

UNIVERSAL POSTAL UNION  
INTERNATIONAL BUREAU

Annex 2 of circular letter  
(0910(CPSC)1247) of 30<sup>th</sup> June 2005

**Rules of the UPU international letter-writing competition for young people**

**1 Purpose**

The purpose of the letter-writing competition for young people is to develop their skills in composition and the subtlety of their thought, to foster an affection for letter writing, and to contribute to the strengthening of international friendship . one of the essential missions of the UPU.

**2 Participants**

Only young people up to the age of 15 years may take part in the competition.

Participating Posts need to select **the best composition written in their country** (only one per administration) and send it to the International Bureau. Postal administrations must respect the organizational principles (see point 4) which stresses that each administration is solely responsible for organizing the competition on a national level and therefore shall provide the details of their coordinates and not those of the UPU's International Bureau.

**The UPU International Bureau cannot accept entries from schools or individuals. The compositions must be presented in the form of a letter, strictly respect the set theme, and must be accompanied by a covering letter from the administration that includes the following details:**

- . number of words;
- . first name and surname;
- . gender of candidate;
- . age and/or date of birth (class grade will not be accepted);
- . colour photo of candidate;
- . name of school and address;
- . number of entries for the national competition
- . number of participating schools
- . name of country.

Please send the covering letter and composition by e-mail to the following address:  
gisele.laubli@upu.int and send the original entry by post to:

Ms. Gisèle Läubli  
External Communications Programme Assistant  
International Bureau  
Universal Postal Union  
P.O. Box  
3000 BERNE 15  
SWITZERLAND  
Fax: (+41 31) 350 37 11

### 3 Content and form of compositions

The compositions submitted must be recent and original letters of about 500 to 1,000 words in length. It must take the form of a letter.

### 4 Organization of the competition and selection of winners

- a Each participating administration must organize in its own country . as suits it best, but preferably with the help of the educational authorities . a letter-writing competition for young people and shall select, in accordance with its own examination procedures, the best entry.
- b Participating administrations must send this composition to the International Bureau, if necessary with a translation in one of the languages used by the UPU, no later than 30 April of each year. It is imperative that entries reach the International Bureau of the UPU by the end of April to allow those entries received in languages other than English, French and Spanish to be translated and prepared in good time to reach the UNESCO jury by 30 May.
- c The International Bureau will send the winning compositions to UNESCO who will select the best three, the authors of which shall receive medals, and not more than five others whose authors shall receive a special mention.
- d The International Bureau will inform its member countries of the results by means of a circular letter.

### 5 Prizes

- a The authors of the letters sent to the International Bureau shall be presented with an album of postage stamps by the postal administrations of their respective countries.
- b The first three international winners shall receive medals, (gold for the first, silver for the second and bronze for the third) struck by the International Bureau and an album of official postage stamps; the additional winners shall also receive an album of official postage stamps.
- c Postal administrations may also present additional prizes to their international winners selected by UNESCO.
- d It is recommended that the prize-giving ceremonies be held on 9 October, the anniversary of the foundation of the UPU, to form part of the activities connected with World Post Day.

### 6. Publicity

- a. The best composition selected by UNESCO will be published in "*Union Postale*" together with the names and nationalities of the entrants who won the silver and bronze medals.
- b. Administrations are asked to promote the competition in their respective countries. For instance, the media, particularly those aimed at young people, should be informed about the competition through press releases or press conferences. Information leaflets may also be made available in post offices. Please, once again, **note that the national postal administration must act as the focal point for the competition**, therefore do not use the UPU International Bureau as the contact authority in your publicity/adverts.

### 7. Results

The UPU's International Bureau will announce the winners through a circular letter to all participating Posts as soon as it has received the results from the UNESCO jury, normally not later than August. The International Bureau will also issue a press release, which will also be posted on the UPU website.