

REPORT OF THE DRAFTING COMMITTEE

Report by Thailand, Australia and Singapore

1. Subject	References/Paragraphs
Consideration by the Drafting Committee of proposals approved and yet to be approved by the 2022 Congress.	§§
2. Decisions expected	
Congress notes the report of the Drafting Committee.	§§ 1-12
Congress adopts the text of Resolutions and amendments to the Rules of Procedure already agreed to by the Congress, and the text of Resolutions yet to be agreed to by the Congress subject to the Congress adopting these in plenary unamended.	§§ 5-12

Context

1. The Drafting Committee met on 31 August 2022 to consider the proposals that had been agreed at the 13th Asian-Pacific Postal Union Congress.
2. Article 14 of the Rules of Procedure of Congresses require that the *“drafts of the Acts, Resolutions etc. submitted by the Drafting Committee may only be regarded as adopted after approval at the plenary sessions.”* This report documents the draft text of the resolutions agreed to, or yet to be agreed to, by the Congress.
3. While some proposals were considered and approved on 29 August 2022 and 1 September 2022, there are still some texts of resolution yet to be considered by Congress. This report is prepared on the basis that all proposals will be approved by Congress as drafted, without amendment.
4. If Congress chooses to not approve any proposal, or adopts an amendment to any proposal, then the Drafting Committee will provide a further report to Congress on 2 September 2022 to amend this report.

Proposals of a General Nature

5. There were six proposals of a general nature put to the Congress. These are:
 - Resolution C 1/2022: Adoption of decisions and recommendations submitted to the 2022 APPU Congress;
 - Resolution C 2/2022: Continuation of the review of APPU governing documentation in the 2022-2026 cycle;
 - Decision C 3/2022: Observers to meetings of the Union;
 - Decision C 4/2022: Interim arrangement to accommodate the UPU 0.1-unit contribution class members;
 - Resolution C 5/2022: Nauru's arrears in contributions to the APPU; and
 - recommendation C 6/2022: Full review of the financial contributions system.

6. The final draft text of these proposals is at Annexure A.

7. The Drafting Committee has recommended:

- a. the insertion of closing commas (",") and semi-colons (";") missing from the conclusions of some paragraphs or dot points respectively, where necessary;
- b. for the text of Resolution C 2/2022, the second paragraph be amended as shown:

being aware that it is more than 20 years since ~~Acts of the Union~~ **the Constitution or General Regulations ("Acts of the Union")** were reviewed as a concerted assignment,

- c. for the text of Resolution C 2/2022, the eighth paragraph be amended as shown:

noting that the work of the Reform WG in the 2022-2026 cycle may bring forward amendments to the ~~Constitution or General Regulations ("Acts of the Union")~~ **Acts of the Union** to the 2026 Congress.

- d. for the text of Decision C 3/2022, the following minor revisions to the first paragraph:

~~recognizing~~ **recognising** the need to have a consistent and holistic view among members on the procedures for inviting observers to the meetings of the Union, that are currently stipulated separately in the General Regulations, ~~the Congress Rules of Procedure~~ **the Rules of Procedure of Congresses**, and the EC Rules of Procedure.

8. The Drafting Committee has recommended no further changes to the text of these proposals.

Proposals to amend the Rules of Procedure of Congresses

9. There were sixteen proposals to amend the Rules of Procedure of Congresses.

10. Proposal 19.1.91 Rev 1 Rules of Procedure of Congresses: Article 1 – Online participation in Congress - is of a temporary nature for the duration of the present Congress.

11. Fifteen other proposals were put to the Congress to have effect for an ongoing duration. These are:

- 19.1.1 Rules of Procedure of Congresses: Article 1 – General provisions;
- 19.3.1 Rules of Procedure of Congresses: Article 3 – Delegations;
- 19.4.1 Rules of Procedure of Congresses: Article 4 – Delegation credentials;
- 19.4.2 Rules of Procedure of Congresses: Article 4 – Delegation credentials;
- 19.4.3 Rules of Procedure of Congresses: Article 4 – Delegation credentials;
- 19.4.4 Rules of Procedure of Congresses: Article 4 – Delegation credentials;
- 19.4.5 Rules of Procedure of Congresses: Article 4 – Delegation credentials;
- 19.4.6 Rules of Procedure of Congresses: Article 4 – Delegation credentials;
- 19.4.91 Rules of Procedure of Congresses: Article 4 – Order of seating;
- 19.6.1 Rules of Procedure of Congresses: Article 6 – Officers of the Congress;
- 19.9.1 Rules of Procedure of Congresses: Article 9 – Quorum;
- 19.10.1 Rules of Procedure of Congresses: Article 10 – Discussion;
- 19.11.1 Rules of Procedure of Congresses: Article 11 – Committee reports;
- 19.12.1 Rules of Procedure of Congresses: Article 12 – Decisions at Plenary Session; and
- 19.13.1 Rules of Procedure of Congresses: Article 13 – Minutes of Plenary Session.

12. The final draft text of the updated Rules of Procedure of Congresses is at Annexure B.

13. The Drafting Committee has recommended to the Bureau under Article 14(2) the capitalisation of the term 'article' to 'Article' and the term 'paragraph' to 'Paragraph' where references to other provisions of the Rules of Procedure of Congresses are made, for consistency.
14. The Drafting Committee recommends no further changes to the text of these proposals.

Consolidation of Proposals Adopted by 2022 APPU Bangkok Congress

Resolution C 1/2022

Adoption of decisions and recommendations submitted to the 2022 APPU Congress

Congress,

noting that the primary elements of the Union's governing documentation are the Constitution and General Regulations ("Acts of the Union"),

further noting the detailed review that commenced in the 2017-2022 cycle of all the Union's governing documentation and that Congress is being separately asked, in Congress proposal 02, to continue this review

acknowledging that the review of governing documentation may include amendments to the Acts of the Union when the work is completed in the 2022-2026 cycle under the EC and a newly-constituted Reform Working Group,

recognising that the intention of the 2017-2022 Reform Working Group is to minimise the need to amend the Acts of the Union at the 2022 Congress,

being aware that the amendment of the Acts of the Union can create significant domestic issues for some members in the administration and processing of government approvals,

strongly encourages the 2022 Congress to look for a practical approach that adopts alternative methods of making changes to any current arrangements or conditions other than amending the Acts of the Union, and

notes that any matters dealt with by the 2022 Congress using an alternative to amending the Acts of the Union, will be fully considered at the 2026 Congress to ensure the complete legitimacy of the Acts of the Union.

Resolution C2/2022

Continuation of the review of APPU governing documentation in the 2022-2026 cycle

Congress,

noting the programme of work to review the APPU governing documentation by the APPU / UPU Reform Working Group ("Reform WG") that commenced in the latter part of the 2017-2022 cycle,

being aware that it is more than 20 years since the Acts of the Union were reviewed as a concerted assignment,

noting that one of the objectives of the Reform WG review is for the APPU to operate on simple and clear governance lines, expressed as such in governing documentation, and which meets intergovernmental organisation standards,

being informed by the Reform WG that while steady progress has been made on the review, the range of issues and design of possible solutions is far greater than can be satisfactorily dealt with prior to the 2022 Congress,

being further informed that, from the work undertaken to date, the view of the Reform WG is that the Union's governing documentation will need significant input to ensure it is current, correct, consistent and supported, where appropriate, with background notes / annotations,

decides that the review of APPU governing documentation should continue into the 2022-2026 cycle for its completion under the EC and a newly-constituted Reform WG supported by the Bureau and, to the extent necessary, external assistance,

noting that the work of the Reform WG in the 2022-2026 cycle may bring forward amendments to the Constitution or General Regulations ("Acts of the Union") to the 2026 Congress,

further noting that the amendment of the Acts of the Union can create significant domestic issues for some members in the administration and processing of government approvals

encourages the EC and the Reform WG to adopt a practical approach to revisions of the Union's governing documentation that may arise from review activity, and

further encourages the EC and Reform WG in the 2022-2026 cycle to look for long-term solutions in the review work that minimise or eliminate the need to amend the Acts of the Union.

Decision C3/2022

Observers to meetings of the Union

Congress,

recognizing the need to have a consistent and holistic view among members on the procedures for inviting observers to meetings of the Union, that are currently stipulated separately in the General Regulations, the Congress Rules of Procedure, and the EC Rules of Procedure,

reaffirming that the work carried out by the Sub-Group of the APPU Reform Working Group aims to streamline members' understanding on the relevant rules

bearing in mind that the legal stability of the existing rules is important and that the relevant texts regarding observers have functioned adequately over many years, albeit with some concerns expressed about consistency

welcoming members' willingness to establish a clear and common understanding on the relevant rules without creating new rules at the present time,

decides

based on a review of all existing rules and the variations between them, that the principles for inviting observers to meetings of the Union should be as follows:

1. Observers may be invited to attend meetings of the Union and take part in debates without the right to vote.
2. Observers include the following entities:
 - 2.1 the Universal Postal Union;
 - 2.2 representatives of the United Nations or one of its other specialised agencies;
 - 2.3 any other international organization having an interest in the work of the Union;

- 2.4 other restricted postal unions;
 - 2.5 postal administrations of member-countries of the Universal Postal Union categorised according to:
 - 2.5.1 being located in Asia and the Pacific, but not members of the APPU; or
 - 2.5.2 being ineligible for membership of the APPU,
 - 2.6 postal administrations of non-members of the Universal Postal Union; and
 - 2.7 postal administrations of non-self-governing territories and other areas in Asia and the Pacific.
3. Invitations must be approved by Congress or by the Executive Council. The approval requirement is support from the majority of members of the Union. Invitations shall include the capacity in which an observer is invited.
4. Invitations will generally be for one meeting only, although Congress or the Executive Council may issue a standing invitation, subject to the approval requirement in paragraph 3.
5. In the convening of meetings where observers are present, the Chair may, with the agreement of the meeting, declare the discussion of certain agenda items closed. In such cases, observers are not permitted to be present.
6. Observers may only be invited at the request of Congress or the Executive Council. Unless the host country of a meeting so wishes, the invitations will be sent by the Bureau.
7. In addition to the observers defined in paragraph 2 of this Article, Congress or the Executive Council may designate ad hoc observers to attend their meetings in accordance with their Rules of Procedure, when this is in the best interests of the Union.

Decision C4/2022

Interim arrangement to accommodate the UPU 0.1-unit contribution class members

Congress,

noting the request from Nauru for a reduction in its contribution class to the expenses of the administrative section,

further noting that the request from Nauru arose from the creation by the UPU, at its 2018 Addis Ababa Extraordinary Congress, of a 0.1-unit contribution class for SIDS with a population of less than 200,000 people,

being aware that the new UPU contribution class of 0.1 units represented a 90% reduction for eligible UPU members and, as such, was tangible evidence of the UPU's intent to recognise the financial capacity issues of members with smaller economies,

noting, however, that the financial scale and contribution class systems of the UPU and APPU are vastly different to the point where valid mathematical comparisons between respective contribution class systems cannot be sustained,

acknowledging that a further relevant difference between the UPU and APPU contribution class systems is that the UPU has actively reviewed its structure to respond to member interests whereas the APPU has not undertaken a review since 1985,

further acknowledging that the APPU will propose a major review of its financial contributions system at the 2022 Bangkok Congress and that this review will, in part, examine financial capacity aspects of the membership with a view to bringing forward proposals at the 2026 APPU Congress,

recalling that, in the scenario where a member's UPU class is no longer explicitly included in Article 116 of the General Regulations, members may be required by Article 13 of the Constitution to pay the nearest prescribed APPU contribution class, being 1 unit in the present situation, until such time as the General Regulations are amended,

agreeing that, in the interests of proper management of its financial contributions system, the APPU should make an interim arrangement, as decided by the 2021 EC, that ensures UPU 0.1-unit contribution class members continue to be included in the financial contributions structure of the APPU,

further agreeing that the need to create an interim arrangement for the UPU 0.1-unit contribution class members is an opportunity to reflect the spirit of the UPU's consideration of its members with smaller economies as defined by the 2018 UPU Addis Ababa Extraordinary Congress,

Decides

1. that the existing minimum contribution defined in Article 116 of the General Regulations (i.e., 1 unit) should be assigned to the UPU 0.1-unit contribution class members;
2. that, bearing in mind the inclusivity of the APPU, members other than the UPU 0.1-unit contribution class members will voluntarily make up for the half of the contributions assigned to the UPU 0.1-unit contribution class members in a collective manner where additional/voluntary contributions will be allocated in proportion to their usual contributions defined in Article 116 of the General Regulations;
3. that, as a consequence, each of the 0.1-unit contribution class has to assume only the remaining half of the assigned units (i.e., 0.5 units);
4. that those interim arrangements become effective on 1 January 2024 for the apportionment of the administrative section budget for 2024 and remain effective until the corresponding amendment to Article 116 of the General Regulations will be made in the future; and
5. that this arrangement is not intended to create a precedent or bind any future Congress in similar circumstances.

Requests

the Bureau to make the necessary arrangements to implement the Decision in proposal 04 Rev 1

Resolution C5/2022

Nauru's arrears in contributions to the APPU

Congress,

noting the request from Nauru for the waiving of its historical debt to the APPU totalling US\$10,100 covering the period 2013, 2015-2018,

noting that the APPU does not have any provisions to deal with the waiving of, reduction in the payment for, or release from debts,

being aware that at its 2021 Abidjan Congress the UPU approved procedures for the reduction in the

payments required and release from debt in certain circumstances and under specific conditions for application,

agreeing that there are strong grounds for the APPU to follow the lead of the UPU in reducing debts by providing members with payment schemes to enable their release from debt but also recognising, at the same time, that the Nauru debt situations in the UPU and APPU are not identical,

confirming, nevertheless, that despite the difference between the debt situations (UPU v APPU), the underlying problem facing Nauru is one and the same in terms of capacity to account for prior years,

acknowledging that since 2019 Nauru has been a committed participant in the Union's work and has paid all contributions for that year and onwards,

recognising, however, that any decision taken by the 2022 Congress in this matter cannot limit the ability of the 2022-2026 EC to take current and new factors into consideration in arriving at a final proposal for releasing Nauru from its historical debt,

decides to adopt the considerations set out in Congress 2022 Doc 24.7 Rev 1 (paragraph 9.2) for the 2022-2026 EC to follow in its review of the arrears in contributions,

requests the EC, in conjunction with the Bureau, to undertake the necessary work for the completion of this matter and for it to be brought to the 2026 APPU Congress in an appropriate Resolution.

Recommendation C6/2022

Full review of the financial contributions system

Congress,

noting that the current systems of financial contributions to the activities of the Union were established as single-purpose funds for administrative activities (1962), training activities (1975), and special activities (1998),

further noting that the Union provides value and benefits to individual members as well as to the 32 members as a network operation,

being aware of the likelihood that, over time, benefit has shifted from individual members to membership, as a whole, through initiatives aimed at regional quality and efficiency,

recognising that the current income and expenditure allocation is based mainly on historic lines as opposed to the value and benefits gained by members from the various Union activities,

understanding that the shift in value and benefits from Union activities could mean that income and expenditure are no longer appropriately matched

acknowledging also that changes in the UPU financial contributions system have broken the link that existed between the UPU and APPU financial contributions systems with the consequence that the APPU system will need to be reviewed so it can re-establish a relevant base,

recommends that the EC undertakes a full review of the financial contributions system to:

- (i) ensure costs and benefits are accurately aligned for the main Union activities
- (ii) identify how best to apportion current income from members across activities in a fair and equitable manner

- (iii) report to the 2026 Congress with proposals that reflect the outcome of the work undertaken.

Rules of Procedure of Congresses
(as amended by the 13th APPU Congress in Bangkok)

Contents

Article

1. General Provisions
- 1bis Exceptional definitions and procedures associated with online participation in Congress**
2. Convening of the Congress
3. Delegations
4. Delegates' Credentials
- 4bis Order of seating**
5. Observers
6. Officers of the Congress
7. Congress Business
8. Languages
9. Quorum
10. Discussion
11. ~~Committee~~ Reports
12. Decisions at Plenary Sessions
13. Minutes of the Plenary Sessions
14. Approval by Congress of Draft Decisions
15. Signature
16. Amendments to the Rules

Article 1

General Provisions

The present Rules of Procedure have been drawn up pursuant to the provisions of the General Regulations Acts of the Union and are subordinate to them. In the event of a discrepancy between one of their provisions and a provision of the Acts, the latter shall prevail.

Article 1bis

Exceptional definitions and procedures associated with online participation in Congress¹

1. Any reference in these rules to “take part”, “participate”, “seating”, “represented”, being “present”, “attend” and “voting” shall be understood as also including the possibility of online participation of Union member countries (and other observers) by electronic means, i.e., via web/video/audio conferencing facilities made available by the Bureau and / or the host country to ensure active participation, including voting, in Congress meetings.

2. The possibility of online participation referred to above shall not apply in the event of: i) any secret ballot; or ii) any non-secret vote that does not use an official electronic voting system, in which case Union member countries availing themselves of the online participation possibility shall not be counted for the purposes of article 9 of the present Rules, nor be entitled to vote or give notices of representation to other Union member countries (as provided for in article 4, paragraph 4 of the present Rules).

¹ Date of entry into force: From 29 August 2022, and solely for the duration of the 13th APPU Congress; immediately abrogated thereafter.

Article 2

Convening of the Congress

Each Congress is convened in accordance with the provisions of the General Regulations.

Article 3

Delegations

A delegation is composed of one or more delegates duly authorized by the Government of a member-country and possibly, one or more attached officials (such as experts, secretaries, etc.)

~~2. Attached officials shall be admitted to meetings and all have the right to participate in deliberations, but normally they shall not have the right to vote. However, they may be authorized by the Head of their delegation to vote on behalf of their country at Committee meetings. Such authorizations should be handed, in writing, to the Chairman of the Committee concerned, before the beginning of the meeting.~~

Article 4

Delegation's Credentials

1. Delegates' credentials **shall be drawn up in due and proper form as per using, as guidance, the model templates circulated by the Bureau. and They** shall be signed by the Head of State, the Head of Government or the Minister of Foreign Affairs of the country concerned ~~They must be drawn up in due form, or by any other government official duly authorized in writing by one of those authorities to sign the credentials. A copy of such authorization shall be presented together with the credentials.~~ The credentials of delegates entitled to sign the Acts (plenipotentiaries) shall specify the scope of such signature (signature subject to ratification or approval, signature ad referendum, definitive signature). In the absence of such specific information, the signature shall be regarded as being subject to ratification or approval. Credentials authorizing the holder to sign the Acts shall implicitly include the right to vote. Delegates to whom the relevant authorities have given full powers without specifying their scope shall be authorized to debate, vote and sign the Acts unless the wording of the credentials is explicitly to the contrary. **Credentials authorizing the holder to participate on behalf of the country concerned or represent the latter shall implicitly include the right to speak and to vote only.**

1 bis. For the purposes of this article and without having to produce specific credentials or full powers, the Heads of State, Heads of Government and Ministers for Foreign Affairs of member countries shall also be considered as representing their respective member country for the purpose of performing any act relating to the conclusion of the Acts of the Union.

2. Delegates credentials shall be deposited, **through the intermediary of the Congress Secretariat,** with the authority designated for that purpose.

2 bis. Member countries whose delegates are not in possession of credentials or have not deposited their credentials may, provided the names of such delegates have been communicated by their Government to the Bureau, take part in the debates but shall not have the right to vote until such time as their respective credentials, in due and proper form, are deposited with the authority referred to in paragraph 3.

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

3 bis. Credentials and proxies sent by secure electronic means (as well as replies to requests for information associated therewith) shall be admissible provided that compliance with the requirements set forth in paragraph 1 is confirmed by the authority referred to in paragraph 3. For the purposes of this paragraph, “secure electronic means” refers to any electronic means used for the processing, storage and transmission of data that ensure that completeness, integrity and confidentiality of such data are maintained during the submission of the aforementioned credentials and proxies by a member country.

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

Article 4 bis

Order of seating

1. At Congresses, delegations shall be seated in the English alphabetical order of the member countries represented.

2. The Chair of a Congress shall draw lots for the name of the country to be placed foremost before the rostrum at the next Congress.

Article 5

Observers

1. Representatives of the Universal Postal Union may take part in the debates of Congress without the right to vote.

2. The following may be invited, at the request of Congress or the Executive Council, to send representatives as observers:

- the United Nations and its Specialized Agencies;
- any other Restricted Postal Union;
- postal administrations of countries, other than APPU members, which are members of the Universal Postal Union;
- 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;
- any other international organization having an interest in the work of the Union.

3. These observers may take part in the debates of Congress without the right to vote.

Article 6

Officers of the Congress

1. At the first plenary session, at which the ~~Chairman~~ of the Executive Council presides, Congress shall elect its ~~Chairman~~ and Vice-~~Chairman~~. Should the ~~Chairman~~ be unable to exercise his function ~~undertake the role~~, the Vice-~~Chairman~~ shall **act as a replacement**. ~~replace him~~

2. The ~~Chairman~~ shall submit for the approval of Congress the choice of ~~Chairman~~ and rapporteurs

of Committees.

3. The Director of the Bureau assumes the functions of the Secretary-General of the Congress and takes part in the debates without the right to vote.

Article 7

Congress Business

The business of Congress is generally dealt with at plenary sessions. However, if necessary, Congress may create Committees to carry out its work.

Article 8

Languages

1. English shall be used in the deliberations and documents of Congress. However, subject to arrangement for the interpretation into English, delegations may use other languages in the debates. In this case the cost of the interpretation shall be borne by delegation using the alternative.

2. However, where French is concerned, the host country shall furnish, as far as possible, any convenient means of interpretation to the delegation using this language.

Article 9

Quorum

~~A majority of the member countries represented in Congress or on the Committee shall constitute a quorum.~~

The quorum necessary for the opening of the meetings and for voting shall be the majority of the member countries of the Union, provided that these member countries have the right to vote.

Article 10

Discussion

1. Delegates may not take the floor until they have been ~~giving~~ **given** permission to do so by the Chair~~man~~ of the meeting. They are urged to speak slowly and distinctly. Delegates should be afforded the opportunity of freely and fully expressing their views on the subject under discussion so long as that is compatible with the normal course of the debate.

2. **To the extent possible, speakers should not exceed the time allocated to them by the Chair or the Secretariat, or the time limit agreed by a majority of the members present and voting. The Chair shall be authorised to interrupt any speaker who exceeds an allocated or agreed time. The Chair may also ask a speaker not to depart from the subject.**

3. **The Chair may also, with the agreement of the majority of the members present and voting:**

(i) close a list of speakers;

(ii) limit the number of speeches by any one delegation on a proposal or a certain group of proposals;

or

(iii) limit the number of speeches on a proposal or a certain group of proposals provided that this limit is not less than five for and five against the proposal under discussion.

4. For situations not specifically covered in this Rule of Procedure, the Chair may take guidance from the UPU Rules of Procedure if a particular matter is covered there.

Article 11

~~Committee~~ Reports

When a Committee **or Working Group** has concluded work, its ~~Chairman~~ shall make and present a report to the plenary session for approval.

Article 12

Decisions at Plenary Session

1. The Congress shall endeavor to secure the greatest measure of common agreement on all matters discussed. **Questions which cannot be settled by common consent shall be decided by vote.**

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

3. **For the traditional system, the methods of voting shall be as follows:**

3.1 **by show of hands. If there is doubt about the result of such a vote, the Chair, if that person so wishes, or if a delegation so requests, may arrange for an immediate roll-call vote on the same question;**

3.2 **by roll-call, at the request of a delegation or if so decided by the Chair; the roll shall be called according to the English alphabetical order of the countries represented, beginning with the country whose name is drawn by lot by the Chair; the result of the vote, together with a list of the countries grouped according to the way they voted, shall be included in the report of the meeting;**

3.3 **by secret ballot, using ballot papers, if requested by two delegations, or as prescribed in documentation supporting an agenda item for which a secret ballot is to be conducted; in this case, the Chair of the meeting shall appoint three tellers, and make the necessary arrangements for the holding of a secret ballot.**

4. **For the electronic system, the methods of voting shall be as follows:**

4.1 **non-recorded vote: it replaces a vote by show of hands;**

4.2 **recorded vote: it replaces a roll-call vote; however, the names of the countries shall not be called unless one delegation, supported by a majority of the delegations present and voting, so requests;**

4.3 **secret ballot: it replaces the secret ballot by ballot papers.**

5. **Regardless of the system of voting used, the secret ballot shall take precedence over any other voting procedure.**
6. **Once the voting has begun, no delegation may interrupt it, except to raise a point of order relating to the way in which the vote is being taken.**
7. **After the vote, the Chair may permit delegates to explain why they voted as they did.**

Article 13

Minutes of the Plenary sessions

1. The minutes of the plenary sessions shall be drawn up by the Secretariat of the Congress.
2. The minutes shall record the course of the meetings, briefly summarize speeches and mention proposals and the outcome of discussions.
3. Any delegate may request the insertion in the minutes of any statement ~~he has~~ made **by that person**. In such a case, ~~he~~ **the delegate** must supply the text to the Secretariat within two hours of the end of the session.
4. Delegates shall be allowed a period of twenty-four hours, from the moment when the draft minutes are distributed, in which to make their comments to the Secretariat.
5. The ~~Chairman~~ shall submit the minutes to the Congress at the appropriate time for approval. The minutes of meetings which it has not been possible to approve in Congress shall be approved by the ~~Chairman~~. The Bureau shall also take account of any comments received from delegates of member-countries within forty days of the dispatch of the minutes to them. It shall then distribute one copy of the signed final minutes to each member-country of the Union.
6. The Bureau shall be authorized to correct in the minutes of Congress any clerical errors which were not brought to light when the minutes were approved in accordance with Paragraph 5.

Article 14

Approval by the Congress of Draft Decisions (Acts, Resolutions, etc)

1. Drafts of the Acts, Resolutions etc. submitted by the Drafting Committee may only be regarded as adopted after approval at the plenary sessions.
2. The Bureau shall be authorized to correct, in the final Acts, any clerical errors which have not come to light during the study of the draft Acts, the numbering of articles and paragraphs.

Article 15

Signature

The Acts adopted by Congress shall be signed at the close of Congress by the authorized delegates of each member-country.

Article 16

Amendments to the Rules

1. Each Congress may also amend the Rules of Procedure. In order to be accepted for discussion, proposals to amend the present Rules, unless submitted by the APPU Executive Council, shall be supported in Congress by at least two delegations.
2. To be adopted, proposals for amendments to the present Rules must be approved by at least two-thirds of the member-countries represented in Congress.
3. Such amendments shall take effect immediately.