

No. 8848

UNIVERSAL POSTAL UNION

**Constitution of the Universal Postal Union (with Final Protocol and annexes), and
General Regulations of the Universal Postal Union (with Final Protocol). Signed at
Vienna, on 10 July 1964**

CONSTITUTION OF THE UNIVERSAL POSTAL UNION.

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PREAMBLE

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.

Section I

ORGANIC PROVISIONS

Chapter I

GENERAL

ARTICLE 1

Scope and objectives of the Union

1. The Countries adopting this Constitution comprise, under the title of the Universal Postal Union, a single postal territory for the reciprocal exchange of letter post items. Freedom of transit is guaranteed throughout the entire territory of the Union.
2. The aim of the Union is to secure the organization and improvement of the postal services and to promote in this sphere the development of international collaboration.
3. The Union takes part, as far as possible, in postal technical assistance sought by its Member Countries.

ARTICLE 2

Members of the Union

Member Countries of the Union are:

- a) Countries which have membership status at the date on which this Constitution comes into force.
- b) Countries admitted to membership in accordance with Article 11.

ARTICLE 3

Jurisdiction of the Union

The Union has within its jurisdiction:

- a) the territories of Member Countries;
- b) post offices set up by Member Countries in territories not included in the Union;
- c) 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

Postal Administrations which provide a service with territories not included in the Union are bound to act as- intermediaries for other Administrations. The provisions of the Convention and its Detailed Regulations are applicable to such exceptional relations.

ARTICLE 5

Seat of the Union

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

ARTICLE 6

Official language of the Union

The official language of the Union is French.

ARTICLE 7

Monetary Standard

The franc adopted as the monetary unit in the Acts of the Union is the gold franc of 100 centimes weighing 10/31 of a gramme and of a fineness of 0-900.

ARTICLE 8

Restricted Unions. Special Agreements

1. Member Countries, or their Postal Administrations if the legislation of those 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 favorable 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, Conferences and meetings of the Union, to the Executive Council and to the Consultative Committee for Postal Studies.
3. The Union may send observers to Congresses, Conferences and meetings of Restricted Unions.

ARTICLE 9

Relations with the United Nations

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

ARTICLE 10

Relations with international organizations

In order to secure close co-operation 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 11

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 entails a formal declaration of accession to the Constitution and to the obligatory Acts of the Union. It shall be addressed through diplomatic channels to the Government of the Swiss Confederation and by that Government to Member Countries.
4. A Country which is not a member of the United Nations will 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 are considered as having abstained.
5. Accession or admission to membership shall be notified by the Government of the Swiss Confederation to the Governments of Member Countries. It shall take effect from the date of such notification.

ARTICLE 12

Withdrawal from the Union. Procedure

1. Each Member Country may withdraw from the Union by notice of denunciation of the Constitution given through diplomatic channels to the Government of the Swiss Confederation and by that Government to the Governments of Member Countries.
2. Withdrawal from the Union becomes effective one year after the day on which the notice of denunciation provided for in paragraph 1 is received by the Government of the Swiss Confederation.

Chapter III

ORGANISATION OF THE UNION

ARTICLE 13

Organs of the Union

1. The organs of the Union are Congress, Administrative Conferences, the Executive Council, the Consultative Committee for Postal Studies, Special Committees and the International Bureau.
2. The permanent organs of the Union are the Executive Council, the Consultative Committee for Postal Studies and the International Bureau.

ARTICLE 14

Congress

1. Congress is the supreme organ of the Union.
2. Congress consists of the representatives of Member Countries.

ARTICLE 15

Extraordinary Congresses

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

Conferences entrusted with the examination of questions of an administrative nature may be convened at the request or with the consent of at least two-thirds of the Postal Administrations of Member Countries.

ARTICLE 17

Executive Council

1. Between Congresses the Executive Council (EC) ensures the continuity of the work of the Union in accordance with the provisions of the Acts of the Union.
2. Members of the Executive Council carry out their functions in the name and in the interests of the Union.

ARTICLE 18

Consultative Committee for Postal Studies

The Consultative Committee for Postal Studies (CCPS) is entrusted with carrying out studies and giving opinions on technical, operational and economic questions concerning the postal service.

ARTICLE 19

Special Committees

Special Committees may be entrusted by a Congress or by an Administrative Conference with the study of one or more specific questions.

ARTICLE 20

International Bureau

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 general supervision of the Government of the Swiss Confederation, serves as an organ of liaison, information and consultation for Postal Administrations.

Chapter IV

FINANCES OF THE UNION

ARTICLE 21

Expenditure of the Union. Contributions of Member Countries

1. Each Congress shall fix the maximum amount which the ordinary expenditure of the Union may reach annually.
2. The maximum amount for ordinary 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 extraordinary expenses of the Union are those occasioned by the convening of a Congress, an Administrative Conference or a Special Committee as well as special tasks entrusted to the International Bureau.
4. The ordinary expenses of the Union, including where applicable the expenditure envisaged in paragraph 2, together with the extraordinary expenses of the Union, shall be borne in common by Member Countries, which shall be divided by Congress for this purpose into a specific number of contribution classes.
5. In the case of accession or admission to the Union under Article 11, the Government of the Swiss Confederation shall fix, by agreement with the Government of the Country concerned, the contribution class into which the latter Country is 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 is the basic Act of the Union. It contains the organic rules of the Union.
2. The General Regulations embody those provisions which ensure the application of the Constitution and the working of the Union. They shall be binding on all Member Countries.
3. The Universal Postal Convention and its Detailed Regulations embody the rules applicable throughout the international postal service and the provisions concerning the letter post services. These Acts shall be binding on all Member Countries.
4. The Agreements of the Union, and their Detailed Regulations, regulate the services other than those of the letter post between those Member Countries which are parties to them. They shall be binding on those Countries only.
5. The Detailed Regulations, which contain the rules of application necessary for the implementation of the Convention and of the Agreements, shall be drawn up by the Postal Administrations of the Member Countries concerned.
6. The Final Protocols annexed to the Acts of the Union referred to in paragraphs 3, 4 and 5 contain the reservations to those Acts.

ARTICLE 23

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 Government:
 - (a) Of the Country where Congress is held, if made at the time of signature of the Act or Acts in question;
 - (b) Of the Swiss Confederation in all other cases.

3. Any Member Country may at any time address to the Government of the Swiss Confederation a notification of its intention to denounce the application of these Acts of the Union in respect of which it has made the declaration provided for in paragraph 1. Such notification shall take effect one year after the date of its receipt by the Government of the Swiss Confederation.
4. The declarations and notifications provided for in paragraphs 1 and 3 shall be communicated to Member Countries by the Government of the Country which has received them.
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

The provisions of the Acts of the Union do 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 25

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

1. Signature of the Acts of the Union by Plenipotentiaries shall take place at the end of Congress.
2. The Constitution shall be ratified as soon as possible by the signatory Countries.
3. Approval of the Acts of the Union other than the Constitution is governed by the constitutional regulations of each signatory Country.
4. When a Country does not ratify the Constitution or does not approve the other Acts which it has signed, the Constitution and the other Acts shall be no less valid for the other Countries that have ratified or approved them.

ARTICLE 26

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

The instruments of ratification of the Constitution and, where appropriate, of approval of the other Acts of the Union shall be addressed as soon as possible to the Government of the Swiss Confederation and by that Government to the Governments of Member Countries.

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, paragraph 4.
2. Accession of Member Countries to the Agreements is notified in accordance with Article 11, paragraph 3.

ARTICLE 28

Denunciation of an Agreement

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. The Postal Administration of a Member Country has the right to present, either to Congress or between Congresses, proposals concerning the Acts of the Union to which its Country is a party.
2. However, proposals concerning the Constitution and the General Regulations may be submitted only to Congress.

3.

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.
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.

3.

ARTICLE 31

Amendment of the Convention, the General Regulations and the Agreements

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

Chapter IV

SETTLEMENT OF DISPUTES

ARTICLE 32

Arbitration

In the event of a dispute between two or more Postal Administrations of Member Countries concerning the interpretation of the Acts of the Union or the responsibility imposed on a Postal Administration 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

This Constitution shall come into operation on 1st 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 Government of the Country in which Congress is held.

Done at Vienna, the 10th of July, 1964.

FINAL PROTOCOL TO THE CONSTITUTION OF THE UNIVERSAL POSTAL UNION

At the moment of proceeding to signature of the Constitution of the Universal Postal Union concluded this day, the undersigned Plenipotentiaries have agreed the following:

SOLE ARTICLE

Accession to the Constitution

Member Countries of the Union which have not signed the Constitution may accede to it at any time. Instruments of accession shall be addressed through diplomatic channels to the Government of the Country in which the seat of the Union is situated and by that Government to the Governments of the Member Countries of the Union.

In witness whereof, the undermentioned Plenipotentiaries 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 Constitution itself, and they have signed it 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 Government of the Country in which Congress is held.

Done at Vienna, the 10th of July, 1964.

GENERAL REGULATIONS OF THE UNIVERSAL POSTAL UNION

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 have by common agreement drawn up in these General Regulations the following provisions securing the application of the said Constitution and the functioning of the Union.

Chapter I

FUNCTIONING OF THE ORGANS OF THE UNION

ARTICLE 101

The organization and convening of Congresses, Extraordinary Congresses, Administrative Conferences and Special Committees

1. The representatives of Member Countries shall meet in Congress not later than five years after the date on which the Acts of the preceding Congress come into operation.
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 is understood that a delegation may represent only one Member Country other than its own.
3. In debates, each Country shall be entitled to one vote.
4. In principle, each Congress shall designate the Country in which the next Congress is to be held. If that designation proves inapplicable or in operative it falls to the Executive Council to designate the Country where Congress is to meet, after consultation with the latter Country.
5. 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. The host Government shall also be responsible for notifying the decisions taken by Congress to all the Governments of Member Countries.
6. When a Congress has to be convened without a host Government, the International Bureau, with the agreement of the Executive Council 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.

7. The meeting place of an Extraordinary Congress shall be fixed, after consultation with the International Bureau, by the Member Countries which have taken the initiative in convening that Congress.
8. Paragraphs 2 to 6 are applicable by analogy to Extraordinary Congresses.
9. The meeting-place of an Administrative Conference shall be fixed, after consultation with the International Bureau, by the Postal Administrations which have initiated the Conference. The notices of convocation shall be sent out by the Postal Administration of the Country in which the Conference is to be held.
10. Special Committees shall be convened by the International Bureau after consultation, where appropriate, with the Postal Administration of the Member Country in which these Special Committees are to meet.

ARTICLE 102

Composition, functioning and meetings of the Executive Council

1. The Executive Council shall consist of twenty-seven members who exercise their functions during the period between two successive Congresses.
2. The members of the Executive Council shall be appointed by Congress on the basis of an equitable geographical distribution. At least a half of the membership shall be renewed at each Congress: no member may be chosen by three Congresses in succession.
3. The representative of each of the members of the Executive Council shall be appointed by the Postal Administration of his country. This representative must be a qualified official of the Postal Administration.
4. The office of member of the Executive Council is unpaid. The working expenses of this Council are borne by the Union.
5. The functions of the Executive Council shall be as follows:
 - a) To maintain the closest contact with the Postal Administrations of Member-Countries with a view to improving the international postal service;
 - b) To promote the development of postal technical assistance within the framework of international technical co-operation;
 - c) To study administrative, legislative and juridical problems concerning the international postal service and communicate the results of such studies to Postal Administrations;

- d)* To designate the Country where the next Congress is to be held in the circumstances provided for in Article 101, paragraph 4;
- e)* To submit subjects for study to the Management Council of the Consultative Committee for Postal Studies for examination in accordance with Article 104, paragraph 3;
- f)* To examine the annual report prepared by the Management Council of the Consultative Committee for Postal Studies and, if necessary, the proposals submitted by the Council;
- g)* To make such contacts as may be useful with the United Nations, its Councils and its Committees, and with the specialized agencies and other international bodies, for the purpose of making studies and preparing reports to be submitted for approval to the Postal Administrations of Member Countries; to send, as occasion arises, representatives of the Union to take part on its behalf in the meetings of these international bodies ; to designate in due time the intergovernmental international organizations which should be invited to be represented at a Congress and to charge the Director General of the International Bureau to send the necessary invitations;
- h)* To formulate, as necessary, proposals to be submitted for the approval either of Postal Administrations of Member Countries under Article 31, paragraph 1 of the Constitution and Article 120 of these Regulations, or of Congress when these proposals concern studies entrusted by Congress to the Executive Council or when they arise out of the Executive Council's own activities as defined in this Article;
- i)* To examine, at the request of the Postal Administration of a Member Country, any proposal which that Administration forwards to the International Bureau under Article 119, to prepare observations on it and to charge the International Bureau to annex these observations to the proposal before submitting it for approval to the Postal Administrations of Member Countries;
- j)* Within the framework of the General Regulations:
 - (i) To ensure control of the activities of the International Bureau, whose Director General it appoints when the need arises and on the proposal of the Government of the Swiss Confederation;
 - (ii) To approve, on the proposal of the Director General of the International Bureau, the appointments of "hors classes" officials and of officials of the 1st, 2nd and 3rd salary classes, after examining the professional qualifications of the candidates sponsored by Postal Administrations of Member countries, taking into account an equitable geographical distribution in respect of continents and languages together with all other relevant considerations, due weight being given to the Bureau's internal promotion arrangements;
 - (iii) To approve the annual report on the activities of the Union prepared by the International Bureau and, where appropriate, to furnish observations on it;

- (iv) to recommend the Supervisory Authority, if circumstances so require to authorize the ceiling of ordinary expenditure to be exceeded.
6. In appointing the Director General and approving the appointments of "hors classes" officials, the Executive Council shall take into account that in principle the persons occupying these posts should be nationals of different Member Countries of the Union.
 7. At its first meeting, which is convened by the Chairman of the last Congress, the Executive Council shall elect a Chairman and four Vice-Chairmen from among its members and draw up its internal rules of procedure. The Director General of the International Bureau shall act as Secretary General of the Executive Council and shall take part in the debates without the right to vote.
 8. On convocation by its Chairman, the Executive Council meets, in principle once a year, at the seat of the Union. The International Bureau prepares the work of the Executive Council and sends all the documents of each meeting to the Postal Administrations of members of the Executive Council, to the Restricted Unions and to other Postal Administrations of Member Countries who ask for them.
 9. The representative of each of the members of the Executive Council shall be entitled to the reimbursement of the cost of a 1st class return ticket for travel by air, sea or land.
 10. The Postal Administration of the Country in which the Executive Council meets shall be invited to take part in the meetings in the capacity of observer, if that Country is not a member of the Executive Council.
 11. The Executive Council may invite any representative of an international body or any other qualified person whom it wishes to associate with its work to take part in its meetings, without the right to vote. It may also invite, under the same conditions, the representatives of one or more Postal Administrations of Member-Countries concerned with questions on its agenda.

ARTICLE 103

Reports on the activities of the Executive Council

8. The Executive Council shall send Postal Administrations an analytical report, for information, at the end of each of its meetings.
9. The Executive Council shall render a comprehensive report on its activities to Congress and send it to Postal Administrations at least two months before the opening of Congress.

ARTICLE 104

Organization and meetings of the Consultative Committee for Postal Studies

10. Member Countries of the Union shall be, as of right, members of the Consultative Committee for Postal Studies.
11. Congress shall elect a Management Council of twenty-six members charged, between Congresses, to direct, inspire and co-ordinate the work of the Committee.
12. Congress shall examine and adopt the programme of work of the Committee. Between Congresses the Executive Council may also submit subjects for study to the Management Council. Member Countries wishing, between Congresses, to propose the study of a particular question, shall make their request to the Chairman of the Management Council.
13. The Committee meets at the places and dates fixed for Congresses. It functions there as a Committee of Congress for the examination of the questions defined in paragraph 6.
14. Between Congresses a meeting of the Committee may be convened at the instance of the Chairman of the Management Council, after consultation with the Chairman of the Executive Council and the Director General of the International Bureau, on the request or with the consent of at least two thirds of the members of the Committee.
15. The functions of the Committee during Congress shall be the following:
 - a)* to examine the work carried out by the Management Council between Congresses;
 - b)* to examine and approve the comprehensive report prepared by the Management Council for submission to Congress, annexing to it any comments it may have thereon;
 - c)* to examine the Management Council's proposals on the future tasks to be undertaken and to draw up the draft programme for submission to Congress;
 - d)* to submit to Congress a list of the Member Countries which have asked to take part in the new Management Council to be elected;
 - e)* to study all other questions which are assigned to it by Congress.
7. The working expenses of the Committee shall be borne by the Union.
 - a)* The members of the Committee and of its organs shall receive no payment for the work they do. The cost of travel and subsistence of representatives of Administrations taking part in the work of the Committee and its organs shall be borne by those Administrations.

ARTICLE 105

Management Council of the Consultative Committee for Postal Studies

1. The period of office of the Management Council corresponds to the interval between two Congresses.
2. The representative of each of the members of the Management Council shall be appointed by the Postal Administration of his Country. This representative must be a qualified official of the Postal Administration.
3. The Management Council meets in principle every year: the place and date of the meeting shall be fixed by its Chairman, in agreement with the Chairman of the Executive Council and the Director General of the International Bureau.
4. At its first meeting, which is convened and opened by the Chairman of Congress, the Management Council shall choose from among its members a Chairman and three Vice-Chairmen.
5. The Chairman and the three Vice-Chairmen of the Management Council form the Steering Committee of the Council. The Steering Committee prepares and directs the work of each meeting of the Management Council and assumes all the tasks which the Management Council decides to remit to it.
6. The Management Council shall draw up its rules of procedure.
7. The tasks of the Management Council shall be shared out between three specialized sections:
 - a) Technical Section
 - b) Operational Section
 - c) Economic Section

whose particular responsibilities are:

- (i) To organize the study of the most important technical, operational and economic problems which are of interest to Postal Adman stations of all Member Countries of the Union and to prepare information and opinions on them;
- (ii) To take the necessary steps to study and make known the experiments and progress made by certain countries in the technical, operational and economic fields of the postal services;
- (iii) To study the current situation and the needs of the postal services in the new and developing Countries and to prepare appropriate

recommendations on ways and means of improving the postal services in those Countries;

- (iv) To take appropriate steps, in consultation with the Executive Council, in the sphere of technical co-operation with all Member Countries of the Union and in particular with the new and developing Countries.
8. Each Vice-Chairman of the Management Council is the Chairman of one of the sections.
 9. The sections shall set up working groups charged with the study of specific questions. The members of the Management Council shall themselves take part in the studies undertaken. Member-Countries not belonging to the Management Council, may, at their request, collaborate in the activities of the working groups.
 10. At each meeting, the Management Council:
 - a) Shall institute exchanges of views on the tasks which have been or are being carried out and, where appropriate, draw up recommendations concerning them;
 - b) Shall settle the programme of work to be undertaken up to its next meeting and co-ordinate the work of the sections;
 - c) Shall examine all other questions which are submitted to it by a member of the Consultative Committee for Postal Services or by the Executive Council.
 11. If need be the Management Council shall formulate proposals arising directly from the opinions expressed or the conclusions drawn from the studies undertaken. These proposals shall be submitted:
 - a) To the Executive Council when questions within its competence are concerned;
 - b) To Congress in other cases, subject to the approval of the Consultative Committee for Postal Studies.
 12. The Management Council and its organs may invite the following to take part in their meetings without the right to vote:
 - a) Any representative of an international body or any other qualified person whom they wish to associate with their work;
 - b) Representatives of Postal Administration of Member Countries not belonging to the Management Council.
 13. The Secretariat of the Management Council and its organs shall be provided by the International Bureau. The latter shall prepare the work of the Management Council in accordance with the directions given by the Steering Committee and shall send all documents of each meeting to the Postal Administrations of members of the

Management Council, to Postal Administrations of Countries which, while not members of the Management Council are included in working groups, to Restricted Unions, and to Postal Administrations of Member Countries which ask for them.

ARTICLE 106

Reports on the activities of the Management Council of the Consultative Committee for Postal Studies

The Management Council

- a) Shall send an analytical report to Postal Administrations of Member Countries and Restricted Unions, for information, at the end of each of its meetings;
- b) Shall prepare an annual report on its activities for the Executive Council;
- c) Shall prepare a comprehensive report on its activities for Congress and send it to Postal Administrations of Member Countries at least two months before the opening of Congress.

ARTICLE 107

Rules of procedure of Congresses, Administrative Conferences and Special Committees

Each Congress, each Administrative Conference and each Special Committee shall decide its rules of procedure. Until such rules are adopted, the provisions of the rules of procedure drawn up by the preceding meeting of the same organ are applicable insofar as they are relevant to the debates.

ARTICLE 108

Languages used for the publication of documents, for debates and for official correspondence

1. The documents of the Union shall be supplied in any language, either through the intermediary of the International Bureau or by regional centers in collaboration with the International Bureau, at the request of a Member Country or a group of Member Countries.
2. Documents produced through the intermediary of the International Bureau shall be distributed simultaneously in the languages requested.
3. The costs incurred in the publication of documents by the International Bureau or through its intermediary in any language, including any translation costs involved, shall be borne by the Member Country or group of Member Countries which has asked to receive the documents in that language.

4. The costs to be borne by a group of Member Countries shall be divided between them in proportion to their contributions to the general expenses of the Union.
5. 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.
6. For the debates of meetings of the organs of the Union the French, English, Spanish and Russian 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.
7. Other languages shall likewise be admissible for the debates and meetings mentioned in paragraph 6.
8. Delegations using other languages shall arrange for simultaneous interpretation into one of the languages mentioned in paragraph 6, either by the system indicated in the same paragraph, when the necessary technical modifications can be made, or by individual interpreters.
9. The costs of the interpretation services shall be shared between the Member Countries using the same language in proportion to their contributions to the general expenses of the Union. However, the costs of installing and maintaining the technical equipment shall be borne by the Union.
10. Postal Administrations 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 agreement, the language to be used shall be French.

Chapter II

INTERNATIONAL BUREAU

ARTICLE 109

List of Member Countries

The International Bureau shall prepare and keep up to date the list of Member Countries of the Union with an indication of the contribution class of each. It shall also prepare and keep up to date the list of the Agreements and of the Member Countries which are parties to them.

ARTICLE 110

Functions and powers of the Director General of the International Bureau

1. The functions and powers of the Director General of the International Bureau are those which are expressly allocated to him by the Acts of the Union and those which derive from the tasks assigned to the International Bureau.
2. The Director General shall direct the International Bureau.
3. The Director General or his representative shall attend the meetings of Congresses, Administrative Conferences and Special Committees and take part in the debates without the right to vote.

ARTICLE 111

Preparation of the work of Congresses, Administrative Conferences and Special Committees

The International Bureau shall prepare the work of Congresses, Administrative Conferences and Special Committees. It shall arrange the printing and distribution of the documents.

ARTICLE 112

Information. Opinions. Requests for interpretation and amendment of the Acts. Enquiries. Intervention in the settlement of accounts

1. The International Bureau shall be at all times at the disposal of the Executive Council, the Consultative Committee for Postal Studies and Postal Administrations 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 information of every kind affecting the international postal service; give an opinion, at the request of the parties to the case, on questions in dispute; act on requests for interpretation and amendment of the Acts of the Union and, in general, carry out such studies and editorial or

documentary tasks 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 enquiries requested by Postal Administrations with the aim of ascertaining the opinion of other Administrations on a particular question. The result of an enquiry does not have the status of a vote and is not formally binding.
4. It shall bring to the notice of the Chairman of the Management Council of the Consultative Committee for Postal Studies, for any necessary action, questions which are within the competence of that organ.
5. Between Postal Administrations which seek such intervention it shall intervene, as a clearing house, in the settlement of accounts of all kinds relating to the international postal service.

ARTICLE 113

Technical co-operation

The International Bureau shall develop postal technical assistance in all its forms within the framework of international technical co-operation.

ARTICLE 114

Forms supplied by the International Bureau

The International Bureau shall be responsible for arranging the manufacture of postal identity cards, international reply coupons, postal travellers' cheques and cheque book covers and for supplying them, at cost price, to Postal Administrations which order them.

ARTICLE 115

Acts of Restricted Unions and Special Agreements

1. Two copies of the Acts of Restricted Unions and of Special Agreements concluded under Article 8 of the Constitution must 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 favorable to the public than those which are provided for in the Acts of the Union and shall inform Postal Administrations of the existence of such Unions and Agreements. The International Bureau shall notify the Executive Council of any irregularity discovered in the application of this provision.

ARTICLE 116

Union magazine

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

ARTICLE 117

Annual report on the activities of the Union

The International Bureau shall make an annual report on the activities of the Union, which shall be sent to Postal Administrations and to the United Nations. The report must be approved by the Executive Council.

Nepal Law Commission

Chapter III

**PROCEDURE FOR THE PRESENTATION AND EXAMINATION OF PROPOSALS
AMENDING THE ACTS OF THE UNION**

ARTICLE 118

Procedure for presenting proposals to Congress

1. The following procedure governs the presentation of proposals for submission to Congress by Postal Administrations of Member Countries:
 - a) proposals which reach the International Bureau at least 6 months before the date fixed for Congress shall be published in special files called files of proposals;
 - b) no proposal of an editorial nature shall be accepted during the period of 6 months preceding the date fixed for Congress;
 - c) proposals of substance which reach the International Bureau in the interval between 6 and 4 months before the date fixed for Congress shall not be published in the files of proposals unless they are supported by at least two Administrations;
 - d) proposals of substance which reach the International Bureau during the period of four months preceding the date fixed for Congress shall not be published unless they are supported by at least eight Administrations;
 - e) declarations of support must reach the International Bureau within the same period as the proposals to which they refer.
2. Proposals of an editorial nature shall be headed "Editorial proposal" by the Administrations which present 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.
3. The procedure prescribed in paragraphs 1 and 2 does not apply to amendments to proposals already made.

ARTICLE 119

Procedure for presenting proposals between Congresses

1. To be eligible for consideration each proposal concerning the Convention or the Agreements presented by a Postal Administration between Congresses must be supported by at least two other Administrations. 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 Postal Administrations through the intermediary of the International Bureau.

ARTICLE 120

Examination of proposals between Congresses

1. Every proposal shall be subject to the following procedure: a period of two months is allowed to Postal Administrations of Member Countries for the examination of the proposal notified by an International Bureau circular and for forwarding their observations, if any, to the Bureau. Amendments are not admissible. The replies are collected by the International Bureau and communicated to Postal Administrations with an invitation to pronounce for or against the proposal. Those which have not notified their vote within a period of two months are considered as abstaining. The aforementioned periods are reckoned from the dates of the International Bureau circulars.
2. If the proposal relates to an Agreement, its Detailed Regulations or their Final Protocols, only the Postal Administrations of Member Countries which are parties to that Agreement may take part in the procedure described in paragraph 1.

ARTICLE 121

Notification of decisions adopted between Congresses

1. Amendments made to the Convention, the Agreements and the Final Protocols to those Acts are sanctioned by a diplomatic declaration which the Government of the Swiss Confederation is charged to prepare and convey at the request of the International Bureau to the Governments of Member Countries.
2. Amendments made to the Detailed Regulations and their Final Protocols are recorded and notified to Postal Administrations by the International Bureau. The same applies to the interpretations referred to in Article 69, paragraph 2(c)(ii) of the Convention and in the corresponding provisions of the Agreements.

ARTICLE 122

Implementation of decisions adopted between Congresses

Any decision which has been adopted does not take effect until at least three months after its notification.

Chapter IV

FINANCE

ARTICLE 123

Fixing and regulation of the expenditure of the Union

1. The ordinary expenditure of the Union should not exceed the sum of 3,710,000 gold francs per annum.
2. On the recommendation of the Executive Council, the Supervisory Authority may, if the circumstances so require, authorize the maximum figure fixed in paragraph 1 to be exceeded.
3. No expenditure above the ceiling of ordinary expenditure fixed in paragraph 1 may be authorized for the first year after that in which Congress was held. As from the second year, the financial ceiling may be exceeded by a maximum of 5 % per annum.
4. 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 must pay their contributions for the whole of the year during which their admission or withdrawal becomes effective.
5. The Swiss Postal Administration makes the necessary advances and supervises book-keeping and accounting of the International Bureau within the limit of credit fixed by Congress.
6. The sums advanced by the Swiss Postal Administration in accordance with paragraph 5 are due to be repaid by the debtor Postal Administrations in the shortest possible time and at the latest before the 31st December of the year in which the account is sent. After that period the sums due are chargeable with interest in favor of the Swiss Administration at the rate of 5% per annum, reckoned from the date of expiry of that period.

ARTICLE 124

Contribution classes

Member Countries are divided, in accordance with Article 21, paragraph 4 of the Constitution, into 7 classes and contribute to the expenses of the Union in the following classes:

- | | |
|---------------------|--------------------|
| 1st class, 25 units | 5th class, 5 units |
| 2nd class, 20 units | 6th class, 3 units |
| 3rd class, 15 units | 7th class, 1 unit |
| 4th class, 10 units | |

ARTICLE 125

Payment for supplies from the International Bureau

Supplies provided by the International Bureau to Postal Administrations at their expense should 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 dispatched by the Bureau. After that period the sums due are chargeable with interest in favor of the Swiss Postal Administration, which advanced them, at the rate of 5 % per annum calculated from the date of expiry of the said period.

Nepal Law Commission

Chapter V

ARBITRATION

ARTICLE 126

Arbitration Procedure

1. In the event of a dispute to be settled by arbitration, each of the Postal Administrations party to the case shall select a Postal Administration of a Member Country not directly involved in the dispute. When several Administrations make common cause, they count only as a single Administration for the purposes of this provision. If one of the Administrations party to the case does not act on a proposal for arbitration within a period of six months, the International Bureau, if so requested, shall itself call upon the defaulting Administration to appoint an arbitrator or shall itself appoint one *ex officio*.
3. The parties to the case may agree to appoint a single arbitrator which may be the International Bureau.
4. The decision of the arbitrators shall be taken by a majority of votes.
5. If the voting is equal the arbitrators, in order to settle the matter, shall select another Postal Administration, also not involved in the dispute. Should they fail to agree on the choice, this Administration shall be appointed by the International Bureau from among Administrations not proposed by the arbitrators.
6. If the dispute concerns one of the Agreements, the arbitrators may be appointed only from among the Administrations that are parties to that Agreement.

Chapter VI

FINAL PROVISIONS

ARTICLE 127

Conditions of approval of proposals concerning the General Regulations

To become effective, proposals submitted to Congress relating to these General Regulations must be approved by the majority of Member Countries represented at Congress. Two-thirds of the member Countries of the Union must be present at the time of voting.

ARTICLE 128

Proposals concerning the Agreements with the United Nations

The conditions of approval referred to in Article 127 apply equally to proposals designed to modify the Agreements concluded between the Universal Postal Union and the United Nations, to the extent that these Agreements do not lay down conditions for the amendment of the provisions they contain.

ARTICLE 129

Coming into operation and Duration of the General Regulations

These General Regulations shall come into operation on 1st of January, 1966 and shall remain in force until the coming into force of the Acts of the next Congress.

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 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 Government of the Country in which Congress is held.

Done at Vienna, the 10th July, 1964.

FINAL PROTOCOL
TO THE GENERAL REGULATIONS OF THE UNIVERSAL
POSTAL UNION

At the moment of proceeding to the signature of the General Regulations of the Universal Postal Union concluded this day, the undersigned Plenipotentiaries have agreed the following:

ARTICLE I

**Executive Council and Management Council of the Consultative Committee for
Postal Studies**

The provisions of the General Regulations relating to the organisation and functioning of the Executive Council and of the Management Council of the Consultative Committee for Postal Studies shall be applicable in advance of the coming into operation of those Regulations.

ARTICLE II

Languages used for the Publication of Documents

1. Notwithstanding Article 33 of the Constitution and Article 129 of the General Regulations, the entry into force of the new permanent language system provided for in Article 108 of the General Regulations shall be fixed by the Executive Council, taking into account the practical requirements arising from the organisation of the new system.
2. In the meantime, the International Bureau should meet requests for the supply of the documents of the Union in any language by taking interim measures, for example by resorting to private translation agencies or by arranging a contract with another specialised agency which employs a multi lingual system.
3. The Executive Council may, if it deems it necessary, take steps to this end.

ARTICLE III

Expenditure of the Union

Notwithstanding Article 129, the ceiling of ordinary annual expenditure of the Union provided for in Article 123, paragraph 1 shall be applicable as from the 1st January 1964.

In witness whereof, the undermentioned Plenipotentiaries 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 General Regulations themselves, and they have signed it 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 Government of the Country in which Congress is held.

Done at Vienna, the 10th July, 1964.

Nepal Law Commission