



CARIBBEAN POSTAL UNION

DETAILED REGULATIONS

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Preamble

The undersigned plenipotentiary representatives of the Governments of member countries of the Caribbean Postal Union adopt these Detailed Regulations by unanimous consent, pursuant to Article 24 of the Constitution, to ensure its enforcement and agreements made to govern the organization and operation of the Union bodies.

Have decided as follows

Chapter I

Membership, admission, accession and withdrawal of the union – procedure

Article 1

1. Membership of the Union shall be open to all the founding countries and territories of the Union as well as all Caribbean Countries and territories vide paragraph 1, Article 4 of the Constitution.
2. Governments of other interested countries or territories shall send notice of application for admission accompanied by a formal declaration of intention to accept the obligations of the Constitution to the Secretary General, who shall notify the other members of their receipt.
3. Applications for admission to the Union must be approved by a minimum of two-thirds of its member countries not later than one year after submission of notice of application for admission to the Secretary General.
4. Member countries failing to respond within four months from the date of notification of an application for admission shall be deemed to have given their approval.
5. The Secretary General shall notify the governments of all member countries of the accession or admission of new members.
6. Applicant countries shall be notified by the Secretary General of the decision taken on their application and, if admitted, of the effective date of their admission and other relevant information not later than 3 months after approval.

Article 2

1. Member countries that have not signed the Constitution and other binding provisions adopted by the Conference to be discussed shall sign and, where necessary, ratify the Constitution at the earliest opportunity.
2. Instruments of accession referring to the circumstances contemplated in Article 4 of the Constitution shall be sent to the Secretary General who shall notify member countries of their receipt.

Article 3

1. Any member country may withdraw from the Union by denouncing the Constitution in a written notice to the Secretariat, conveyed by the latter to the governments of other member countries, vide Article 25 of the Constitution.
2. Withdrawal from the Union shall become effective one year from the date of receipt by the Secretariat of the notice of denunciation as mentioned in paragraph 1.
3. Member countries withdrawing from the Union must continue to fulfil their obligations under the Constitution, until the effective date of their withdrawal.

Chapter II

Organization and operation of the Caribbean Council of Ministers of Postal Affairs

Article 4

1. The Caribbean Council of Ministers of Postal Affairs (hereafter called “the Council”) shall meet once a year in the country of the Minister that is presiding the Council or at a location decided by the majority of the members of the Council. The Council is however authorized to organize extra-ordinary meetings if the majority so requires.
2. The Council consists out of the Ministers in charge of Postal Affairs (hereafter called “the Minister”) of the Member countries of the CPU or their representatives. The Meeting is presided by the Minister of the member country that has been designated by the Conference as the host country for that particular year. Other representatives of the countries, consultants and representatives of the UPU and, where permitted by the Council, other Restricted Postal Unions shall attend the meetings of the Council as observers.
3. Each member country shall bear all its own costs for the attendance of its Minister and/or delegates to the Council.
4. The Secretariat of the Council shall be managed by the Secretary General. For this purpose he is authorized to use the infrastructure and resources of the Secretariat. The Secretariat is responsible for the calling of the meetings and all registry matters connected thereto as well as for the proper recording of the minutes and the decisions and resolutions taken. The Secretary General submits the minutes of their meeting, a list of resolutions adopted and the established policies to the Management Board not later than two months before the date of the next Conference.
5. Each minister is authorized to appoint a representative to participate in the meeting on his behalf. Such representative must submit to the Council an appropriate proxy provided by the Government of his Country showing that he is duly authorized and sufficiently empowered to negotiate on behalf of and to commit his country in accordance with this country’s constitutional laws and regulations.
6. The host country shall see to it that all Ministers and their accompanying officials or representatives shall enjoy immunity from legal process in respect of words spoken or written and all acts done by them in the course of the performance of their official duties. This immunity shall continue although the person concerned has ceased to be an official of that particular country.
7. The task of the Council is stipulated in Article 7 paragraph 1 of the Constitution. In the execution of this task the Council is guided by its obligation to seek the best mutual interest of the member countries with regard to postal and logistic matters. Each Minister takes upon them to as much as possible reflect the decisions taken by the Council in the national policies of their respective countries.

8. Resolutions are adopted by an absolute majority of Ministers during the Council. Each Minister is entitled to one vote.
9. The Council sets its own procedures.
10. The Council may constitute Task Forces or Committees for specific tasks with specific mandates.
11. The country designated to organize the meeting of the Council shall fix its date and venue. The Secretary General shall send an invitation to the Government of each member country of the Union at least six months before the date of the meeting.
12. In cases where a Council cannot be held in the designated host country or no country has offered to host the following Council, the Secretary General shall take necessary emergency action to seek out a country willing to host the Council
13. In cases where a Council must be held despite the absence of a host Government, the Secretary General shall make the necessary arrangements to call and conduct the Council in the country in which the Union has its headquarters in agreement with the Management Board and the government.

Article 5

The meeting place of an extra-ordinary Council shall be fixed after consulting with the Secretary General.

Chapter III Organization of the Conference

Article 6

1. The Conference is attended by the Postmasters General and/or equivalent position of the member countries or an official duly appointed by a member country's Government. Before being admitted to participate in the Conference each delegation consisting of the Postmaster General and/or a equivalent position should submit credentials to the Conference containing their proxy to act on behalf of their Government and containing authorization and empowerment to take binding decisions on behalf of their Government. The requirements for the credentials are stipulated in Article 13.
2. It will be the task of the Conference to execute the functions as stated in Article 9 of the Constitution.

Article 7

1. The Conference designates the member country that will organize the meeting of the Conference as well as the date and venue.
2. The Postmaster General and/or equivalent position of the host country shall send an invitation to the Postmaster General (or equivalent position of each member country and a notification on the meeting of the Conference to the respective Governments. The invitation and the notification shall be sent not later than six months before the date of the meeting.
3. In cases where a Conference cannot be held in the designated host country or if by the end of a given Conference, no member country has offered to host the following Conference, the Secretary General shall take necessary emergency action to seek out a country willing to host the Conference, submitting the result of its efforts to the Management Board.
4. In cases where a Conference must be held despite the absence of a host government, the Secretariat shall make the necessary arrangements to call and conduct the Conference in the

country in which the Union has its headquarters in agreement with the Management Board and the Government of the host country, in which case the Secretariat shall discharge the functions of the host government.

Article 8

1. The meeting place of an extra-ordinary Conference shall be fixed after consultation with the Secretary General and the Board Members.
2. Paragraphs 1 to 3 of Article 7 shall be applicable by analogy to the extra-ordinary Conference.

Article 9

1. The decisions of the Conference shall apply to all member countries. Member countries that are unable to adopt a decision of the Conference must immediately inform the Secretary General of the fact and state the reasons therefore.
2. The meeting of the Conference is presided by the Postmaster General of the host country. In case this Postmaster is not able to perform this duty, he will submit a proposal to the Conference for his replacement. The Conference will adopt this proposal in case there are no ponderous arguments against the proposed candidate.
3. Each member country shall have one vote in the meeting of the Conference.
4. Any member country may be represented by another member country at meetings of the Conference, provided that a duly signed governmental proxy is submitted thereto. A member country shall not represent more than one member country in addition to itself.
5. The Conference may regulate its own procedure. Each delegation to the Conference will bear its own costs for participation.

Chapter IV

Organization and operation of the Management Board

Article 10

1. The Management Board comprising representatives of seven member countries inclusive of the host country of the Annual CPU Conference shall be established to ensure the continuity of the Union's work and administration of the Union's affairs during the period between Conferences. The Management Board shall be elected by the Conference and shall hold office for a period of two years.
2. The Management Board shall meet at least twice a year in the country designated under paragraph 4, Article 10 of the Constitution or in the country of such other member as the Council may decide.
3. Besides the annual meeting extra-ordinary meetings may be convened, or the annual session of the Management Board may be cancelled, if two-thirds of the member countries of the Management Board decide so.
4. The Management Board shall elect its Chairman from among its members. The Secretary General provides assistance to the Management Board in all recording and secretarial matters.
5. The member countries of the Management Board bear their own costs for the attendance of the meetings of the Management Board.

Article 11

The functions of the Management Board are stipulated in Article 12, paragraph 1 of the Constitution.

Chapter V ***Delegation / delegate credentials***

Article 12

1. A delegation is defined as the person or group of persons designated by a member country to represent it at the Conference and shall consist of a head of delegation, a deputy head of delegation where necessary, one or more delegates and one or more attached officials if applicable.
2. Countries unable to attend the Conference may arrange to be represented by another delegation. Likewise, countries present at the conference but unable to attend a particular session may arrange to be represented by another delegation. The Chairman shall be advised of the decisions made in either of these circumstances, bearing in mind that no member country may represent more than one other country.

Article 13

1. All delegates must bear credentials signed by the Head of Government, the Minister in charge of postal affairs or the Minister of Foreign Affairs of the Country in question.
2. Delegate credentials must be drawn up in due and proper form. Delegates whose credentials meet one of the following criteria shall be considered plenipotentiary representatives: they confer full powers, they grant the delegate the authority to represent his/her government without restrictions, they grant the delegate the necessary power to sign CPU Convention and Regulations
3. All three criteria as mentioned in paragraph two implicitly include the power to take part in debates and to vote. Delegates whose credentials fail to meet the criteria above shall be entitled only to take part in debates.
4. All credentials shall be deposited with the authority specifically designated for this purpose at the opening of the Conference.
5. Only original, duly conferred credentials and proxies shall be admissible. However, faxes or messages sent via any other written telecommunications medium in response to request for information on delegate credentials shall be accepted.

Chapter VI ***Observers***

Article 14

In addition to article 10 of the Constitution, the Conference Chairman may invite the following individuals to attend the Conference as observers:

- Representatives of the UPU
- Other Restricted Postal Unions, non-member Postal Administration, airlines, suppliers of Postal Equipment, philatelic agents, and country or territory maybe invited to attend the conference.

- Representatives of any other qualified body whose participation in the work of the Conference is deemed necessary.

Chapter VII

The conference chairman / vice-chairman / debates and meetings / quorum

Article 15

1. The Conference Chairman shall open the meetings, confirm the attendance of members, lead debates, recognize speakers in the order they speak, put matters which cannot be decided by unanimous consent to a vote, rule on procedural questions arising in the course of the debates and close the Conference.
2. The Conference Chairman shall consign Acts, Resolutions and Recommendations adopted by the Conference with the Secretary General.
3. In his absence, the Chairman shall be replaced by the Vice-Chairman.

Article 16

1. Speakers must confine themselves to the pending issue, limiting their speeches to a maximum of five minutes, except as to otherwise agree by a simple majority of members present and entitled to vote.
2. The Conference Chairman may:
 - limit the number of speeches by a single delegation on a particular proposal or group of proposals, limit the number of speeches by different delegations on a particular proposal or group of proposals to a fixed number in favor or against the pending issue, declare the list of speakers closed after reading it aloud, subject to the right of the delegation presenting the proposal to respond to speeches by other delegations.

Article 17

Minutes of all meetings shall be drawn up in English in the form of a summary record of the general business discussed at each meeting and of corresponding proposals presented, debates conducted and decisions made.

Article 18

Meetings of the Conference may deliberate validly only if at least one half of the members are represented at the session in question.

Chapter VIII

The Secretariat of the Union /functions

Article 19

In addition to Article 13 of the Constitution, the Secretariat shall have the following general

functions:

- collecting and distributing documents and information pertaining to members' Universal Postal Services Obligations;
- serving as intermediary in accession, admission and withdrawal formalities;
- conducting studies and surveys as instructed by the Conference or the Management Board;
- providing information to postal administrations, the UPU Restricted Unions or international organizations dealing with matters of interest to postal services;
- participating and collaborating in multilateral technical co-operation plans and representing the Union vis-à-vis corresponding International organizations or postal administrations as potential sources of assistance for the improvement of postal services in member countries;
- providing guidance in respects to the interpretation of the Constitution, Detailed Regulations and any subsequent recommendations at the request of any administration from Conference;
- issuing an opinion in cases of disputes at the request of the parties concerned;
- keeping up to date records on the extent of compliance with recommendations adopted by the Conference and notifying member countries of change in their status;
- keeping a Library properly organized;
- prepared an annual statement of Union expenditures;
- duly preparing and distributing annual reports on its work, subject to the approval of the Management Board;
- collecting contributions payable by each member country.

Article 20

The Secretariat shall have the following functions within the framework of the Caribbean Council of Ministers of Postal Affairs, the Conference and other Union meetings:

- assisting in the organization and conduct of Conferences and other meetings called by the Union;
- sending pertinent inquiries to all member countries to select a new host country for the Conference under the circumstances described in Article 7, paragraph 3 described in the Regulations informing the Management Board of the results of its efforts and requesting its approval of one of the offers and subsequently advising all member governments of the country designated by the Management Board to host the Conference;
- duly distributing proposals submitted by postal administrations for consideration at conferences and other Union meetings;
- serving as Conference Secretariat;
- assisting the Secretary General in serving the Council of Ministers ;
- preparing a summary of decisions taken at meetings of the Conference;
- preparing the agenda for the Council of Ministers meetings and the report on its studies and proposals for submission to the Conference;
- publishing the documents of the Conference and other Union meetings.
- The Secretariat to prepare and issue, in agreement with the Secretary General, invitations to observers to the Council of Ministers meetings.

Chapter IX

The Secretary general / functions / elections

Article 21

1. The functions and powers of the Secretary General shall be those expressly vested in them by the Constitution establishing the Union, those deriving from the tasks assigned to the Secretariat and those conferred upon them by decisions of the competent bodies of the Union.
2. The Secretary General and/or the Technical Officer and/or Secretariat staff shall be the legal representative of the Union.
3. Both the Secretary General and relevant Secretariat staff shall attend the meetings of bodies of the Union and take part in discussions without the right to vote.
4. The Secretary General shall prepare the provisional agenda and make necessary arrangements for meetings of the Union.
5. At all times the Secretary General shall endeavor to furnish to the Caribbean Council of Ministers of Postal Affairs, the Conference, the Management Board and the postal administrations on the Union, any information required on questions relating to the postal service of the region.

Article 22

1. The following formalities shall be observed in electing the Secretary General:
 - candidates for this position must be nominated by member governments;
 - member governments and/or postal administrations shall formally present their candidates to the Government of the country hosting Conference, three months prior to the scheduled date of the Conference, accompanied by corresponding curricula vitae;
 - The Secretary General shall be elected by the Conference; the minimum duration of his or her term of office shall be two years and that term of office shall be renewable for one year; the date on which he or she takes office shall be fixed by the Conference;
 - Any Secretary General wishing to run for re-election shall present his or her candidacy by this same deadline to the Government of the country hosting Conference, accompanied by a curriculum vitae.
 - No Secretary General shall be elected for more than 2 consecutive full terms in office.
 - Candidates for this position may be nominated by member government and/or their respective postal administration.
2. The country hosting the Conference, shall forward the list of candidates and their corresponding curricula vitae to the Governments of other member countries at least one month prior to the scheduled date of the Conference and shall arrange for this same information to be sent to the Secretariat.
3. The Secretary General shall be elected by secret ballot, by a simple majority of members present and entitled to vote.
4. If there is no quorum the Management Board will ask the current Secretary to remain in office until a paper or email ballot is sent out

Chapter X

The headquarters country / duties

Article 24

1. To facilitate the operations of the Union and the Secretariat, the Government of the Union Headquarter shall: grant the privileges and immunities in accordance with Article 15 of the Constitution; take any and all other necessary measures to enable the Secretariat to discharge its responsibilities, and the Union to attain its purpose; facilitate the entry and sojourn in, and exit from the Headquarters Country of any official of the Union to perform official business related to the Union.
2. The provisions of this paragraph shall also apply to spouses and immediate dependants living with or visiting the official referred to in the preceding paragraph.

Chapter XI

Amendments of union acts / submission and consideration of proposals/voting

Article 25

1. Amendments to these Detailed Regulations must be submitted in writing to the Secretary General with a covering letter requesting submission to the Conference for its approval. The Secretary-General shall send the proposal containing the draft-amendments to all Postmaster-Generals and/or equivalent positions of the member countries and put on the agenda of the next Conference Meeting.
2. Proposals submitted by the deadline set out in the Constitution shall serve as the basis for the Conference debates. Proposals presented after this deadline must be supported by a minimum of three other administrations and must be received at least forty eight hours prior to the opening of the Conference.
3. In principle all proposals shall have a single objective and shall be limited solely to amendments justified by that objective.
4. However, amendments may be introduced verbally or in writing at any time during the discussion of a particular issue.

Article 26

1. Issues which cannot be resolved by unanimous consent shall be put to a vote which, to be valid, shall require the presence or representation (via proxy) of two thirds of all members.
2. Voting shall be by show of hands, or by roll-call at the request of a member or if the Chairman so desires, or by secret ballot at the request of at least two members, in which case measures shall be taken by the Secretariat to ensure that this procedure is properly carried out.
3. The Secretariat will record in the minutes of the Conference the results of any voting procedure or any recommendation for adoption if approved by a two-thirds majority of votes cast.

Chapter XII

Union finance / budget / member contribution

Article 27

1. The Secretary General shall seek applications for Financial Auditor through tendering to review the books of the Union. Applications should be reviewed by the Management Board to select the most suitable Auditor.
2. The Secretariat shall present the Management Board with an itemized budget for the following year, along with a statement of expenditure for the previous year and an auditor's report, certifying the books of the Union over the previous year.
3. The books of the Union will be administered in USD.
4. Members shall initiate payment of contribution in accordance with Article 23 paragraph 5 of the Constitution.
5. The Secretariat shall issue invoices to remind members of their contribution obligations.
6. The Secretariat shall issue the final notice to members of the Union regarding the termination of membership in accordance with Articles 23, and 6 of the Constitution.
7. In the event of arrears, the Secretariat will inform members of the interest due.
8. Interest will be calculated separately for each particular year, in arrears.