

General Regulations of the Asian-Pacific Postal Union

(as amended by the Additional Protocol to the General Regulations of the APPU adopted at Tehran, Iran on 18 September 2000)

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General Regulations of the Asian-Pacific Postal Union

(as amended by the Additional Protocol to the General Regulations of the APPU adopted at Tehran, Iran on 18 September 2000)

Preamble

The undersigned representatives, duly authorized by their respective governments, having regard to Article 14 paragraph 2 of the Constitution of the Asian-Pacific Postal Union have, by common consent, and subject to Article 15 paragraph 2 of the Constitution, drawn up in these General Regulations the following provisions securing the application of the Constitution and the functioning of the Union as well as those concerning the international postal service between the member- countries.

Chapter I General provisions

Article 101 Language used for the publication of documents, for official correspondence and for the deliberation of meetings

1. English shall be used for the publication of documents of the Bureau and for official correspondence between the Bureau and the member-countries.
2. English shall be used in the deliberation of meetings of the organs of the Union. However, subject to arrangement for interpretation into English, other languages are admissible.
3. The costs of interpretation mentioned in paragraph 2 shall be borne by the delegation using the alternative language. However, when French is concerned, the host country of the meetings shall furnish, as far as possible, any convenient means of interpretation to the delegations using this language.

Article 102 Languages other than English

Member-countries whose language is not English may provide for a translation at their own expense, subject to provisions in Article 101 paragraph 3.

Article 103 Special agreements

The conclusion of special agreements in accordance with Article 4 of the Constitution shall be notified through the intermediary of the Bureau to member- countries or their postal administrations, as the case may be.

Article 104 Resolutions of the Congress

1. Member-countries shall take such action considered appropriate to implement resolutions of the Congress and shall undertake to inform the Bureau from time to time of action so taken and progress to date.

2. The Bureau shall compile a status report of action taken by member-countries to implement resolutions of the Congress and shall provide the report to the Executive Council for its consideration.

Chapter II Functioning of the Union's bodies

Article 105 Organisation and convening of Congresses and Extraordinary Congresses

1. The representatives of the member-countries of the Union meet in Congress not later than two years after holding of each Universal Postal Congress in order to revise the Acts of the Union, if necessary, and to consider, as necessary, other postal problems of common interest to the member-countries.
2. Each country is represented in Congress by one or more delegates duly authorized for that purpose by their respective governments. A country may arrange for its representation in Congress by another country, provided that a delegation represents and votes for only one country other than its own.
3. Each country has only one vote.
4. In principle, each Congress designates the country in which the next Congress is to be held. If that designation proves inapplicable or inoperative, it falls to the Executive Council to designate the country where Congress is to meet, after consultation with that country. In the event where the venue of the next Congress is not decided or where the host country eventually show its inability to hold the Congress, its meeting would then be held in the country where the Bureau is situated.
5. After consultation with the Bureau, the host government fixes the date and place of the Congress. In principle, six months before that date, invitations are issued to the government of each member-country of the Union by the Bureau on behalf of the host government. However, should the host government so desire, it may issue the invitations.
6. Observers may be invited to attend meetings of the Union in an advisory capacity without the right to vote, provided they represent the United Nations or one of its specialized agencies or any other international organization having an interest in the work of the Union. Other observers may also be invited to attend provided that they represent other restricted postal unions or postal administrations of member-countries of the Universal Postal Union, or postal administrations of countries which are non-members of the Universal Postal Union and of non-self governing territories and other areas in Asia and the Pacific. At the request of the Congress or the Executive Council, the invitation is made by the Bureau. However, should the government of the host country so desire, it may issue the invitations.
7. For the organisation of its work and the conduct of its debates, Congress shall apply the rules of procedure of Congresses.
8. The place and date of assembly of an Extraordinary Congress is fixed by the Executive Council in agreement with the member-countries initiating the Congress.
9. The provisions of paragraphs 2, 3, 6 and 7 of this Article apply to Extraordinary Congresses as well.

Article 106 Composition, functioning and meetings of the Executive Council

1. The Executive Council comprises all the member-countries of the Union, with a quorum of the majority.
2. The Chairman of each Congress convenes the first meeting of the Council immediately after the holding of that Congress at the same venue. At the meeting, the Council elects from among its members a Chairman and Vice-Chairman, who hold office until the conclusion of the next Congress. In the normal course that chairmanship shall devolve by right on the host country of Congress but the latter may waive that right if it so wishes.
3. The annual meetings of the Executive Council following the first meeting are convened by its Chairman.
4. Each Executive Council meeting shall designate the country in which the next Executive Council meeting is to be held. When an Executive Council meeting has to be convened without a host country, the meeting shall be convened where the Bureau is situated. In that event, the host will be the Bureau itself and not the postal administration of the country where the Bureau is situated. The expenditure of such meetings will be borne by the Bureau from its own budget by raising the contribution share of each country.
5. Between ordinary sessions, the Council may be convened as a general rule at the place where the Bureau is situated, by the Chairman at the request of a two-thirds majority of the member-countries of the Union.
6. After consultation with the Chairman of the Executive Council, the host country fixes the date and place of the Executive Council meeting. Invitation to such meeting are issued to each member-countries and observers by the Chairman of the Executive Council or, if the Chairman so desires, by the Bureau. However, should the host country so desire, it may issue the invitations directly to member administrations and also circulate through diplomatic channels.
7. The working expenditure of the Council is borne by the Union. The services of a Council member are gratuitous.
8. Member-countries shall be represented at meetings of the Council by qualified postal officials.
9. The functions of the Council are:
 - (a) To perform any duty assigned to it by a Resolution of the Congress;
 - (b) To lay down the international postal service rules which shall provide for details necessary for the operation of the international postal service between the member-countries;
 - (c) To maintain contacts with postal administration of the member-countries of the Union with a view to improving the postal service;
 - (d) To prescribe rules for the administration of the Bureau and to supervise the activities of the Bureau;
 - (e) To review and approve the annual budget and accounts of the administrative section prepared by the Bureau in the intervals between Congresses;
 - (f) To make useful contacts with the various organs of the Universal Postal Union, with the Restricted Unions or with other specialized agencies of the United Nations with special interests in the area, and if, necessary, to appoint representatives to conference of such organizations;

- (g) To conclude agreements on behalf of the Union with the Universal Postal Union, and other Restricted Unions and international organizations with regard to such matters as technical co-operation, with the concurrence of at least two-thirds of the members of the Union. The Council may authorize the Director of the Bureau to execute such agreements;
 - (h) To assemble, prior to each Universal Postal Congress, in accordance with the provisions of Article 115 paragraph 2; and
 - (i) To take necessary steps, with the agreement of the majority of the members of the Union, provisionally to carry out such other administrative acts which are not covered by the Acts of the Union and cannot await the next Congress for the settlement;
10. The Council draws up the rules of procedure necessary for its work.
 11. When necessary, consultations and decisions of the Council may be made by correspondence.
 12. The Director of the Bureau assumes the tasks of Secretary-General of the Council.
 13. The Council sends to the postal administrations of the member-countries of the Union, for information, a summary report at the end of each meeting of the Council.
 14. The Council submits a report to each Congress on the whole of its activities.
 15. The representative of each of the members of the Council shall be entitled to the reimbursement of the cost of an economy class return ticket for travel by air, sea or land by means of a deduction from the contribution of that country to the annual expenditure of the Union.

Article 107 Bureau

1. The Bureau is composed of a Director and such other staff as the Union may require.
2. The Director of the Bureau attends the meetings of the Union and takes part in the discussions without the right to vote.
3. The Bureau provides the secretariat for meetings of the Union, jointly with the postal administration of the country where each meeting is held.
4. The Director of the Bureau is chosen, from among qualified postal officials, by the Executive Council, or in Congress year by Congress. The tenure of office is fixed by the body which selects the Director.
5. The Bureau is under the general supervision of the Executive Council and its financial accounts are audited by the competent authority of the country where the bureau is situated.

Article 108 Organisation and staff of the Bureau

1. The direction of the Bureau is entrusted to a Director assisted, if necessary, by qualified officials who have served at least five years in the postal service and who possess a working knowledge of French or any of the languages in Asia, in addition to English. These positions are in addition to the training and administrative staff of the Bureau. The representation of the member-countries of the Union is taken into consideration in the selection of these officials. The Director appoints them, subject to the confirmation of the Executive Council, from among those who are recommended by their respective postal administrations, on condition that they satisfy the needs of the Bureau on the technical aspect.
2. The Director of the Bureau is its legal representative in all the functions performed by the Bureau pursuant to the Acts of the Union and to the decisions of Congresses of the Union.
3. Unless otherwise decided by the Executive Council, the Director represents the Union in the international conferences regarding the postal service where representation of the Union is required.

Article 109 Functions of the Bureau

1. The Bureau draws up the tentative agenda and makes other preparations for meetings of the Union.
2. The Bureau communicates with the postal administrations of member-countries of the Universal Postal Union in Asia and the Pacific which have not acceded to the Union on the advisability of their recommending to their governments to apply for accession, through diplomatic channels, as members of the Union.
3. The Bureau should at all times be ready to furnish the Executive Council and the postal administrations of the Union with any necessary information on questions relating to the postal service.
4. The Bureau makes up an annual report on the activities of the Union, which is sent to the postal administration of each member-country. This report is to be approved by Congress or by the Executive Council when the former does not convene. In the event of the Congress or the Executive Council not being convened within a period of five months of the year following that covered by the report, approval by each member-country of the Union shall be obtained by correspondence. Member-countries failing to reply within 40 days shall be regarded as having approved the report.
5. The Bureau keeps an up-to-date collection of the postage stamps issued by the member-countries.
6. The Bureau provides training facilities and advisory services in the training section to improve postal services within Asia and the Pacific. This training section shall be administered by a Governing Board whose composition, purpose and functions are prescribed in Article 111.

Article 110 Publications of the Bureau

1. The Bureau furnishes gratuitously to the postal administration of each member- country and to the International Bureau of the Universal Postal Union at Berne, Switzerland, the documents which it publishes, allowing each administration the number of copies which corresponds to the number of units which it contributes. Additional copies of documents requested by postal administrations are paid for by them at cost.
2. The Bureau prepares and distributes among the postal administrations of the member-countries a schedule of all the proposals which it receives in accordance with Article 115 paragraph 1 of these General Regulations in order that such proposals may be studied by the said countries.

Article 111 Governing Board of the training section of the Bureau

1. The responsibility for administering the training section shall be entrusted to a Governing Board which shall meet at least once each year. The meetings shall be held in the country where the Executive Council will hold its meetings and precede these meetings, unless decided otherwise.
2. In the discharge of its responsibilities to Congress, the functions of the Governing Board are:
 - (a) To determine rules for the administration of the training section;
 - (b) To direct the general training policy of the training section;
 - (c) To approve and supervise the budget of the training section;
 - (d) To appoint the teaching staff of the training section; and
 - (e) To establish the scales of salaries and conditions of service for the training
3. The Governing Board comprises the head of the host administration of the Bureau as Chairman, the Chairman of the Executive Council and a representative of the postal administration of member-countries which make a contribution to the activities of the training section in cash, or in kind or by way of fellowships, self- funding or supplied experts of not less than 10,000 Dollars (United States) per annum, as full members with the right to vote. The Director of the Bureau, the Director-General of the International Bureau of the Universal Postal Union or his representative, a representative of the Economic and Social Commission for Asia and the Pacific and a representative of the United Nations Development Programme, may attend meetings of the Governing Board as observers. Any member-country of the Union not a member of the Governing Board may attend meetings of the Governing Board as an observer. The Board may decide to invite other observers as appropriate.
4. Member-countries referred to in paragraph 3 above shall not be entitled to be represented on the Governing Board if no assistance to the extent indicated is forthcoming for two years in succession.
5. Meetings of the Governing Board are convened by its Chairman.
6. If a request is received from two-thirds of the members of the Board, the Chairman shall convene an extraordinary session of the Governing Board, as a general rule, in the host country of the Bureau.

7. When necessary, consultations and decisions of the Governing Board may be made by correspondence.
8. The Director of the Bureau shall assume the task of secretary of the Board.
9. The Governing Board shall submit a report to each Congress on its activities since the preceding Congress and its projected activities. The report should, for information, also contain details of past and proposed financial arrangements.
10. To ensure the smooth running of the training section, between successive Governing Board meetings, the Governing Board may establish a Local Executive Committee to which it may assign any necessary functions.

Chapter III Procedure for submission and consideration of proposals

Article 112 Introduction of proposals to Congresses

1. Proposals to be presented to Congress must reach the Bureau at least three months before the commencement of the Congress. Nevertheless, proposals which reach the Bureau within three months preceding the commencement of the Congress may also be considered at the discretion of Congress.
2. The procedure prescribed in paragraph 1 shall not apply to amendments to proposals already made.
3. The Bureau publishes the proposals and distributes them, as early as possible, among the postal administrations of the member-countries.

Article 113 Reservations

1. Reservations to the provisions of Chapter V of the General Regulations shall be inserted in the Final Protocols to the General Regulations on the basis of a proposal approved by Congress.
2. Article 112 relating to the introduction of proposals to Congress shall not apply to proposals concerning reservations.
3. To be adopted, reservations submitted to Congress shall be approved by a majority of the member-countries present and voting.
4. Any member-countries benefiting from a reservation may, at any time, waive the application of that reservation. The waiver shall be notified to member-countries through the Bureau.

Article 114 Proposals to amend the General Regulations submitted between Congresses

1. Each proposal to amend the provisions of Chapter V of the General Regulations and their Final Protocols submitted by a postal administration between Congresses shall be sent to other postal administrations through the intermediary of the Bureau.

2. Every proposal shall be subject to the following procedure: a period of two months shall be allowed to postal administrations of member-countries for consideration of the proposal notified by a Bureau circular, and for forwarding their observations, if any, to the Bureau. Amendments shall not be admissible. The replies shall be collected by the Bureau and communicated to postal administrations with an invitation to vote for or against the proposal. Those which have not sent their vote within a period of two months shall be considered as abstaining. The aforementioned periods shall be reckoned from the dates of the Bureau circulars.
3. Amendments made to the provisions of Chapter V of the General Regulations and their Final Protocols shall be sanctioned by the notification of the Director of the Bureau to the governments of member-countries.

Article 115 Proposals submitted to the Universal Postal Congresses

1. The postal administrations of all member-countries shall make known to the other member-countries and to the Bureau, at the same time as they advise the International Bureau of the Universal Postal Union, the proposals which they submit to Universal Postal Congress. Notwithstanding the provisions of Article 3 of the Constitution, these proposals may be prepared in French.
2. Member-countries may assemble, prior to and during each Universal Postal Congress, in order to exchange and harmonize their views on the proposals and other important matters to be discussed there.

Chapter IV Finance

Article 116 Contribution classes

1. For the apportionment of the expenses of the administrative section, the member-countries are divided into four groups. Those contributing to the expenses of the Universal Postal Union as members of the over 50, 50, 40, 35, 25 and 20 unit classes contribute 5 units; those contributing as members of the 15, 10 and 5 unit classes contribute 3 units; those contributing as members of the 3 and 1 unit classes contribute 2 units; and those contributing as members of the half unit class contribute 1 unit. However, a member-country may contribute more units.
2. Countries which accede to the Union as well as those which withdraw from the Union share in the expenditure of the administrative section for the entire year during which their accession or withdrawal becomes effective.

Article 117 Budget and accounts of the Union

1. The expenditure of the administrative section shall not exceed the sum of 80,000 US dollars per annum.

2. The Bureau shall prepare, at least two months before the end of each calendar year, an estimate of the budget of the administrative section for the following year covering the period from 1 January to 31 December, containing detailed data of its estimated expenditure and receipts as compared with the figures of the preceding budget and the previous final account. It shall submit this budget estimate to the Executive Council or to Congress when it convenes, for approval. Pending such approval, the Bureau shall function within the limits of the budgetary figures of the preceding year.
3. The Bureau shall prepare, during the first quarter of each year, a report of the administrative section to which shall be attached a detailed final account of the preceding year and all documents regarding receipts and expenditure. This report shall be submitted to the Executive Council or to Congress for approval and for distribution to the postal administrations of the Union.
4. The expenditure of the administrative section shall be in accordance with the budget approved by the Executive Council or by Congress. The expenditure of the training section shall be in accordance with the budget approved by the Governing Board.
5. The limits laid down in paragraph 1 may be exceeded to enable the recruitment of personnel or otherwise to provide for the efficient operation of the administrative section, if a majority of the member-countries of the Union agrees.
6. Member-countries shall pay their contributions to the Union's annual expenditure for the administrative section in advance on the basis of the budget laid down by Congress or by the Executive Council. These contributions shall be paid not later than the first day of the financial year to which the budget refers. Contributions for the training section shall be paid by 31 January of the year to which they pertain. For contributions for the administrative section, after that date, the sums due shall be chargeable with interest in favour of the Union at the rate of 3 percent per annum for the first six months and of 6 percent per annum from the seventh month.
7. To cover shortfalls in Union financing, reserve funds shall be established for the budget of administrative section and that of training section separately, the amount of which shall be fixed by the Executive Council. These funds shall be maintained primarily from budget surpluses. They may also be used to balance the respective budgets or to reduce the amount of member-countries' contributions.
8. As regards temporary financing shortfalls of the training section, the host country of the Bureau will advance to the Governing Board the funds necessary to ensure the continuation of the training function of the Bureau, provided that it is guaranteed reimbursement by the countries concerned. The funds shall not exceed the budget limit of the training section.
9. Where funds are advanced by the host country of the Bureau, the postal administration of each country concerned shall reimburse the host country, through the Governing Board, the sum advanced on its behalf by virtue of the preceding paragraph. Such reimbursement shall be made as soon as possible and not later than one calendar year following the assessment agreed by the Governing Board.

Chapter V Provisions concerning the international postal service between the member - countries

Article 118 Transit charges

As a general principle, no charge is collected for the territorial, fluvial or maritime transit of mail exchanged between member-countries of the Union. However, where member-countries find themselves unable to grant gratuitous transit, a charge may be made. This charge may be lower than that authorized or prescribed by the Universal Postal Convention.

Article 119 Letter- post

For the purpose of these General Regulations, the term “letter- post items” refers to such items as defined in the Acts of the Universal Postal Union.

Article 120 Postage rates

In the relations of the postal administrations of the Union, reduced postage rates may apply to letters and postcards exchanged between them by surface. These rates may be fixed at a figure between their domestic rates and 85 % of their international rates. Exceptionally, reduced rates may be applied to other letter-post categories and to airmail items.

Article 121 Exemption from postal charges on letter-post items relating to the postal service

1. Official correspondence exchanged between the following is exempt from all postal charges:
 - (a) The organs of the Union and postal administrations;
 - (b) The organs of the Union and organs of the Universal Postal Union;
 - (c) The organs of the Union and other Restricted Postal Unions.
2. The above exemption does not extend to airmail correspondence originating from the organs of the Union.

Article 122 Application of the Acts of the Universal Postal Union

1. The provisions of these General Regulations and the international service rules which shall be laid down by the Executive Council, regulate all matters and services relative to letter- post items exchanged between the member-countries of the Union.
2. All matters in connection with the exchange of letter-post items among the member-countries of the Union which are not provided for in these General Regulations and the international service rules which shall be laid down by the Executive Council are subject to the provisions of the Acts of the Universal Postal Union.

Chapter VI Final provisions

Article 123 Conditions of 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.
2. Member-countries may submit proposals to amend provisions of Chapter V of these General Regulations between Congresses. To become effective, those proposals must be approved by the unanimity of votes. However, where they pertain to an interpretation of the provisions of this chapter, they must be approved by a majority of the votes, provided that such interpretation is not subject to the arbitration provided for in Article 22 of the Constitution.

Article 124 Denunciation of the Asian-Pacific Postal Convention

Ratification, acceptance, or approval of the General Regulations shall carry denunciation of the Asian-Pacific Postal Convention done at Rotorua, 6 December 1990, for parties to the Convention. Such denunciation shall take effect for each party to the General Regulations on the date of entry into force of the General Regulations for each such party.

Article 125 Effective date and duration of the General Regulations

These General Regulations shall enter into force on 1 July 1997, and shall remain in force for an indefinite period.

In testimony whereof, the undersigned, being duly authorized representatives of their respective governments, have signed one copy of these General Regulations, which shall be deposited in the archives of the government of the member-country in which the Central Office is situated, and of which a duplicate shall be transmitted to each member-country by that government.

Done at Singapore, September 12, 1995

Additional Protocol to the General Regulations of the Asian - Pacific Postal Union

The plenipotentiaries of the governments of the member-countries of the Asian- Pacific Postal Union, met in Congress at Tehran, in view of Article 21 paragraph 2 of the Constitution of the Asian-Pacific Postal Union done at Bangkok on 4 December 1985, have adopted, subject to ratification, acceptance or approval, the following amendments to the General Regulations of the Asian-Pacific Postal Union.

Article I

(Preamble amended)

The undersigned representatives, duly authorized by their respective governments, having regard to Article 14 paragraph 2 of the Constitution of the Asian-Pacific Postal Union have, by common consent, and subject to Article 15 paragraph 2 of the Constitution, drawn up in these General Regulations the following provisions securing the application of the Constitution and the functioning of the Union as well as those concerning the international postal service between the member- countries.

Article II

(Article 101 amended)

Language used for the publication of documents, for official correspondence and for the deliberation of meetings

1. English shall be used for the publication of documents of the Bureau and for official correspondence between the Bureau and the member-countries.
2. English shall be used in the deliberation of meetings of the organs of the Union. However, subject to arrangements for interpretation into English, other languages are admissible.
3. The costs of the interpretation mentioned in paragraph 2 shall be borne by the delegations using the alternative language. However, when French is concerned, the host country of the meetings shall furnish, as far as possible, any convenient means of interpretation to the delegations using this language.

Article III

(Article 102 amended) Languages other than English

Member-countries whose language is not English may provide for a translation at their own expense, subject to provisions in Article 101 paragraph 3.

Article IV

(Article 103 amended) Special agreements

The conclusion of special agreements in accordance with Article 4 of the Constitution shall be notified through the intermediary of the Bureau to member- countries or their postal administrations, as the case may be.

Article V

(Article 104 amended) Resolutions of the Congress

1. Member-countries shall take such action considered appropriate to implement resolutions of the Congress and shall undertake to inform the Bureau from time to time of action so taken and progress to date.
2. The Bureau shall compile a status report of action taken by member-countries to implement resolutions of the Congress and shall provide the report to the Executive Council for its consideration.

Article VI

(Article 105 amended) Organisation and convening of Congresses and Extraordinary Congresses

1. The representative of the member-countries of the Union meet in Congress not later than two years after holding of each Universal Postal Congress in order to revise the Acts of the Union, if necessary, and to consider, as necessary, other postal problems of common interest to the member-countries.
2. Each country is represented in Congress by one or more delegates duly authorized for that purpose by their respective governments. A country may arrange for its representation in Congress by another country, provided that a delegation represents and votes for only one country other than its own.
3. Each country has only one vote.
4. In principle, each Congress designates the country in which the next Congress is to be held. If that designation proves inapplicable or inoperative, it falls to the Executive Council to designate the country where Congress is to meet, after consultation with that country. In the event where the venue of the next Congress is not decided or where the host country eventually show its inability to hold the Congress, its meeting would then be held in the country where the Bureau is situated.
5. After consultation with the Bureau, the host government fixes the date and place of the Congress. In principle, six months before that date, invitations are issued to the government of each member-country of the Union by the Bureau on behalf of the host government. However, should the host government so desire, it may issue the invitations.

6. Observers may be invited to attend meetings of the Union in an advisory capacity without the right to vote, provided they represent the United Nations or one of its specialized agencies or any other international organisation having an interest in the work of the Union. Other observers may also be invited to attend provided that they represent other restricted postal unions, or postal administrations of member-countries of the Universal Postal Union, or postal administrations of countries which are non-members of the Universal Postal Union and of non-self governing territories and other areas in Asia and the Pacific. At the request of the Congress or the Executive Council, the invitation is made by the Bureau. However, should the government of the host country so desire, it may issue the invitations.
7. For the organisation of its work and conduct of its debates, Congress shall apply the rules of procedure of Congresses.
8. The place and date of assembly of an Extraordinary Congress is fixed by the Executive Council in agreement with the member-countries initiating the Congress.
9. The provisions of paragraphs 2, 3, 6 and 7 of this Article apply to Extraordinary Congresses as well.

Article VII

(Article 106 amended) Composition, functioning and meetings of the Executive Council

1. The Executive Council comprises all the member-countries of the Union, with a quorum of the majority.
2. The Chairman of each Congress convenes the first meeting of the Council immediately after the holding of that Congress at the same venue. At the meeting, the Council elects from among its member a Chairman and Vice-Chairman, who hold office until the conclusion of the next Congress. In the normal course the chairmanship shall devolve by right on the host country of Congress but the latter may waive that right if it so wishes.
3. The annual meetings of the Executive Council following the first meeting are convened by its Chairman.
4. Each Executive Council meeting shall designate the country in which the next Executive Council meeting is to be held. When an Executive Council meeting has to be convened without a host country, the meeting shall be convened where the Bureau is situated. In that event, the host will be the Bureau itself and not the postal administration of the country where the Bureau is situated. The expenditure of such meetings will be borne by the Bureau from its own budget by raising the contribution share of each country.
5. Between ordinary sessions, the Council may be convened as a general rule at the place where the Bureau is situated, by the Chairman at the request of a two-thirds majority of the member-countries of the Union.
6. After consultation with the Chairman of the Executive Council, the host country fixes the date and place of the Executive Council meeting. Invitation to such meeting are issued to each member-countries and observers by the Chairman of the Executive Council or, if the Chairman so desires, by the Bureau. However, should the host country so desire, it may issue the invitation directly to member administrations and also circulate through diplomatic channels.

7. The working expenditure of the Council is borne by the Union. The services of a Council member are gratuitous.
8. Member-countries shall be represented at meetings of the Council by qualified postal officials.
9. The functions of the Council are:
 - (a) To perform any duty assigned to it by a Resolution of the Congress;
 - (b) To lay down the international postal service rules which shall provide for details necessary for the operation of the international postal service between the member-countries;
 - (c) To maintain contacts with postal administration of the member-countries of the Union with a view to improving the postal service;
 - (d) To prescribe rules for the administration of the Bureau and to supervise the activities of the Bureau;
 - (e) To review and approve the annual budget and accounts of the administrative section prepared by the Bureau in the intervals between Congresses;
 - (f) To make useful contacts with the various organs of the Universal Postal Union, with the Restricted Unions or with other specialized agencies of the United Nations with special interests in the area, and, if necessary, to appoint representatives to conferences of such organizations;
 - (g) To conclude agreements on behalf of the Union with the Universal Postal Union, and other Restricted Unions and international organizations with regard to such matters as technical co-operation, with the concurrence of at least two-thirds of the members of the Union. The Council may authorize the Director of the Bureau to execute such agreements;
 - (h) To assemble, prior to each Universal Postal Congress, in accordance with the provisions of Article 115 paragraph 2; and
 - (i) To make necessary steps, with the agreement of the majority of the members of the Union, provisionally to carry out such other administrative acts which are not covered by the Acts of the Union and cannot await the next Congress for the settlement.
10. The Council draws up the rules of procedure necessary for its work.
11. When necessary, consultations and decisions of the Council may be made by correspondence.
12. The Director of the Bureau assumes the task of Secretary-General of the Council.
13. The Council sends to the postal administrations of the member-countries of the Union, for information, a summary report at the end of each meeting of the Council.
14. The Council submits a report to each Congress on the whole of its activities.
15. The representative of each of the members of the Council shall be entitled to the reimbursement of the cost of an economic class return ticket for travel by air, sea or land by means of a deduction from the contribution of that country to the annual expenditure of the Union.

Article VIII

(Article 107 amended) Bureau

1. The Bureau is composed of a Director and such other staff as the Union may require.
2. The Director of the Bureau attends the meetings of the Union and takes part in the discussions without the right to vote.
3. The Bureau provides the secretariat for meetings of the Union, jointly with the postal administration of the country where each meeting is held.
4. The Director of the Bureau is chosen, from among qualified postal officials, by the Executive Council, or in the Congress year, by Congress. The tenure of office is fixed by the body which selects the Director.
5. The Bureau is under the general supervision of the Executive Council and its financial accounts are audited by the competent authority of the country where the bureau is situated.

Article IX

(Article 108 amended) Organisation and staff of the Bureau

1. The direction of the Bureau is entrusted to a Director assisted, if necessary, by qualified officials who have served at least five years in the postal service and who possess a working knowledge of French or any of the languages in Asia, in addition to English. These positions are in addition to the training and administrative staff of the Bureau. The representation of the member-countries of the Union is taken into consideration in the selection of these officials. The Director appoints them, subject to the confirmation of the Executive Council, from among those who are recommended by their respective postal administrations, on condition that they satisfy the needs of the Bureau on the technical aspect.
2. The Director of the Bureau is its legal representative in all the functions performed by the Bureau pursuant to the Acts of the Union and to the decision of Congresses of the Union.
3. Unless otherwise decided by the Executive Council, the Director represents the Union in the international conferences regarding the postal service where representation of the Union is required.

Article X

(Article 109 amended) Functions of the Bureau

1. The Bureau draws up the tentative agenda and makes other preparations for meetings of the Union.
2. The Bureau communicates with the postal administrations of member-countries of the Universal Postal Union in Asia and the Pacific which have not acceded to the Union on the advisability of their recommending to their governments to apply for accession, through diplomatic channels, as members of the Union.

3. The Bureau should at all times be ready to furnish the Executive Council and the postal administrations of the Union with any necessary information on questions relating to the postal service.
4. The Bureau makes up an annual report on the activities of the Union, which is sent to the postal administration of each member-country. This report is to be approved by Congress, or by the Executive Council when the former does not convene. In the event of the Congress or the Executive Council not being convened within a period of five months of the year following that covered by the report, approval by each member-country of the Union shall be obtained by correspondence. Member-countries failing to reply within 40 days shall be regarded as having approved the report.
5. The Bureau keeps an up-to-date collection of the postage stamps issued by the member-countries.
6. The Bureau provides training facilities and advisory services in the training section to improve postal services within Asia and the Pacific. This training section shall be administered by a Governing Board whose composition, purpose and functions are prescribed in Article 111.

Article XI

(Article 110 amended) Publications of the Bureau

1. The Bureau furnishes gratuitously to the postal administration of each member-country and to the International Bureau of the Universal Postal Union at Berne, Switzerland, the document which it publishes, allowing each administration the number of copies which corresponds to the number of units which it contributes. Additional copies of documents requested by postal administrations are paid for by them at cost.
2. The Bureau prepares and distributes among the postal administrations of the member-countries a schedule of all the proposals which it receives in accordance with Article 115 paragraph 1 of these General Regulations in order that such proposals may be studied by the said countries.

Article XII

(Article 111 amended) Governing Board of the training section of the Bureau

1. The responsibility for administering the training section shall be entrusted to a Governing Board which shall meet at least once each year. The meetings shall be held in the country where the Executive Council will hold its meetings and precede these meetings, unless decided otherwise.
2. In the discharge of its responsibilities to Congress, the functions of the Governing Board are :
 - (a) To determine rules for the administration of the training section;
 - (b) To direct the general training policy of the training section;
 - (c) To approve and supervise the budget of the training section;
 - (d) To appoint the teaching staff of the training section; and

- (e) To establish the scales of salaries and conditions of service for the training section's teaching and administrative staff.
3. The Governing Board comprises the head of the host administration of the Bureau as Chairman, the Chairman of the Executive Council and a representative of the postal administration of member-countries which make a contribution to the activities of the training section in cash, or in kind or by way of fellowships, self-funding or supplied experts of not less than 10,000 dollars(United States) per annum, as full members with the right to vote. The Director of the Bureau, the Director-General of the International Bureau of the Universal Postal Union or his representative, a representative of the Economic and Social Commission for Asia and the Pacific and a representative of the United Nations Development Programme, may attend meetings of the Governing Board as observers. Any member country of the Union not a member of the Governing Board may attend meetings of the Governing Board as an observer. The Board may decide to invite other observers as appropriate.
 4. Member-countries referred to in paragraph 3 above shall not be entitled to be represented on the Governing Board if no assistance to the extent indicated is forthcoming for two years in succession.
 5. Meetings of the Governing Board are convened by its Chairman.
 6. If a request is received from two-thirds of the members of the Board, the Chairman shall convene an extraordinary session of the Governing Board, as a general rule, in the host country of the Bureau.
 7. When necessary, consultations and decisions of the Governing Board may be made by correspondence.
 8. The Director of the Bureau shall assume the task of secretary of the Board.
 9. The Governing Board shall submit a report to each Congress on its activities since the preceding Congress and its projected activities. The report should, for information, also contain details of past and proposed financial arrangements.
 10. To ensure the smooth running of the training section, between successive Governing Board meetings, the Governing Board may establish a Local Executive Committee to which it may assign any necessary functions.

Article XIII

(Article 112 amended) Introduction of proposals to Congresses

1. Proposals to be presented to Congress must reach the Bureau at least three months before the commencement of the Congress. Nevertheless, proposals which reach the Bureau within three months preceding the commencement of the Congress may also be considered at the discretion of Congress.
2. The procedure prescribed in paragraph 1 shall not apply to amendments to proposals already made.
3. The Bureau publishes the proposals and distributes them, as early as possible, among the postal administrations of the member-countries.

Article XIV

(Article 113 amended) Reservations

1. Reservations to the provisions of Chapter V of the General Regulations shall be inserted in the Final Protocols to the General Regulations on the basis of a proposal approved by Congress.
2. Article 112 relating to the introduction of proposals to Congress shall not apply to proposals concerning reservations.
3. To be adopted, reservations submitted to Congress shall be approved by a majority of the member-countries present and voting.
4. Any member-countries benefiting from a reservation may, at any time, waive the application of that reservation. The waiver shall be notified to member-countries through the Bureau.

Article XV

(Article 114 amended) Proposals to amend the General Regulations submitted between Congresses

1. Each proposal to amend the provisions of Chapter V of the General Regulations and their Final Protocols submitted by a postal administration between Congresses shall be sent to other postal administrations through the intermediary of the Bureau.
2. Every proposal shall be subject to the following procedure: a period of two months shall be allowed to postal administrations of member-countries for consideration of the proposal notified by a Bureau circular, and for forwarding their observations, if any, to the Bureau. Amendments shall not be admissible. The replies shall be collected by the Bureau and communicated to postal administrations with an invitation to vote for or against the proposal. Those which have not sent their vote within a period of two months shall be considered as abstaining. The aforementioned periods shall be reckoned from the dates of the Bureau circulars.
3. Amendments made to the provisions of Chapter V of the General Regulations and their Final Protocols shall be sanctioned by the notification of the Director of the Bureau to the governments of member-countries.

Article XVI

(Article 115 amended) Proposals submitted to the Universal Postal Congresses

1. The postal administrations of all member-countries shall make known to the other member-countries and to the Bureau, at the same time as they advise the International Bureau of the Universal Postal Union, the proposals which they submit to Universal Postal Congress. Notwithstanding the provisions of Article 3 of the Constitution, these proposals may be prepared in French.
2. Member-countries may assemble, prior to and during each Universal Postal Congress, in order to exchange and harmonize their views on the proposals and other important matters to be discussed there.

Article XVII

(Article 116 amended) Contribution classes

1. For the apportionment of the expenses of the administrative section, the member-countries are divided into four groups. Those contributing to the expenses of the Universal Postal Union as members of the over 50, 50, 40, 35, 25 and 20 unit classes contribute 5 units; those contributing as members of the 15, 10 and 5 unit classes contribute 3 units; those contributing as members of the 3 and 1 unit class contribute 2 units; and those contributing as members of the half unit class contribute 1 unit. However, a member-country may contribute more units.
2. Countries which accede to the Union as well as those which withdraw from the Union share in the expenditure of the administrative section for the entire year during which their accession or withdrawal becomes effective.

Article XVIII

(Article 117 amended) Budget and Accounts of the Union

1. The expenditure of the administrative section shall not exceed the sum of 80,000 US dollars per annum.
2. The Bureau shall prepare, at least two months before the end of each calendar year, an estimate of the budget of the administrative section for the following year covering the period from 1 January to 31 December, containing detailed data of its estimated expenditure and receipts as compared with the figures of the preceding budget and the previous final account. It shall submit this budget estimate to the Executive Council or to Congress when it convenes, for approval. Pending such approval, the Bureau shall function within the limits of the budgetary figures of the preceding year.
3. The Bureau shall prepare, during the first quarter of each year, a report of the administrative section to which shall be attached a detailed final account of the preceding year and all documents regarding receipts and expenditure. This report shall be submitted to the Executive Council or to Congress for approval and for distribution to the postal administrations of the Union.
4. The expenditure of the administrative section shall be in accordance with the budget approved by the Executive Council or by Congress. The expenditure of the training section shall be in accordance with the budget approved by the Governing Board.
5. The limits laid down in paragraph 1 may be exceeded to enable the recruitment of personnel or otherwise to provide for the efficient operation of the administrative section, if a majority of the member-countries of the Union agrees.
6. Member-countries shall pay their contributions to the Union's annual expenditure for the administrative section in advance on the basis of the budget laid down by Congress or by the Executive Council. These contributions shall be paid not later than the first day of the financial year to which the budget refers. Contributions for the training section shall be paid by 31 January of the year to which they pertain. For contributions for the administrative section, after that date, the sum due shall be chargeable with interest in favour of the Union at the rate of 3 percent per annum for the first six months and of 6 percent per annum from the seventh month.

7. To cover shortfalls in Union financing, reserve funds shall be established for the budget of administrative section and that of the training section separately, the amount of which shall be fixed by the Executive Council. These funds shall be maintained primarily from budget surpluses. They may also be used to balance the respective budgets or to reduce the amount of member-countries' contributions.
8. As regards temporary financing shortfalls of the training section, the host country of the Bureau will advance to the Governing Board the funds necessary to ensure the continuation of training function of the Bureau, provided that it is guaranteed reimbursement by the countries concerned. The funds shall not exceed the budget limit of the training section.
9. Where funds are advanced by the host country of the Bureau, the postal administration of each country concerned shall reimburse the host country, through the Governing Board, the sum advanced on its behalf by virtue of the preceding paragraph. Such reimbursement shall be made as soon as possible and not later than one calendar year following the assessment agreed by the Governing Board

Article XIX

(Article 123 amended) Conditions of 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.
2. Member-countries may submit proposals to amend provisions of Chapter V of these General Regulations between Congresses. To become effective, those proposals must be approved by the unanimity of votes. However, where they pertain to an interpretation of the provisions of this chapter, they must be approved by a majority of the votes, provided that such interpretation is not subject to the arbitration provided for in Article 22 of the Constitution.

Article XX

Entry into force and duration of the Additional Protocol to the General Regulations of the Asian-Pacific Postal Union

This Additional Protocol shall come into force on 1 July 2002 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 themselves, and have signed it in a single original which shall be deposited with the government of a member-country designated by the Congress. A copy thereof shall be delivered to each member-country by that government.

Done at Tehran, September 18, 2000