries shall notify the International Bureau of any changes in the governmental bodies as soon as possible. Any changes with regard to the officially designated operators shall also be notified to the International Bureau as soon as possible, and preferably at least three months prior to the entry into force of the change.

2 When a member country officially designates a new operator, it shall indicate the scope of the postal services that the latter will provide under the Acts of the Union, as well as the operator's geographical coverage on its territory.

Article 3

Universal postal service

1 In order to support the concept of the single postal territory of the Union, member countries shall ensure that all users/customers enjoy the right to a universal postal service involving the permanent provision of quality basic postal services at all points in their territory, at affordable prices.

2 With this aim in view, member countries shall set forth, within the framework of their national postal legislation or by other customary means, the scope of the postal services offered and the requirement for quality and affordable prices, taking into account both the needs of the population and their national conditions.

3 Member countries shall ensure that the offers of postal services and quality standards will be achieved by the operators responsible for providing the universal postal service.

4 Member countries shall ensure that the universal postal service is provided on a viable basis, thus guaranteeing its sustainability.

Article 4 Freedom of transit

1 The principle of the freedom of transit is set forth in article 1 of the Constitution. It shall carry with it the obligation for each member country to ensure that its designated operators forward, always by the quickest routes and the most secure means which they use for their own items, closed mails and à découvert letter-post items which are passed to them by another designated operator. This principle shall also apply to missent items and misrouted mails.

2 Member countries which do not participate in the exchange of postal items containing infectious substances or radioactive substances shall have the option of not admitting these items in transit à découvert through their territory. The same shall also apply to printed papers, periodicals, magazines, small packets and M bags the content of which does not satisfy the legal requirements governing the conditions of their publication or circulation in the country crossed.

3 Freedom of transit for parcels shall be guaranteed throughout the territory of the Union.

4 If a member country fails to observe the provisions regarding freedom of transit, other member countries may discontinue their provision of postal services with that member country.

Article 5

Ownership of postal items. Withdrawal from the post. Alteration or correction of address and/or name of the addressee (name of the legal person, or family name, given name or patronymic (if any)). Redirection. Return to sender of undeliverable items

1 A postal item shall remain the property of the sender until it is delivered to the rightful owner, except when the item has been seized in pursuance of the national legislation of the country of origin or destination and, in case of application of article 19.2.1.1 or 19.3, in accordance with the national legislation of the country of transit.

2 The sender of a postal item may have it withdrawn from the post or have its address and/or the name of the addressee (name of the legal person, or family name, given name or patronymic (if any)) altered or corrected. The charges and other conditions are laid down in the Regulations.

3 Member countries shall ensure that their designated operators redirect postal items if an addressee has changed his address, and return undeliverable items to the sender. The charges and other conditions are laid down in the Regulations.

Article 6

Postage stamps

1 The term "postage stamp" shall be protected under the present Convention and shall be reserved exclusively for stamps which comply with the conditions of this article and of the Regulations.

2 Postage stamps:

2.1 shall be issued and put into circulation solely under the authority of the member country or territory, in conformity with the Acts of the Union;

2.2 are a manifestation of sovereignty and constitute proof of prepayment of the postage corresponding to their intrinsic value when affixed to postal items, in conformity with the Acts of the Union;

2.3 must be in circulation, for postal prepayment or for philatelic purposes, in the member country or territory of issue, according to its national legislation;

2.4 must be accessible to all citizens within the member country or territory of issue.

- 3 Postage stamps comprise:
- 3.1 the name of the member country or territory of issue, in roman letters, or, if the UPU International Bureau is so requested by the member country or territory of issue, the abbreviation or initials officially representing the member country or territory of issue, in accordance with the conditions laid down in the Regulations;¹
- 3.2 the face value, expressed:
- 3.2.1 in principle, in the official currency of the country or territory of issue, or as a letter or symbol;
- 3.2.2 through other identifying characteristics.
- 4 Emblems of state, official control marks and logos of intergovernmental organizations featuring on postage stamps shall be protected within the meaning of the Paris Convention for the Protection of Industrial Property.
- 5 The subjects and designs of postage stamps shall:
- 5.1 be in keeping with the spirit of the Preamble to the UPU Constitution and with decisions taken by the Union's bodies;
- 5.2 be closely linked to the cultural identity of the member country or territory, or contribute to the dissemination of culture or to maintaining peace;
- 5.3 have, when commemorating leading figures or events not native to the member country or territory, a close bearing on the country or territory in question;
- 5.4 be devoid of political character or of any topic of an offensive nature in respect of a person or a country;
- 5.5 be of major significance to the member country or territory.
- 6 Postal prepayment impressions, franking machine impressions and impressions made by a printing press or another printing or stamping process in accordance with the Acts of the Union may be used only with the authorization of the member country or territory.
- 7 Prior to issuing postage stamps using new materials or technologies, member countries shall provide the International Bureau with the necessary information concerning their compatibility with mail processing machines. The International Bureau shall inform the other member countries and their designated operators accordingly.

Article 7

Sustainable development

- 1 Member countries and/or their designated operators shall adopt and implement a proactive sustainable development strategy focusing on environmental, social and economic action at all levels of postal operations and promote sustainable development awareness.

¹ An exception shall be granted to the United Kingdom of Great Britain and Northern Ireland, the country which invented the postage stamp.

Article 8
Postal security

1 Member countries and their designated operators shall observe the security requirements defined in the UPU security standards and shall adopt and implement a proactive security strategy at all levels of postal operations to maintain and enhance the confidence of the general public in the postal services provided by designated operators, in the interests of all officials involved. This strategy shall include the objectives defined in the Regulations, as well as the principle of complying with requirements for providing electronic advance data on postal items identified in implementing provisions (including the type of, and criteria for, postal items) adopted by the Council of Administration and Postal Operations Council, in accordance with UPU technical messaging standards. The strategy shall also include the exchange of information on maintaining the safe and secure transport and transit of mails between member countries and their designated operators.

2 Any security measures applied in the international postal transport chain must be commensurate with the risks or threats that they seek to address, and must be implemented without hampering worldwide mail flows or trade by taking into consideration the specificities of the mail network. Security measures that have a potential global impact on postal operations must be implemented in an internationally coordinated and balanced manner, with the involvement of the relevant stakeholders.

Article 9
Violations

1 Postal items

1.1 Member countries shall undertake to adopt the necessary measures to prevent, prosecute and punish any person found guilty of the following:

1.1.1 the insertion in postal items of narcotics and psychotropic substances, as well as dangerous goods, where their insertion has not been expressly authorized by the Convention and Regulations;

1.1.2 the insertion in postal items of objects of a paedophilic nature or of a pornographic nature using children.

2 Means of postal prepayment and postal payment itself

2.1 Member countries shall undertake to adopt the necessary measures to prevent, prosecute and punish any violations concerning the means of postal prepayment set out in this Convention, such as:

2.1.1 postage stamps, in circulation or withdrawn from circulation;

2.1.2 prepayment impressions;

2.1.3 impressions of franking machines or printing presses;

2.1.4 international reply coupons.

2.2 In this Convention, violations concerning means of postal prepayment refer to any of the acts outlined below committed by any persons with the intention of obtaining illegitimate gain for oneself or for a third party. The following acts shall be punished:

2.2.1 any act of falsifying, imitating or counterfeiting any means of postal prepayment, or any illegal or unlawful act linked to the unauthorized manufacturing of such items;

2.2.2 manufacture, use, release for circulation, commercialization, distribution, dissemination, transportation, exhibition or display (also in the form of catalogues and for advertising purposes) of any means of postal prepayment which has been falsified, imitated or counterfeited;

2.2.3 any act of using or circulating, for postal purposes, any means of postal prepayment which has already been used;

2.2.4 any attempt to commit any of these violations.

3 Reciprocity

3.1 As regards sanctions, no distinction shall be made between the acts outlined in 2, irrespective of whether national or foreign means of postal prepayment are involved; this provision shall not be subject to any legal or conventional condition of reciprocity.

Article 10

Processing of personal data

1 Personal data on users may be employed only for the purposes for which they were gathered in accordance with applicable national legislation.

2 Personal data on users shall be disclosed only to third parties authorized by applicable national legislation to access them.

3 Member countries and their designated operators shall ensure the confidentiality and security of personal data on users, in accordance with their national legislation.

4 Designated operators shall inform their customers of the use that is made of their personal data, and of the purpose for which they have been gathered.

5 Without prejudice to the foregoing, designated operators may transfer electronically personal data to the designated operators of destination or transit countries that need these data in order to fulfil the service.

Article 11

Exchange of closed mails with military units

1 Closed letter-post mails may be exchanged through the intermediary of the land, sea or air services of other countries:

1.1 between the post offices of any member country and the commanding officers of military units placed at the disposal of the United Nations;

1.2 between the commanding officers of such military units;

1.3 between the post offices of any member country and the commanding officers of naval, air or army units, warships or military aircraft of the same country stationed abroad;

1.4 between the commanding officers of naval, air or army units, warships or military aircraft of the same country.

2 Letter-post items enclosed in the mails referred to under 1 shall be confined to items addressed to or sent by members of military units or the officers and crews of the ships or aircraft to or from which the mails are forwarded. The rates and conditions of dispatch applicable to them shall be fixed, according to its regulations, by the designated operator of the member country which has made the military unit available or to which the ships or aircraft belong.

3 In the absence of special agreement, the designated operator of the member country which has made the military unit available or to which the warships or military aircraft belong shall be liable to the designated operators concerned for the transit charges for the mails, the terminal dues and the air conveyance dues.

Article 12

Posting abroad of letter-post items

1 A designated operator shall not be bound to forward or deliver to the addressee letter-post items which senders residing in the territory of its member country post or cause to be posted in a foreign country with the object of profiting by the more favourable rate conditions there.

2 The provisions set out under 1 shall be applied without distinction both to letter-post items made up in the sender's country of residence and then carried across the frontier and to letter-post items made up in a foreign country.

3 The designated operator of destination may claim from the designated operator of posting, payment of the internal rates. If the designated operator of posting does not agree to pay these rates within a time limit set by the designated operator of destination, the latter may either return the items to the designated operator of posting and shall be entitled to claim reimbursement of the redirection costs, or handle them in accordance with its national legislation.

4 A designated operator shall not be bound to forward or deliver to the addressees letter-post items which senders post or cause to be posted in large quantities in a country other than the country where they reside if the amount of terminal dues to be received is lower than the sum that would have been received if the mail had been posted in the country where the senders reside. The designated operator of destination may claim from the designated operator of posting payment commensurate with the costs incurred and which may not exceed the higher of the following two amounts: either 80% of the domestic tariff for equivalent items, or the rates applicable pursuant to articles 29.5 to 29.11, 29.12 to 29.15, or 30.9, as appropriate. If the designated operator of posting does not agree to pay the amount claimed within a time limit set by the designated operator of destination, the designated operator of destination may either return the items to the designated operator of posting and shall be entitled to claim reimbursement of the redirection costs, or handle them in accordance with its national legislation.

Article 13

Use of UPU forms

1 Unless otherwise provided by the Acts of the Union, only designated operators shall use UPU forms and documentation for the operation of postal services and exchange of postal items in accordance with the Acts of the Union.

2 Designated operators may use UPU forms and documentation for the operation of extraterritorial offices of exchange (ETOE), as well as international mail processing centres (IMPCs) established by designated operators outside their respective national territory, as further defined in paragraph 6, in order to facilitate the operation of the aforementioned postal services and exchange of postal items.

3 The exercise of the possibility outlined in paragraph 2 shall be subject to the national legislation or policy of the member country or territory in which the ETOE or IMPC is established. In this regard, and without prejudice to the designation obligations contained in article 2, designated operators shall guarantee the continued fulfilment of their obligations under the Convention and be fully responsible for all their relations with other designated operators and with the International Bureau.

4 The requirement set forth in paragraph 3 shall equally apply to the destination member country for the acceptance of postal items from such ETOEs and IMPCs.

5 Member countries shall inform the International Bureau on their policies with regard to postal items transmitted and/or received from ETOEs or IMPCs. Such information shall be made available on the Union's website.

6 Strictly for the purposes of this article, ETOEs shall be defined as offices or facilities established for commercial purposes and operated by designated operators or under the responsibility of designated operators on the territory of a member country or territory other than their own, with the objective of drawing business in markets outside their respective national territory. IMPCs shall be defined as international mail processing

facilities for the processing of international mail exchanged either in order to generate or receive mail dispatches, or to act as transit centres for international mail exchanged between other designated operators.

7 Nothing in this article shall be construed to imply that ETOEs or IMPCs (including the designated operators responsible for their establishment and operation outside their respective national territory) are in the same situation under the Acts of the Union as designated operators of the host country, nor impose a legal obligation on other member countries to recognize such ETOEs or IMPCs as designated operators on the territory where they are established and operated.

Section II Quality of service standards and targets

Article 14 Quality of service standards and targets

1 Member countries or their designated operators shall establish and publish delivery standards and targets for their inward letter-post items and parcels.

2 These standards and targets, increased by the time normally required for customs clearance, shall be no less favourable than those applied to comparable items in their domestic service.

3 Member countries or their designated operators of origin shall also establish and publish end-to-end standards for priority and airmail letter-post items as well as for parcels and economy/surface parcels.

4 Member countries or their designated operators shall measure the application of quality of service standards.

Section III Charges, surcharges and exemption from postal charges

Article 15 Charges

1 The charges for the various postal services defined in the Convention shall be set by the member countries or their designated operators, depending on national legislation, in accordance with the principles set out in the Convention and its Regulations. They shall in principle be related to the costs of providing these services.

2 The member country of origin or its designated operator, depending on national legislation, shall fix the postage charges for the conveyance of letter- and parcel-post items. The postage charges shall cover delivery of the items to the place of address provided that this delivery service is operated in the country of destination for the items in question.

3 The charges collected, including those laid down for guideline purposes in the Acts, shall be at least equal to those collected on internal service items presenting the same characteristics (category, quantity, handling time, etc.).

4 Member countries or their designated operators, depending on national legislation, shall be authorized to exceed any guideline charges appearing in the Acts.

5 Above the minimum level of charges laid down in 3, member countries or their designated operators may allow reduced charges based on their national legislation for letter-post items and parcels posted in the territory of the member country. They may, for instance, give preferential rates to major users of the Post.

6 No postal charge of any kind may be collected from customers other than those provided for in the Acts.

7 Except where otherwise provided in the Acts, each designated operator shall retain the charges which it has collected.

Article 16

Exemption from postal charges

1 Principle

1.1 Cases of exemption from postal charges, as meaning exemption from postal prepayment, shall be expressly laid down by the Convention. Nonetheless, the Regulations may provide for exemption from postal prepayment, transit charges, terminal dues and inward rates for letter-post items and postal parcels sent by member countries, designated operators and Restricted Unions and relating to the postal services. Furthermore, letter-post items and postal parcels sent by the UPU International Bureau to Restricted Unions, member countries and designated operators shall be exempted from all postal charges. However, the member country of origin or its designated operator shall have the option of collecting air surcharges on the latter items.

2 Prisoners of war and civilian internees

2.1 Letter-post items, postal parcels and postal payment services items addressed to or sent by prisoners of war, either direct or through the offices mentioned in the Regulations of the Convention and of the Postal Payment Services Agreement, shall be exempt from all postal charges, with the exception of air surcharges. Belligerents apprehended and interned in a neutral country shall be classed with prisoners of war proper so far as the application of the foregoing provisions is concerned.

2.2 The provisions set out under 2.1 shall also apply to letter-post items, postal parcels and postal payment services items originating in other countries and addressed to or sent by civilian internees as defined by the Geneva Convention of 12 August 1949 relative to the protection of civilian persons in time of war, either direct or through the offices mentioned in the Regulations of the Convention and of the Postal Payment Services Agreement.

2.3 The offices mentioned in the Regulations of the Convention and of the Postal Payment Services Agreement shall also enjoy exemption from postal charges in respect of letter-post items, postal parcels and postal payment services items which concern the persons referred to under 2.1 and 2.2, which they send or receive, either direct or as intermediaries.

2.4 Parcels shall be admitted free of postage up to a weight of 5 kilogrammes. The weight limit shall be increased to 10 kilogrammes in the case of parcels the contents of which cannot be split up and of parcels addressed to a camp or the prisoners' representatives there ("hommes de confiance") for distribution to the prisoners.

2.5 In the accounting between designated operators, rates shall not be allocated for service parcels and for prisoner-of-war and civilian internee parcels, apart from the air conveyance dues applicable to air parcels.

3 Items for the blind

3.1 Any item for the blind sent to or by an organization for the blind or sent to or by a blind person shall be exempt from all postal charges, with the exception of air surcharges, to the extent that these items are admissible as such in the internal service of the sending designated operator.

3.2 In this article:

3.2.1 a blind person means a person who is registered as blind or partially sighted in his or her country or who meets the World Health Organization's definition of a blind person or a person with low vision;

3.2.2 an organization for the blind means an institution or association serving or officially representing blind persons;

3.2.3 items for the blind shall include correspondence, literature in whatever format including sound recordings, and equipment or materials of any kind made or adapted to assist blind persons in overcoming the problems of blindness, as specified in the Regulations.

Section IV Basic and supplementary services

Article 17 Basic services

1 Member countries shall ensure that their designated operators accept, handle, convey and deliver letter-post items.

2 Letter-post items containing only documents are:

2.1 priority items and non-priority items, up to 2 kilogrammes;

2.2 letters, postcards and printed papers, up to 2 kilogrammes;

2.3 items for the blind, up to 7 kilogrammes;

2.4 special bags containing newspapers, periodicals, books and similar printed documentation for the same addressee at the same address called "M bags", up to 30 kilogrammes.

3 Letter-post items containing goods are:

3.1 priority and non-priority small packets, up to 2 kilogrammes;

3.2 items for the blind, up to 7 kilogrammes, as specified in the Regulations;

3.3 special bags containing newspapers, periodicals, books and similar printed documentation for the same addressee at the same address called "M bags", up to 30 kilogrammes, as specified in the Regulations.

4 Letter-post items shall be classified on the basis of both the speed of treatment of the items and the contents of the items in accordance with the Regulations.

5 Within the classification systems referred to in 4, letter-post items may also be classified on the basis of their format as small letters (P), large letters (G), bulky letters (E) or small packets (E). The size and weight limits are specified in the Regulations.

6 Higher weight limits than those indicated in paragraph 2 apply optionally for certain letter-post item categories under the conditions specified in the Regulations.

7 Member countries shall also ensure that their designated operators accept, handle, convey and deliver parcel-post items up to 20 kilogrammes.

8 Weight limits higher than 20 kilogrammes apply optionally for certain parcel-post items under the conditions specified in the Regulations.

Article 18 Supplementary services

1 Member countries shall ensure the provision of the following mandatory supplementary services:

1.1 registration service for outbound priority and airmail letter-post items;

1.2 registration service for all inbound registered letter-post items.

2 Member **countries may ensure the provision of** the following optional supplementary services in relations between those designated operators which agreed to provide the service:

2.1 insurance for letter-post items and parcels;

2.2 cash-on-delivery service for letter-post items and parcels;

2.3 tracked delivery service for letter-post items;

2.4 delivery to the addressee in person of registered or insured letter-post items;

- 2.5 free of charges and fees delivery service for letter-post items and parcels;
- 2.6 cumbersome** parcels services;
- 2.7 consignment service for collective items from one consignor sent abroad;
- 2.8 merchandise return service, which involves the return of merchandise by the addressee to the original seller, with the latter's authorization.
- 3 The following three supplementary services have both mandatory and optional parts:
- 3.1 international business reply service (IBRS), which is basically optional. All member countries or their designated operators shall, however, be obliged to operate the IBRS "return" service;
- 3.2 international reply coupons, which shall be exchangeable in any member country. The sale of international reply coupons is, however, optional;
- 3.3 advice of delivery for registered letter-post items, parcels and insured items. All member countries or their designated operators shall admit incoming advices of delivery. The provision of an outward advice of delivery service is, however, optional.
- 4 The description of these services and their charges are set out in the Regulations.
- 5 Where the service features below are subject to special charges in the domestic service, designated operators shall be authorized to collect the same charges for international items, under the conditions described in the Regulations:
- 5.1 delivery for small packets weighing over 500 grammes;
- 5.2 letter-post items posted after the latest time of posting;
- 5.3 items posted outside normal counter opening hours;
- 5.4 collection at sender's address;
- 5.5 withdrawal of a letter-post item outside normal counter opening hours;
- 5.6 poste restante;
- 5.7 storage for letter-post items weighing over 500 grammes (with the exception of items for the blind), and for parcels;
- 5.8 delivery of parcels, in response to the advice of arrival;
- 5.9 cover against risks of force majeure;
- 5.10 delivery of letter-post items outside normal counter opening hours.

Section V

Prohibitions and customs matters

Article 19

Items not admitted. Prohibitions

- 1 General
- 1.1 Items not fulfilling the conditions laid down in the Convention and the Regulations shall not be admitted. Items sent in furtherance of a fraudulent act or with the intention of avoiding full payment of the appropriate charges shall not be admitted.
- 1.2 Exceptions to the prohibitions contained in this article are set out in the Regulations.
- 1.3 All member countries or their designated operators shall have the option of extending the prohibitions contained in this article, which may be applied immediately upon their inclusion in the relevant compendium.

- 2 Prohibitions in all categories of items
 - 2.1 The insertion of the articles referred to below shall be prohibited in all categories of items:
 - 2.1.1 narcotics and psychotropic substances, as defined by the International Narcotics Control Board, or other illicit drugs which are prohibited in the country of destination;
 - 2.1.2 obscene or immoral articles;
 - 2.1.3 counterfeit and pirated articles;
 - 2.1.4 other articles the importation or circulation of which is prohibited in the country of destination;
 - 2.1.5 articles which, by their nature or their packing, may expose officials or the general public to danger, or soil or damage other items, postal equipment or third-party property;
 - 2.1.6 documents having the character of current and personal correspondence exchanged between persons other than the sender and the addressee or persons living with them;
- 3 Dangerous goods
 - 3.1 The insertion of dangerous goods as described in the Convention and Regulations shall be prohibited in all categories of items.
 - 3.2 The insertion of replica and inert explosive devices and military ordnance, including replica and inert grenades, inert shells and the like, shall be prohibited in all categories of items.
 - 3.3 Exceptionally, dangerous goods may be admitted in relations between member countries that have declared their willingness to admit them either reciprocally or in one direction, provided that they are in compliance with national and international transport rules and regulations.
- 4 Live animals
 - 4.1 Live animals shall be prohibited in all categories of items.
 - 4.2 Exceptionally, the following shall be admitted in letter-post items other than insured items:
 - 4.2.1 bees, leeches and silk-worms;
 - 4.2.2 parasites and destroyers of noxious insects intended for the control of those insects and exchanged between officially recognized institutions;
 - 4.2.3 flies of the family Drosophilidae for biomedical research exchanged between officially recognized institutions.
 - 4.3 Exceptionally, the following shall be admitted in parcels:
 - 4.3.1 live animals whose conveyance by post is authorized by the postal regulations and/or national legislation of the countries concerned.
- 5 Insertion of correspondence in parcels
 - 5.1 The insertion of the articles mentioned below shall be prohibited in postal parcels:
 - 5.1.1 correspondence, with the exception of archived materials, exchanged between persons other than the sender and the addressee or persons living with them.
- 6 Coins, bank notes and other valuable articles
 - 6.1 It shall be prohibited to insert coins, bank notes, currency notes or securities of any kind payable to bearer, travellers' cheques, platinum, gold or silver, whether manufactured or not, precious stones, jewels or other valuable articles:
 - 6.1.1 in uninsured letter-post items;
 - 6.1.1.1 however, if the national legislation of the countries of origin and destination permits this, such articles may be sent in a closed envelope as registered items;
 - 6.1.2 in uninsured parcels; except where permitted by the national legislation of the countries of origin and destination;
 - 6.1.3 in uninsured parcels exchanged between two countries which admit insured parcels;

- 6.1.3.1 in addition, any member country or designated operator may prohibit the enclosure of gold bullion in insured or uninsured parcels originating from or addressed to its territory or sent in transit à découvert across its territory; it may limit the actual value of these items.
- 7 Printed papers and items for the blind:
- 7.1 shall not bear any inscription or contain any item of correspondence;
- 7.2 shall not contain any postage stamp or form of prepayment, whether cancelled or not, or any paper representing a monetary value, except in cases where the item contains as an enclosure a card, envelope or wrapper bearing the printed address of the sender of the item or his agent in the country of posting or destination of the original item, which is prepaid for return.
- 8 Treatment of items wrongly admitted
- 8.1 The treatment of items wrongly admitted is set out in the Regulations. However, items containing articles mentioned in 2.1.1, 2.1.2, 3.1 and 3.2 shall in no circumstances be forwarded to their destination, delivered to the addressees or returned to origin. In the case of articles mentioned in 2.1.1 discovered while in transit, such items shall be handled in accordance with the national legislation of the country of transit. In the case of articles mentioned in 3.1 and 3.2 discovered during transport, the relevant designated operator shall be entitled to remove the article from the item and dispose of it. The designated operator may then forward the remainder of the item to its destination, together with information about the disposal of the inadmissible article.

Article 20

Customs control. Customs duty and other fees

- 1 The designated operators of the countries of origin and destination shall be authorized to submit items to customs control, according to the legislation of those countries.
- 2 Items submitted to customs control may be subjected to a presentation-to-Customs charge, the guideline amount of which is set in the Regulations. This charge shall only be collected for the submission to Customs and customs clearance of items which have attracted customs charges or any other similar charge.
- 3 Designated operators which are authorized to clear items through the Customs on behalf of customers, whether in the name of the customer or of the designated operator of the destination country, may charge customers a customs clearance fee based on the actual costs. This fee may be charged for all items declared at Customs according to national legislation, including those exempt from customs duty. Customers shall be clearly informed in advance about the required fee.
- 4 Designated operators shall be authorized to collect from the senders or addressees of items, as the case may be, the customs duty and all other fees which may be due.

Section VI

Liability

Article 21

Inquiries

- 1 Each designated operator shall be bound to accept inquiries relating to parcels or registered or insured items posted in its own service or that of any other designated operator, provided that the inquiries are presented by customers within a period of six months from the day after that on which the item was posted. The transmission and processing of inquiries between designated operators shall be made under the conditions laid down in the Regulations. The period of six months shall concern relations between claimants and designated operators and shall not include the transmission of inquiries between designated operators.
- 2 Inquiries shall be free of charge. However, additional costs caused by a request for transmission by EMS shall, in principle, be borne by the person making the request.

Article 22

Liability of designated operators. Indemnities

1 General

- 1.1 Except for the cases provided for in article 23, designated operators shall be liable for:
 - 1.1.1 the loss of, theft from or damage to registered items, ordinary parcels (with the exception of parcels in the e-commerce delivery category ("ECOMPRO parcels"), whose specifications are further defined in the Regulations) and insured items;
 - 1.1.2 the return of registered items, insured items and ordinary parcels on which the reason for non-delivery is not given.
- 1.2 Designated operators shall not be liable for items other than those mentioned in 1.1.1 and 1.1.2, nor for ECOMPRO parcels.
- 1.3 In any other case not provided for in this Convention, designated operators shall not be liable.
- 1.4 When the loss of or total damage to registered items, ordinary parcels and insured items is due to a case of force majeure for which indemnity is not payable, the sender shall be entitled to repayment of the charges paid for posting the item, with the exception of the insurance charge.
- 1.5 The amounts of indemnity to be paid shall not exceed the amounts mentioned in the Regulations.
- 1.6 In cases of liability, consequential losses, loss of profits or moral damage shall not be taken into account in the indemnity to be paid.
- 1.7 All provisions regarding liability of designated operators shall be strict, binding and complete. Designated operators shall in no case, even in case of severe fault, be liable above the limits provided for in the Convention and the Regulations.

2 Registered items

- 2.1 If a registered item is lost, totally rifled or totally damaged, the sender shall be entitled to an indemnity set in the Regulations. If the sender has claimed an amount less than the amount set in the Regulations, designated operators may pay that lower amount and shall receive reimbursement on this basis from any other designated operators involved.
- 2.2 If a registered item is partially rifled or partially damaged, the sender is entitled to an indemnity corresponding, in principle, to the actual value of the theft or damage.

3 Ordinary parcels

- 3.1 If a parcel is lost, totally rifled or totally damaged, the sender shall be entitled to an indemnity of an amount set in the Regulations. If the sender has claimed an amount less than the amount set in the Regulations, designated operators may pay that lower amount and shall receive reimbursement on this basis from any other designated operators involved.
- 3.2 If a parcel is partially rifled or partially damaged, the sender shall be entitled to an indemnity corresponding, in principle, to the actual value of the theft or damage.
- 3.3 Designated operators may agree to apply, in their reciprocal relations, the amount per parcel set in the Regulations, regardless of the weight.

4 Insured items

- 4.1 If an insured item is lost, totally rifled or totally damaged, the sender shall be entitled to an indemnity corresponding, in principle, to the insured value in SDRs.
- 4.2 If an insured item is partially rifled or partially damaged, the sender shall be entitled to an indemnity corresponding, in principle, to the actual value of the theft or damage. It may, however, in no case exceed the amount of the insured value in SDRs.

- 5 If a registered or insured letter-post item is returned and the reason for non-delivery is not given, the sender shall be entitled to a refund of the charges paid for posting the item only.

6 If a parcel is returned and the reason for non-delivery is not given, the sender shall be entitled to a refund of the charges paid by the sender for posting the parcel in the country of origin and the expenses occasioned by the return of the parcel from the country of destination.

7 In the cases mentioned in 2, 3 and 4, the indemnity shall be calculated according to the current price, converted into SDRs, of articles or goods of the same kind at the place and time at which the item was accepted for conveyance. Failing a current price, the indemnity shall be calculated according to the ordinary value of articles or goods whose value is assessed on the same basis.

8 When an indemnity is due for the loss of, total theft from or total damage to a registered item, ordinary parcel or insured item, the sender, or the addressee, as the case may be, shall also be entitled to repayment of the charges and fees paid for posting the item with the exception of the registration or insurance charge. The same shall apply to registered items, ordinary parcels or insured items refused by the addressee because of their bad condition if that is attributable to the designated operator and involves its liability.

9 Notwithstanding the provisions set out under 2, 3 and 4, the addressee shall be entitled to the indemnity for a rifled, damaged or lost registered item, ordinary parcel or insured item if the sender waives his rights in writing in favour of the addressee. This waiver shall not be necessary in cases where the sender and the addressee are the same.

10 The designated operator of origin shall have the option of paying senders in its country the indemnities prescribed by its national legislation for registered items and uninsured parcels, provided that they are not lower than those laid down in 2.1 and 3.1. The same shall apply to the designated operator of destination when the indemnity is paid to the addressee. However, the amounts laid down in 2.1 and 3.1 shall remain applicable:

10.1 in the event of recourse against the designated operator liable; or

10.2 if the sender waives his rights in favour of the addressee.

11 Reservations concerning the exceeding of deadlines for inquiries and payment of indemnity to designated operators, including the periods and conditions fixed in the Regulations, shall not be made, except in the event of bilateral agreement.

Article 23

Non-liability of member countries and designated operators

1 Designated operators shall cease to be liable for registered items, parcels and insured items which they have delivered according to the conditions laid down in their regulations for items of the same kind. Liability shall, however, be maintained:

1.1 when theft or damage is discovered either prior to or at the time of delivery of the item;

1.2 when, national regulations permitting, the addressee, or the sender if it is returned to origin, makes reservations on taking delivery of a rifled or damaged item;

1.3 when, national regulations permitting, the registered item was delivered to a private mail-box and the addressee declares that he did not receive the item;

1.4 when the addressee or, in the case of return to origin, the sender of a parcel or of an insured item, although having given a proper discharge, notifies the designated operator that delivered the item without delay that he has found theft or damage. He shall furnish proof that such theft or damage did not occur after delivery. The term "without delay" shall be interpreted according to national law.

2 Member countries and designated operators shall not be liable:

2.1 in cases of force majeure, subject to article 18.5.9;

2.2 when they cannot account for items owing to the destruction of official records by force majeure, provided that proof of their liability has not been otherwise produced;

2.3 when such loss or damage has been caused by the fault or negligence of the sender or arises from the nature of the contents;

2.4 in the case of items that fall within the prohibitions specified in article 19;

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- 2.5 when the items have been seized under the national legislation of the country of destination, as notified by the member country or designated operator of that country;
 - 2.6 in the case of insured items which have been fraudulently insured for a sum greater than the actual value of the contents;
 - 2.7 when the sender has made no inquiry within six months from the day after that on which the item was posted;
 - 2.8 in the case of prisoner-of-war or civilian internee parcels;
 - 2.9 when the sender's actions may be suspected of fraudulent intent, aimed at receiving compensation.
- 3 Member countries and designated operators shall accept no liability for customs declarations in whatever form these are made or for decisions taken by the Customs on examination of items submitted to customs control.

Article 24

Sender's liability

- 1 The sender of an item shall be liable for injuries caused to postal officials and for any damage caused to other postal items and postal equipment, as a result of the dispatch of articles not acceptable for conveyance or the non-observance of the conditions of acceptance.
- 2 In the case of damage to other postal items, the sender shall be liable for each item damaged within the same limits as designated operators.
- 3 The sender shall remain liable even if the office of posting accepts such an item.
- 4 However, where the conditions of acceptance have been observed by the sender, the sender shall not be liable, in so far as there has been fault or negligence in handling the item on the part of designated operators or carriers, after acceptance.

Article 25

Payment of indemnity

- 1 Subject to the right of recourse against the designated operator which is liable, the obligation to pay the indemnity and to refund the charges and fees shall rest either with the designated operator of origin or with the designated operator of destination.
- 2 The sender may waive his rights to the indemnity in favour of the addressee. The sender, or the addressee in the case of a waiver, may authorize a third party to receive the indemnity if national legislation allows this.

Article 26

Possible recovery of the indemnity from the sender or the addressee

- 1 If, after payment of the indemnity, a registered item, a parcel or an insured item or part of the contents previously considered as lost is found, the sender or the addressee, as the case may be, shall be advised that the item is being held at his disposal for a period of three months on repayment of the amount of the indemnity paid. At the same time he shall be asked to whom the item is to be delivered. In the event of refusal or failure to reply within the prescribed period, the same approach shall be made to the addressee or the sender as the case may be, granting that person the same period to reply.
- 2 If the sender and the addressee refuse to take delivery of the item or do not reply within the period provided for in paragraph 1, it shall become the property of the designated operator or, where appropriate, designated operators which bore the loss.

3 In the case of subsequent discovery of an insured item the contents of which are found to be of less value than the amount of the indemnity paid, the sender or the addressee, as the case may be, shall repay the amount of this indemnity against return of the item, without prejudice to the consequences of fraudulent insurance.

Section VII Remuneration

A. Transit charges

Article 27 Transit charges

1 Closed mails and à découvert transit items exchanged between two designated operators or between two offices of the same member country by means of the services of one or more other designated operators (third party services) shall be subject to the payment of transit charges. The latter shall constitute remuneration for the services rendered in respect of land transit, sea transit and air transit. This principle shall also apply to missent items and misrouted mails.

B. Terminal dues

Article 28 Terminal dues. General provisions

1 Subject to exemptions provided in the Regulations, each designated operator which receives letter-post items from another designated operator shall have the right to collect from the dispatching designated operator a payment for the costs incurred for the international mail received.

2 For the application of the provisions concerning the payment of terminal dues by their designated operators, countries and territories shall be classified in accordance with the lists drawn up for this purpose by Congress in its resolution C 7/2016, as follows:

- 2.1 countries and territories in the target system prior to 2010 (group I);
- 2.2 countries and territories in the target system as of 2010 and 2012 (group II);
- 2.3 countries and territories in the target system as from 2016 (group III);
- 2.4 countries and territories in the transitional system (group IV).

3 The provisions of the present Convention concerning the payment of terminal dues are transitional arrangements, moving towards a country-specific payment system at the end of the transition period.

4 Access to domestic services. Direct access

4.1 In principle, each designated operator of a country that was in the target system prior to 2010 shall make available to the other designated operators all the rates, terms and conditions offered in its domestic service on conditions identical to those proposed to its national customers. It shall be up to the designated operator of destination to decide whether the terms and conditions of direct access have been met by the designated operator of origin.

4.2 Designated operators of countries in the target system prior to 2010 shall make available to other designated operators of countries that were in the target system prior to 2010 the rates, terms and conditions offered in their domestic service, on conditions identical to those proposed to their national customers.

4.3 Designated operators of countries that joined the target system from 2010 may opt to make available to a limited number of designated operators the application of domestic conditions, on a reciprocal basis, for a trial period of two years. After that period, they must choose either to cease making available the application of domestic conditions or to continue to make their own domestic conditions available to all designated operators. However, if designated operators of countries that joined the

target system from 2010 ask designated operators of countries that were in the target system prior to 2010 for the application of domestic conditions, they must make available to all designated operators the rates, terms and conditions offered in their domestic service on conditions identical to those proposed to their national customers.

4.4 Designated operators of countries in the transitional system may opt not to make available to other designated operators the application of domestic conditions. They may, however, opt to make available to a limited number of designated operators the application of domestic conditions, on a reciprocal basis, for a trial period of two years. After that period, they must choose either to cease making available the application of domestic conditions or to continue to make their own domestic conditions available to all designated operators.

5 Terminal dues remuneration shall be based on quality of service performance in the country of destination. The Postal Operations Council shall therefore be authorized to supplement the remuneration in articles 29 and 30 to encourage participation in monitoring systems and to reward designated operators for reaching their quality targets. The Postal Operations Council may also fix penalties in case of insufficient quality, but the remuneration shall not be less than the minimum remuneration according to articles 29 and 30.

6 Any designated operator may waive wholly or in part the payment provided for under 1.

7 M bags weighing less than 5 kilogrammes shall be considered as weighing 5 kilogrammes for terminal dues payment purposes. The terminal dues rates to be applied for M bags shall be:

7.1 for the year 2018, 0.909 SDR per kilogramme;

7.2 for the year 2019, 0.935 SDR per kilogramme;

7.3 for the year 2020, 0.961 SDR per kilogramme;

7.4 for the year 2021, 0.988 SDR per kilogramme.

8 For registered items there shall be an additional payment of 1.100 SDR per item for 2018, 1.200 SDR per item for 2019, 1.300 SDR per item for 2020 and 1.400 SDR for 2021. For insured items, there shall be an additional payment of 1.400 SDR per item for 2018, 1.500 SDR per item for 2019, 1.600 SDR per item for 2020 and 1.700 SDR for 2021. The Postal Operations Council shall be authorized to supplement remuneration for these and other supplementary services where the services provided contain additional features to be specified in the Regulations.

9 For registered and insured items not carrying a barcoded identifier or carrying a barcoded identifier that is not compliant with UPU Technical Standard S10, there shall be a further additional payment of 0.5 SDR per item unless otherwise bilaterally agreed.

10 For terminal dues payment purposes, letter-post items posted in bulk by the same sender and received in the same dispatch or in separate dispatches in accordance with the conditions specified in the Regulations shall be referred to as "bulk mail". The payment for bulk mail shall be established as provided for in articles 29 and 30.

11 Any designated operator may, by bilateral or multilateral agreement, apply other payment systems for the settlement of terminal dues accounts.

12 Designated operators may exchange non-priority mail on an optional basis by applying a 10% discount to the priority terminal dues rate.

13 The provisions applicable between designated operators of countries in the target system shall apply to any designated operator of a country in the transitional system which declares that it wishes to join the target system. The Postal Operations Council may set transitional measures in the Regulations. The full provisions of the target system may apply to any new target designated operator that declares that it wishes to apply such full provisions without transitional measures.

Article 29

Terminal dues. Provisions applicable to mail flows between designated operators of countries in the target system

1 Payment for letter-post items, including bulk mail but excluding M bags and IBRS items, shall be established on the basis of the application of the rates per item and per kilogramme reflecting the handling costs in the country of destination. Charges corresponding to priority items in the domestic service which are part of the universal service provision will be used as a basis for the calculation of terminal dues rates.

2 The terminal dues rates in the target system shall be calculated taking into account, where applicable in the domestic service, the classification of items based on their format, as provided for in article 17.5 of the Convention.

3 Designated operators in the target system shall exchange format-separated mails in accordance with the conditions specified in the Regulations.

4 Payment for IBRS items shall be as described in the Regulations.

5 The rates per item and per kilogramme are separated for small (P) and large (G) letter-post items and bulky (E) and small packet (E) letter-post items. They shall be calculated on the basis of 70% of the charges for a 20-gramme small (P) letter-post item and for a 175-gramme large (G) letter-post item, exclusive of VAT or other taxes. For bulky (E) and small packet (E) letter-post items, they shall be calculated from the P/G format line at 375 grammes, exclusive of VAT or other taxes.

6 The Postal Operations Council shall define the conditions for the calculation of the rates as well as the necessary operational, statistical and accounting procedures for the exchange of format-separated mails.

7 The rates applied for flows between countries in the target system in a given year shall not lead to an increase of more than 13% in the terminal dues revenue for a letter-post item in the P/G format of 37.6 grammes and in the E format of 375 grammes, compared to the previous year.

8 The rates applied for flows between countries in the target system prior to 2010 for small (P) and for large (G) letter-post items may not be higher than:

8.1 for the year 2018, 0.331 SDR per item and 2.585 SDR per kilogramme;

8.2 for the year 2019, 0.341 SDR per item and 2.663 SDR per kilogramme;

8.3 for the year 2020, 0.351 SDR per item and 2.743 SDR per kilogramme;

8.4 for the year 2021, 0.362 SDR per item and 2.825 SDR per kilogramme.

9 The rates applied for flows between countries in the target system prior to 2010 for bulky (E) and small packet (E) letter-post items may not be higher than:

9.1 for the year 2018, 0.705 SDR per item and 1.584 SDR per kilogramme;

9.2 for the year 2019, 0.726 SDR per item and 1.632 SDR per kilogramme;

9.3 for the year 2020, 0.748 SDR per item and 1.681 SDR per kilogramme;

9.4 for the year 2021, 0.770 SDR per item and 1.731 SDR per kilogramme.

10 The rates applied for flows between countries in the target system prior to 2010 or from 2010, 2012 and 2016 for small (P) and for large (G) letter-post items may not be lower than:

10.1 for the year 2018, 0.227 SDR per item and 1.774 SDR per kilogramme;

10.2 for the year 2019, 0.233 SDR per item and 1.824 SDR per kilogramme;

10.3 for the year 2020, 0.240 SDR per item and 1.875 SDR per kilogramme;

10.4 for the year 2021, 0.247 SDR per item and 1.928 SDR per kilogramme.

11 The rates applied for flows between countries in the target system prior to 2010 or from 2010, 2012 and 2016 for bulky (E) and small packet (E) letter-post items may not be lower than:

- 11.1 for the year 2018, 0.485 SDR per item and 1.089 SDR per kilogramme;
- 11.2 for the year 2019, 0.498 SDR per item and 1.120 SDR per kilogramme;
- 11.3 for the year 2020, 0.512 SDR per item and 1.151 SDR per kilogramme;
- 11.4 for the year 2021, 0.526 SDR per item and 1.183 SDR per kilogramme.

12 The rates applied for flows between countries in the target system as from 2010 and 2012 as well as between these countries and countries in the target system prior to 2010 for small (P) and for large (G) letter-post items may not be higher than:

- 12.1 for the year 2018, 0.264 SDR per item and 2.064 SDR per kilogramme;
- 12.2 for the year 2019, 0.280 SDR per item and 2.188 SDR per kilogramme;
- 12.3 for the year 2020, 0.297 SDR per item and 2.319 SDR per kilogramme;
- 12.4 for the year 2021, 0.315 SDR per item and 2.458 SDR per kilogramme.

13 The rates applied for flows between countries in the target system as from 2010 and 2012 as well as between these countries and countries in the target system prior to 2010 for bulky (E) and small packet (E) letter-post items may not be higher than:

- 13.1 for the year 2018, 0.584 SDR per item and 1.313 SDR per kilogramme;
- 13.2 for the year 2019, 0.640 SDR per item and 1.439 SDR per kilogramme;
- 13.3 for the year 2020, 0.701 SDR per item and 1.577 SDR per kilogramme;
- 13.4 for the year 2021, 0.770 SDR per item and 1.731 SDR per kilogramme.

14 The rates applied for flows between countries in the target system as from 2016 as well as between these countries and countries in the target system prior to 2010 or as from 2010 and 2012 for small (P) and for large (G) letter-post items may not be higher than:

- 14.1 for the year 2018, 0.234 SDR per item and 1.831 SDR per kilogramme;
- 14.2 for the year 2019, 0.248 SDR per item and 1.941 SDR per kilogramme;
- 14.3 for the year 2020, 0.263 SDR per item and 2.057 SDR per kilogramme;
- 14.4 for the year 2021, 0.279 SDR per item and 2.180 SDR per kilogramme.

15 The rates applied for flows between countries in the target system as from 2016 as well as between these countries and countries in the target system prior to 2010 or as from 2010 and 2012 for bulky (E) and small packet (E) letter-post items may not be higher than:

- 15.1 for the year 2018, 0.533 SDR per item and 1.198 SDR per kilogramme;
- 15.2 for the year 2019, 0.602 SDR per item and 1.354 SDR per kilogramme;
- 15.3 for the year 2020, 0.680 SDR per item and 1.530 SDR per kilogramme;
- 15.4 for the year 2021, 0.770 SDR per item and 1.731 SDR per kilogramme.

16 For flows below 50 tonnes a year between countries that joined the target system in 2010 and 2012, as well as between these countries and countries that were in the target system prior to 2010, the per-kilogramme and per-item components shall be converted into a total rate per kilogramme on the basis of a worldwide average composition of one kilogramme of mail in which P and G format items account for 8.16 items weighing 0.31 kilogrammes and E format items account for 2.72 items weighing 0.69 kilogrammes.

17 For flows below 75 tonnes a year in 2018, 2019 and 2020, and below 50 tonnes in 2021, between countries that joined the target system in 2016 or after that date, as well as between these countries and countries in the target system prior to 2010 or as from 2010 and 2012, the per-kilogramme and per-item components shall be converted into a total rate per kilogramme on the basis of a worldwide average composition of one kilogramme of mail, as referred to in paragraph 16.

18 The payment for bulk mail sent to countries in the target system prior to 2010 shall be established by applying the rates per item and per kilogramme provided for in paragraphs 5 to 11.

19 The payment for bulk mail sent to countries in the target system as from 2010, 2012 and 2016 shall be established by applying the rates per item and per kilogramme provided for in paragraphs 5 and 10 to 15.

20 No reservations may be made to this article, except within the framework of a bilateral agreement.

Article 30

Terminal dues. Provisions applicable to mail flows to, from and between designated operators of countries in the transitional system

1 In preparation for the entry into the target system of the designated operators of countries in the terminal dues transitional system, payment for letter-post items, including bulk mail but excluding M bags and IBRS items, shall be established on the basis of a rate per item and a rate per kilogramme.

2 Payment for IBRS items shall be as described in the Regulations.

3 The rates applied for flows to, from and between countries in the transitional system for small (P) and for large (G) letter-post items shall be:

3.1 for the year 2018, 0.227 SDR per item and 1.774 SDR per kilogramme;

3.2 for the year 2019, 0.233 SDR per item and 1.824 SDR per kilogramme;

3.3 for the year 2020, 0.240 SDR per item and 1.875 SDR per kilogramme;

3.4 for the year 2021, 0.247 SDR per item and 1.928 SDR per kilogramme.

4 The rates applied for flows to, from and between countries in the transitional system for bulky (E) and small packet (E) letter-post items shall be:

4.1 for the year 2018, 0.485 SDR per item and 1.089 SDR per kilogramme;

4.2 for the year 2019, 0.498 SDR per item and 1.120 SDR per kilogramme;

4.3 for the year 2020, 0.512 SDR per item and 1.151 SDR per kilogramme;

4.4 for the year 2021, 0.526 SDR per item and 1.183 SDR per kilogramme.

5 For flows below the flow threshold specified in article 29.16 or 29.17, the per-kilogramme and per-item components shall be converted into a total rate per kilogramme on the basis of a worldwide average composition of one kilogramme of mail. The following rates shall apply:

5.1 for the year 2018, 4.472 SDR per kilogramme;

5.2 for the year 2019, 4.592 SDR per kilogramme;

5.3 for the year 2020, 4.724 SDR per kilogramme;

5.4 for the year 2021, 4.858 SDR per kilogramme.

6 For mail flows over the flow threshold specified in article 29.17, the flat rate per kilogramme listed above shall be applied if neither the origin designated operator nor the destination designated operator requests the revision mechanism in order to revise the rate on the basis of the actual number of items per kilogramme, rather than the worldwide average. The sampling for the revision mechanism shall be applied in accordance with the conditions specified in the Regulations.

7 The downward revision of the total rate in paragraph 5 may not be invoked by a country in the target system against a country in the transitional system unless the latter asks for a revision in the opposite direction.

8 Designated operators of countries in the terminal dues transitional system may send and receive format-separated mail on an optional basis, in accordance with the conditions specified in the Regulations. In the case of format-separated exchanges the rates in paragraphs 3 and 4 above shall apply.

9 The payment for bulk mail to designated operators of countries in the target system shall be established by applying the rates per item and per kilogramme provided for in article 29. For bulk mail received, designated operators in the transitional system may request payment according to paragraphs 3 and 4.

10 No reservations may be made to this article, except within the framework of a bilateral agreement.

Article 31

Quality of Service Fund

1 Terminal dues payable by all countries and territories to the countries classified as least developed countries and included in group IV for terminal dues and Quality of Service Fund (QSF) purposes, except for M bags, IBRS items and bulk mail items, shall be increased by 20% of the rates given in article 30 for payment into the QSF for improving the quality of service in those countries. There shall be no such payment from one group IV country to another group IV country.

2 Terminal dues, except for M bags, IBRS items and bulk mail items, payable by countries and territories classified as group I countries to the countries classified as group IV countries, other than the least developed countries referred to in paragraph 1 of this article, shall be increased by 10% of the rates given in article 30, for payment into the QSF for improving the quality of service in those countries.

3 Terminal dues, except for M bags, IBRS items and bulk mail items, payable by countries and territories classified as group II countries to the countries classified as group IV countries, other than the least developed countries referred to in paragraph 1 of this article, shall be increased by 10% of the rates given in article 30, for payment into the QSF for improving the quality of service in those countries.

4 Terminal dues, except in respect of M bags, IBRS items and bulk mail items, payable by countries and territories classified as group III countries to the countries classified as group IV countries, other than the least developed countries referred to in paragraph 1 of this article, shall be increased by 5% of the rates given in article 30, for payment into the QSF for improving the quality of service in those countries.

5 An increase of 1%, calculated on the basis of terminal dues payable by countries and territories classified as group I, II and III countries to the countries classified as group III countries, except in respect of M bags, IBRS items and bulk mail items, shall be paid into a common fund to be established for improving the quality of service in countries classified in groups II, III and IV and managed in accordance with the relevant procedures set by the Postal Operations Council.

6 Subject to the relevant procedures set by the Postal Operations Council, any unused amounts contributed under paragraphs 1, 2, 3 and 4 of this article and accumulated over the four preceding QSF reference years (with 2018 as the earliest reference year) shall also be transferred to the common fund referred to in paragraph 5 of this article. For the purposes of this paragraph, only funds that have not been used in QSF-approved quality of service projects within two years following receipt of the last payment of contributed amounts for any given four-year period as defined above shall be transferred to the aforementioned common fund.

7 The combined terminal dues payable into the QSF for improving the quality of service of countries in group IV shall be subject to a minimum of 20,000 SDR per annum for each beneficiary country. The additional funds needed for reaching this minimum amount shall be invoiced, in proportion to the volumes exchanged, to the countries in groups I, II and III.

8 The Postal Operations Council shall adopt or update, in 2018 at the latest, procedures for financing QSF projects.

C. Rates for parcel post

Article 32

Parcel post land and sea rates

1 With the exception of ECOMPRO parcels, parcels exchanged between two designated operators shall be subject to inward land rates calculated by combining the base rate per parcel and base rate per kilogramme laid down in the Regulations.

1.1 Bearing in mind the above base rates, designated operators may, in addition, be authorized to claim supplementary rates per parcel and per kilogramme in accordance with provisions laid down in the Regulations.

1.2 The rates mentioned in 1 and 1.1 shall be payable by the designated operator of the country of origin, unless the Regulations provide for exceptions to this principle.

1.3 The inward land rates shall be uniform for the whole of the territory of each country.

2 Parcels exchanged between two designated operators or between two offices of the same country by means of the land services of one or more other designated operators shall be subject to the transit land rates, payable to the designated operators which take part in the routing on land, laid down in the Regulations, according to the distance step applicable.

2.1 For parcels in transit à découvert, intermediate designated operators shall be authorized to claim the single rate per item laid down in the Regulations.

2.2 Transit land rates shall be payable by the designated operator of the country of origin unless the Regulations provide for exceptions to this principle.

3 Any designated operator which participates in the sea conveyance of parcels shall be authorized to claim sea rates. These rates shall be payable by the designated operator of the country of origin, unless the Regulations provide for exceptions to this principle.

3.1 For each sea conveyance used, the sea rate shall be laid down in the Regulations according to the distance step applicable.

3.2 Designated operators may increase by 50% at most the sea rate calculated in accordance with 3.1. On the other hand, they may reduce it as they wish.

D. Air conveyance dues

Article 33

Basic rates and provisions concerning air conveyance dues

1 The basic rate applicable to the settlement of accounts between designated operators in respect of air conveyance shall be approved by the Postal Operations Council and shall be calculated by the International Bureau according to the formula specified in the Regulations. The rates applying to the air conveyance of parcels sent via the merchandise return service shall be calculated according to the provisions defined in the Regulations.

2 The calculation of air conveyance dues on closed dispatches, priority items, airmail items and air parcels sent in transit à découvert, missent items and misrouted mails, as well as the relevant methods of accounting, are described in the Regulations.

3 The air conveyance dues for the whole distance flown shall be borne:

3.1 in the case of closed mails, by the designated operator of the country of origin of the mails, including when these mails transit via one or more intermediate designated operators;

3.2 in the case of priority items and airmail items in transit à découvert, including missent items, by the designated operator which forwards the items to another designated operator.

4 These same regulations shall be applicable to items exempted from land and sea transit charges if they are conveyed by air.

5 Each designated operator of destination which provides air conveyance of international mail within its country shall be entitled to reimbursement of the additional costs incurred for such conveyance provided that the weighted average distance of the sectors flown exceeds 300 kilometres. The Postal Operations Council may replace the weighted average distance by other relevant criteria. Unless agreement has been reached that no charge should be made, the dues shall be uniform for all priority mails and airmails originating abroad whether or not this mail is reforwarded by air.

6 However, where the terminal dues levied by the designated operator of destination are based specifically on costs or on domestic rates, no additional reimbursement for internal air conveyance shall be made.

7 The designated operator of destination shall exclude, for the purpose of calculating the weighted average distance, the weight of all mails for which the terminal dues calculation has been based specifically on costs or on the domestic rates of the designated operator of destination.

E. Settlement of accounts

Article 34

Provisions specific to the settlement of accounts and payments for international postal exchanges

1 Settlements in respect of operations carried out in accordance with the present Convention (including settlements for the transport (forwarding) of postal items, settlements for the treatment of postal items in the country of destination and settlements in compensation for any loss, theft or damage relating to postal items) shall be based on and made in accordance with the provisions of the Convention and other Acts of the Union, and shall not require the preparation of any documents by a designated operator except in cases provided for in the Acts of the Union.

F. Fixing of charges and rates

Article 35

Authority of the Postal Operations Council to fix charges and rates

1 The Postal Operations Council shall have the authority to fix the following rates and charges, which are payable by designated operators in accordance with the conditions shown in the Regulations:

- 1.1 transit charges for the handling and conveyance of letter mails through one or more intermediary countries;
- 1.2 basic rates and air conveyance dues for the carriage of mail by air;
- 1.3 inward land rates for the handling of all inward parcels except ECOMPRO parcels;
- 1.4 transit land rates for the handling and conveyance of parcels through an intermediary country;
- 1.5 sea rates for the conveyance of parcels by sea.
- 1.6 outward land rates for the provision of the merchandise return service for parcels.

2 Any revision made, in accordance with a methodology that ensures equitable remuneration for designated operators performing the services, must be based on reliable and representative economic and financial data. Any change decided upon shall enter into force at a date set by the Postal Operations Council.

Section VIII

Optional services

Article 36

EMS and integrated logistics

- 1 Member countries or designated operators may agree with each other to participate in the following services, which are described in the Regulations:
 - 1.1 EMS, which is a postal express service for documents and merchandise, and shall whenever possible be the quickest postal service by physical means. This service may be provided on the basis of the EMS Standard Multilateral Agreement or by bilateral agreement;
 - 1.2 integrated logistics, which is a service that responds fully to customers' logistical requirements and includes the phases before and after the physical transmission of goods and documents.

Article 37

Electronic postal services

- 1 Member countries or designated operators may agree with each other to participate in the following electronic postal services, which are described in the Regulations:
 - 1.1 electronic postal mail, which is an electronic postal service involving the transmission of electronic messages and information by designated operators;
 - 1.2 electronic postal registered mail, which is a secure electronic postal service that provides proof of sending and proof of delivery of an electronic message and a secure communication channel to the authenticated users;
 - 1.3 electronic postal certification mark, which provides evidentiary proof of an electronic event, in a given form, at a given time, and involving one or more parties;
 - 1.4 electronic postal mailbox, which enables the sending of electronic messages by an authenticated mailer and the delivery and storage of electronic messages and information for the authenticated addressee.

Section IX

Final provisions

Article 38

Conditions for approval of proposals concerning the Convention and the Regulations

- 1 To become effective, proposals submitted to Congress relating to this Convention must be approved by a majority of the member countries present and voting which have the right to vote. At least half of the member countries represented at Congress and having the right to vote shall be present at the time of voting.
- 2 To become effective, proposals relating to the Regulations must be approved by a majority of the members of the Postal Operations Council having the right to vote.
- 3 To become effective, proposals introduced between Congresses relating to this Convention and to its Final Protocol must obtain:
 - 3.1 two thirds of the votes, at least one half of the member countries of the Union which have the right to vote having taken part in the vote, if they involve amendments;
 - 3.2 a majority of the votes if they involve interpretation of the provisions.
- 4 Notwithstanding the provisions under 3.1, any member country whose national legislation is as yet incompatible with the proposed amendment may, within ninety days from the date of notification of the latter, make a written declaration to the Director General of the International Bureau stating that it is unable to accept the amendment.

Article 39

Reservations at Congress

- 1 Any reservation which is incompatible with the object and purpose of the Union shall not be permitted.
- 2 As a general rule, any member country whose views are not shared by other member countries shall endeavour, as far as possible, to conform to the opinion of the majority. Reservations should be made only in cases of absolute necessity, and proper reasons given.
- 3 Reservations to any article of the present Convention shall be submitted to Congress as a Congress proposal written in one of the working languages of the International Bureau and in accordance with the relevant provisions of the Rules of Procedure of Congresses.
- 4 To become effective, proposals concerning reservations must be approved by whatever majority is required for amendment of the article to which the reservation relates.
- 5 In principle, reservations shall be applied on a reciprocal basis between the reserving member country and the other member countries.
- 6 Reservations to the present Convention shall be inserted in the Final Protocol to the present Convention, on the basis of proposals approved by Congress.

Article 40

Entry into force and duration of the Convention

- 1 This Convention shall come into force on 1 January 2018¹ and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof the plenipotentiaries of the Governments of the member countries have signed this Convention in a single original which shall be deposited with the Director General of the International Bureau. A copy thereof shall be delivered to each party by the International Bureau of the Universal Postal Union.

Done at **Addis Ababa, 7 September 2018**

¹ The amendments to the Convention made by the 2018 Extraordinary Congress shall enter into force on 1 July 2019.

Final Protocol to the Universal Postal Convention

Article

- I. Ownership of postal items. Withdrawal from the post. Alteration or correction of address
- II. Postage stamps
- III. Posting abroad of letter-post items
- IV. Charges
- V. Exception to the exemption of items for the blind from postal charges
- VI. Basic services
- VII. Advice of delivery
- VIII. Prohibitions (letter post)
- IX. Prohibitions (postal parcels)
- X. Articles subject to customs duty
- XI. Presentation-to-Customs charge
- XII. Inquiries
- XIII. Exceptional inward land rates
- XIV. Basic rates and provisions concerning air conveyance dues
- XV. Special tariffs
- XVI. Authority of the Postal Operations Council to fix charges and rates

Final Protocol to the Universal Postal Convention

At the moment of proceeding to signature of the Universal Postal Convention concluded this day, the undersigned plenipotentiaries have agreed the following:

Article I

Ownership of postal items. Withdrawal from the post. Alteration or correction of address

1 The provisions in article 5.1 and 2 shall not apply to Antigua and Barbuda, Bahrain (Kingdom), Barbados, Belize, Botswana, Brunei Darussalam, Canada, Hong Kong, China, Dominica, Egypt, Fiji, Gambia, United Kingdom of Great Britain and Northern Ireland, Overseas Dependent Territories of the United Kingdom, Grenada, Guyana, Ireland, Jamaica, Kenya, Kiribati, Kuwait, Lesotho, Malawi, Malaysia, Mauritius, Nauru, New Zealand, Nigeria, Papua New Guinea, Saint Christopher and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, Seychelles, Sierra Leone, Singapore, Solomon Islands, Swaziland, Tanzania (United Rep.), Trinidad and Tobago, Tuvalu, Uganda, Vanuatu and Zambia.

2 Nor shall article 5.1 and 2 apply to Austria, Denmark and Iran (Islamic Rep.), whose internal legislation does not allow withdrawal from the Post or alteration of the address of correspondence, at the request of the sender, from the time when the addressee has been informed of the arrival of an item addressed to him.

3 Article 5.1 shall not apply to Australia, Ghana and Zimbabwe.

4 Article 5.2 shall not apply to Bahamas, Belgium, the Dem. People's Rep. of Korea, Iraq and Myanmar, whose legislation does not permit withdrawal from the post or alteration of address of letter-post items at the sender's request.

5 Article 5.2 shall not apply to the United States of America.

6 Article 5.2 shall apply to Australia only in so far as that article is consistent with its domestic legislation.

7 Notwithstanding article 5.2, Dem. Rep. of the Congo, El Salvador, Panama (Rep.), Philippines and Venezuela (Bolivarian Rep.) shall be authorized not to return postal parcels after the addressee has requested their clearance by Customs, since this is incompatible with those countries' customs legislation.

Article II

Postage stamps

1 Notwithstanding article 6.7, Australia, the United Kingdom of Great Britain and Northern Ireland, Malaysia and New Zealand will process letter-post items and postal parcels bearing postage stamps using new materials or technologies that are not compatible with their respective mail processing machines only upon prior agreement with the designated operator of origin concerned.

Article III

Posting abroad of letter-post items

1 Australia, Austria, United Kingdom of Great Britain and Northern Ireland, Greece, New Zealand and United States of America reserve the right to impose a charge, equivalent to the cost of the work it incurs, on any designated operator which, under the provisions of article 12.4, sends to it items for disposal which were not originally dispatched as postal items by their services.

2 Notwithstanding article 12.4, Canada reserves the right to collect from the designated operator of origin such amount as will ensure recovery of not less than the costs incurred by it in the handling of such items.

3 Article 12.4 allows the designated operator of destination to claim, from the designated operator of posting, appropriate remuneration for delivering letter-post items posted abroad in large quantities. Australia and the United Kingdom of Great Britain and Northern Ireland reserve the right to limit any such payment to the appropriate domestic tariff for equivalent items in the country of destination.

4 Article 12.4 allows the designated operator of destination to claim, from the designated operator of posting, appropriate remuneration for delivering letter-post items posted abroad in large quantities. The following member countries reserve the right to limit any such payment to the limits authorized in the Regulations for bulk mail: Bahamas, Barbados, Brunei Darussalam, China (People's Rep.), United Kingdom of Great Britain and Northern Ireland, Overseas Dependent Territories of the United Kingdom, Grenada, Guyana, India, Malaysia, Nepal, Netherlands, Netherlands Antilles and Aruba, New Zealand, Saint Lucia, Saint Vincent and the Grenadines, Singapore, Sri Lanka, Suriname, Thailand and United States of America.

5 Notwithstanding the reservations under 4, the following member countries reserve the right to apply in full the provisions of article 12 of the Convention to mail received from Union member countries: Argentina, Australia, Austria, Azerbaijan, Benin, Brazil, Burkina Faso, Cameroon, Canada, Côte d'Ivoire (Rep.), Cyprus, Denmark, Egypt, France, Germany, Greece, Guinea, Iran (Islamic Rep.), Israel, Italy, Japan, Jordan, Lebanon, Luxembourg, Mali, Mauritania, Monaco, Morocco, Norway, Pakistan, Portugal, Russian Federation, Saudi Arabia, Senegal, Switzerland, Syrian Arab Rep., Togo and Turkey.

6 In application of article 12.4, Germany reserves the right to request the mailing country to grant compensation of the amount it would receive from the country of which the sender is resident.

7 Notwithstanding the reservations made under article III, China (People's Rep.) reserves the right to limit any payment for delivering letter-post items posted abroad in large quantities to the limits authorized in the UPU Convention and its Regulations for bulk mail.

8 Notwithstanding article 12.3, Austria, Germany, the United Kingdom of Great Britain and Northern Ireland, Liechtenstein and Switzerland reserve the right to claim from the sender or, failing that, from the designated operator of posting, the payment of the internal rates.

Article IV

Charges

1 Notwithstanding article 15, Australia, Belarus, Canada and New Zealand shall be authorized to collect postal charges other than those provided for in the Regulations, when such charges are consistent with the legislation of their countries.

2 Notwithstanding article 15, Brazil shall be authorized to collect an additional fee from the addressees of ordinary items containing merchandise that had to be converted to tracked items as a result of customs and security requirements.

Article V

Exception to the exemption of items for the blind from postal charges

- 1 Notwithstanding article 16, Indonesia, Saint Vincent and the Grenadines and Turkey, which do not concede exemption from postal charges to items for the blind in their internal service, may collect the postage and charges for special services which may not, however, exceed those in their internal service.
- 2 France shall apply the provisions of article 16 concerning items for the blind subject to its national regulations.
- 3 Notwithstanding article 16.3, and in accordance with its national legislation, Brazil reserves the right to consider as items for the blind only those items which are sent by or addressed to blind persons or organizations for the blind. Items not satisfying these conditions shall be subject to payment of postage.
- 4 Notwithstanding article 16, New Zealand will accept as items for the blind for delivery in New Zealand only those items that are exempted from postal charges in its domestic service.
- 5 Notwithstanding article 16, Finland, which does not provide exemption from postal charges for items for the blind in its domestic service according to the definitions in article 16 adopted by Congress, may collect the domestic charges for items for the blind destined for other countries.
- 6 Notwithstanding article 16, Canada, Denmark and Sweden allow exemption from postal charges for the blind only to the extent provided for in their internal legislation.
- 7 Notwithstanding article 16, Iceland accepts exemption from postal charges for the blind only to the extent provided for in its internal legislation.
- 8 Notwithstanding article 16, Australia will accept as items for the blind for delivery in Australia only those items that are exempted from postal charges in its domestic service.
- 9 Notwithstanding article 16, Australia, Austria, Azerbaijan, Canada, Germany, United Kingdom of Great Britain and Northern Ireland, Japan, Switzerland and United States of America may collect the charges for special services which are applied items for the blind in their internal service.

Article VI

Basic services

- 1 Notwithstanding the provisions of article 17, Australia does not agree to the extension of basic services to include postal parcels.
- 2 The provisions of article 17.2.4 shall not apply to the United Kingdom of Great Britain and Northern Ireland, whose national legislation requires a lower weight limit. Health and safety legislation in the United Kingdom of Great Britain and Northern Ireland limits the weight of mail bags to 20 kilogrammes.
- 3 Notwithstanding article 17.2.4, Azerbaijan, Kazakhstan, Kyrgyzstan and Uzbekistan shall be authorized to limit to 20 kilogrammes the maximum weight of inward and outward M bags.
- 4 Notwithstanding article 17, Iceland accepts items for the blind only to the extent provided for in its internal legislation.**

Article VII

Advice of delivery

- 1 Canada and Sweden shall be authorized not to apply article 18.3.3, as regards parcels, given that they do not offer the advice of delivery service for parcels in their internal service.
- 2 Notwithstanding article 18.3.3, Denmark and the United Kingdom of Great Britain and Northern Ireland reserve the right not to admit inward advices of delivery, given that they do not offer advice of delivery in their internal service.
- 3 Notwithstanding article 18.3.3, Brazil shall be authorized to admit inward advices of delivery only when they can be returned electronically.

Article VIII

Prohibitions (letter post)

- 1 Exceptionally, Dem. People's Rep. of Korea and Lebanon shall not accept registered items containing coins, bank notes, securities of any kind payable to bearer, travellers' cheques, platinum, gold or silver whether manufactured or not, precious stones, jewels or other valuable articles. They shall not be strictly bound by the provisions of the Regulations with regard to their liability in cases of theft or damage, or where items containing articles made of glass or fragile articles are concerned.
- 2 Exceptionally, Bolivia, China (People's Rep.), excluding Hong Kong Special Administrative Region, Iraq, Nepal, Pakistan, Saudi Arabia, Sudan and Viet Nam shall not accept registered items containing coins, bank notes, currency notes or securities of any kind payable to bearer, travellers' cheques, platinum, gold or silver whether manufactured or not, precious stones, jewels or other valuable articles.
- 3 Myanmar reserves the right not to accept insured items containing the valuable articles listed in article 19.6, as this is contrary to its internal regulations.
- 4 Nepal does not accept registered items or insured items containing currency notes or coins, except by special agreement to that effect.
- 5 Uzbekistan does not accept registered or insured items containing coins, bank notes, cheques, postage stamps or foreign currency and shall accept no liability in cases of loss of or damage to such items.
- 6 Iran (Islamic Rep.) does not accept items containing articles contrary to the principles of the Islamic religion, and reserves the right not to accept letter-post items (ordinary, registered or insured) containing coins, bank notes, travellers' cheques, platinum, gold or silver, whether manufactured or not, precious stones, jewels or other valuable articles, and shall accept no liability in cases of loss or damage to such items.
- 7 The Philippines reserves the right not to accept any kind of letter post (ordinary, registered or insured) containing coins, currency notes or securities of any kind payable to bearer, travellers' cheques, platinum, gold or silver, whether manufactured or not, precious stones or other valuable articles.
- 8 Australia does not accept postal items of any kind containing bullion or bank notes. In addition, it does not accept registered items for delivery in Australia, or items in transit à découvert, containing valuables such as jewellery, precious metals, precious or semi-precious stones, securities, coins or any form of negotiable financial instrument. It declines all liability for items posted which are not in compliance with this reservation.
- 9 China (People's Rep.), excluding Hong Kong Special Administrative Region, shall not accept insured items containing coins, bank notes, currency notes or securities of any kind payable to bearer and travellers' cheques in accordance with its internal regulations.
- 10 Latvia and Mongolia reserve the right not to accept, in accordance with their national legislation, ordinary, registered or insured mail containing coins, bank notes, securities payable to bearer and travellers' cheques.

- 11 Brazil reserves the right not to accept ordinary, registered or insured mail containing coins, bank notes in circulation or securities of any kind payable to bearer.
- 12 Viet Nam reserves the right not to accept letters containing articles or goods.
- 13 Indonesia does not accept registered or insured items containing coins, bank notes, cheques, postage stamps, foreign currency, or any kind of securities payable to bearer for delivery in Indonesia, and shall accept no liability in cases of loss of or damage to such items.
- 14 Kyrgyzstan reserves the right not to accept letter-post items (ordinary, registered, insured, small packets) containing coins, currency notes or securities of any kind payable to bearer, travellers' cheques, platinum, gold or silver, whether manufactured or not, precious stones, jewels or other valuable articles, and shall accept no liability in cases of loss of or damage to such items.
- 15 Azerbaijan and Kazakhstan shall not accept registered or insured items containing coins, banknotes, credit notes or any securities payable to bearer, cheques, precious metals, whether manufactured or not, precious stones, jewels and other valuable articles or foreign currency, and shall accept no liability in cases of loss of or damage to such items.
- 16 Moldova and the Russian Federation do not accept registered or insured items containing bank notes in circulation, securities (cheques) of any kind payable to bearer or foreign currency, and shall accept no liability in cases of loss of or damage to such items.
- 17 Notwithstanding article 19.3, France reserves the right not to accept items containing goods in cases where these items do not comply with its national regulations, or international regulations, or technical and packing instructions for air transport.
- 18 Cuba reserves the right not to accept, handle, convey or deliver letter-post items containing coins, banknotes, currency notes or securities of any kind payable to bearer, cheques, precious metals and stones, jewels or other valuable articles, or any kind of document, goods or object in cases where these items do not comply with its national regulations, or international regulations, or technical and packing instructions for air transport, and shall accept no liability in cases of theft, loss or damage to such items. Cuba reserves the right not to accept letter-post items subject to customs duty containing goods that are imported to the country if their value does not comply with its national regulations.

Article IX

Prohibitions (postal parcels)

- 1 Myanmar and Zambia shall be authorized not to accept insured parcels containing the valuable articles covered in article 19.6.1.3.1, since this is contrary to their internal regulations.
- 2 Exceptionally, Lebanon and Sudan shall not accept parcels containing coins, currency notes or securities of any kind payable to bearer, travellers' cheques, platinum, gold or silver, whether manufactured or not, precious stones or other valuable articles, or containing liquids or easily liquefiable elements or articles made of glass or similar or fragile articles. They shall not be bound by the relevant provisions of the Regulations.
- 3 Brazil shall be authorized not to accept insured parcels containing coins and currency notes in circulation, as well as any securities payable to bearer, since this is contrary to its internal regulations.
- 4 Ghana shall be authorized not to accept insured parcels containing coins and currency notes in circulation, since this is contrary to its internal regulations.
- 5 In addition to the articles listed in article 19, Saudi Arabia shall be authorized not to accept parcels containing coins, currency notes or securities of any kind payable to bearer, travellers' cheques, platinum, gold or silver, whether manufactured or not, precious stones or other valuable articles. Nor does it accept parcels

containing medicines of any kind unless they are accompanied by a medical prescription issued by a competent official authority, products designed for extinguishing fires, chemical liquids or articles contrary to the principles of the Islamic religion.

6 In addition to the articles referred to in article 19, Oman does not accept items containing:

6.1 medicines of any sort unless they are accompanied by a medical prescription issued by a competent official authority;

6.2 fire-extinguishing products or chemical liquids;

6.3 articles contrary to the principles of the Islamic religion.

7 In addition to the articles listed in article 19, Iran (Islamic Rep.) shall be authorized not to accept parcels containing articles contrary to the principles of the Islamic religion, and reserves the right not to accept ordinary or insured parcels containing coins, bank notes, travellers' cheques, platinum, gold or silver, whether manufactured or not, precious stones, jewels or other valuable articles; it shall accept no liability in cases of loss or damage to such items.

8 The Philippines shall be authorized not to accept any kind of parcel containing coins, currency notes or securities of any kind payable to bearer, travellers' cheques, platinum, gold or silver, whether manufactured or not, precious stones or other valuable articles, or containing liquids or easily liquefiable elements or articles made of glass or similar or fragile articles.

9 Australia does not accept postal items of any kind containing bullion or bank notes.

10 China (People's Rep.) shall not accept ordinary parcels containing coins, currency notes or securities of any kind payable to bearer, travellers' cheques, platinum, gold or silver, whether manufactured or not, precious stones or other valuable articles. Furthermore, with the exception of the Hong Kong Special Administrative Region, insured parcels containing coins, currency notes or securities of any kind payable to bearer and travellers' cheques shall not be accepted.

11 Mongolia reserves the right not to accept, in accordance with its national legislation, parcels containing coins, bank notes, securities payable to bearer and travellers' cheques.

12 Latvia does not accept ordinary and insured parcels containing coins, bank notes, securities (cheques) of any kind payable to bearer or foreign currency, and shall accept no liability in cases of loss of or damage to such items.

13 Moldova, the Russian Federation, Ukraine and Uzbekistan do not accept ordinary or insured parcels containing bank notes in circulation, securities (cheques) of any kind payable to bearer or foreign currency, and shall accept no liability in cases of loss of or damage to such items.

14 Azerbaijan and Kazakhstan do not accept ordinary or insured parcels containing coins, bank notes, credit notes or any securities payable to bearer, cheques, precious metals, whether manufactured or not, precious stones, jewels and other valuable articles or foreign currency, and shall accept no liability in cases of loss of or damage to such items.

15 Cuba reserves the right not to accept, handle, convey or deliver postal parcels containing coins, banknotes, currency notes or securities of any kind payable to bearer, cheques, precious metals and stones, jewels or other valuable articles, or any kind of document, goods or object in cases where these items do not comply with its national regulations, or international regulations, or technical and packing instructions for air transport, and shall accept no liability in cases of theft, loss or damage to such items. Cuba reserves the right not to accept postal parcels subject to customs duty containing goods that are imported to the country if their value does not comply with its national regulations.

Article X

Articles subject to customs duty

- 1 With reference to article 19, Bangladesh and El Salvador do not accept insured items containing articles subject to customs duty.
- 2 With reference to article 19, Afghanistan, Albania, Azerbaijan, Belarus, Cambodia, Chile, Colombia, Cuba, Dem. People's Rep. of Korea, El Salvador, Estonia, Kazakhstan, Latvia, Moldova, Nepal, Peru, Russian Federation, San Marino, Turkmenistan, Ukraine, Uzbekistan and Venezuela (Bolivarian Rep.) do not accept ordinary and registered letters containing articles subject to customs duty.
- 3 With reference to article 19, Benin, Burkina Faso, Côte d'Ivoire (Rep.), Djibouti, Mali and Mauritania do not accept ordinary letters containing articles subject to customs duty.
- 4 Notwithstanding the provisions set out under 1 to 3, the sending of serums, vaccines and urgently required medicaments which are difficult to procure shall be permitted in all cases.

Article XI

Presentation-to-Customs charge

- 1 Gabon reserves the right to collect a presentation-to-Customs charge from customers.
- 2 Notwithstanding article 20.2, Australia, Brazil, Canada, Cyprus and the Russian Federation reserve the right to collect a presentation-to-Customs charge from customers for any item submitted to customs control.
- 3 Notwithstanding article 20.2, Azerbaijan, Greece, Pakistan and Turkey reserve the right to collect from customers a presentation-to-Customs charge for all items presented to customs authorities.
- 4 Congo (Rep.) and Zambia reserve the right to collect a presentation-to-Customs charge from customers in respect of parcels.

Article XII

Inquiries

- 1 Notwithstanding article 21.2, Cape Verde, Chad, Dem. People's Rep. of Korea, Egypt, Gabon, Overseas Dependent Territories of the United Kingdom, Greece, Iran (Islamic Rep.), Kyrgyzstan, Mongolia, Myanmar, Philippines, Saudi Arabia, Sudan, Syrian Arab Rep., Turkmenistan, Ukraine, Uzbekistan and Zambia reserve the right to collect from customers charges on inquiries lodged in respect of letter-post items.
- 2 Notwithstanding article 21.2, Argentina, Austria, Azerbaijan, Hungary, Lithuania, Moldova, Norway and Slovakia reserve the right to collect a special charge when, on completion of the investigation conducted in response to the inquiry, it emerges that the latter was unjustified.
- 3 Afghanistan, Cape Verde, Congo (Rep.), Egypt, Gabon, Iran (Islamic Rep.), Kyrgyzstan, Mongolia, Myanmar, Saudi Arabia, Sudan, Suriname, Syrian Arab Rep., Turkmenistan, Ukraine, Uzbekistan and Zambia reserve the right to collect an inquiry charge from customers in respect of parcels.
- 4 Notwithstanding article 21.2, Brazil, Panama (Rep.) and the United States of America reserve the right to collect a charge from customers for inquiries lodged in respect of letter-post items and parcels posted in countries which apply that type of charge in accordance with paragraphs 1 to 3 of this article.

Article XIII

Exceptional inward land rates

1 Notwithstanding article 32, Afghanistan reserves the right to collect an additional exceptional inward land rate of 7.50 SDR per parcel.

Article XIV

Basic rates and provisions concerning air conveyance dues

1 Notwithstanding the provisions of article 33, Australia reserves the right to apply air conveyance rates for outward parcels sent via the merchandise return service, either as laid down in the Regulations or by any other means, including bilateral agreements.

Article XV

Special tariffs

1 Belgium, Norway and United States of America may collect higher land rates for air parcels than for surface parcels.

2 Lebanon shall be authorized to collect for parcels up to 1 kilogramme the charge applicable to parcels over 1 and up to 3 kilogrammes.

3 Panama (Rep.) shall be authorized to collect 0.20 SDR per kilogramme for surface airlifted (S.A.L.) parcels in transit.

Article XVI

Authority of the Postal Operations Council to fix charges and rates

1 Notwithstanding article 35.1.6, Australia reserves the right to apply outward land rates for the provision of the merchandise return service for parcels, either as laid down in the Regulations or by any other means, including bilateral agreements.

In witness whereof, the plenipotentiaries below have drawn up this Protocol which shall have the same force and the same validity as if its provisions were inserted in the text of the Convention itself, and they have signed it in a single original which shall be deposited with the Director General of the International Bureau. A copy thereof shall be delivered to each party by the International Bureau of the Universal Postal Union.

Done at **Addis Ababa, 7 September 2018**