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To: Union member countries and their
designated operators

For information to:

Restricted unions

United Nations Information Centres

Regional project coordinators

Berne, 13 July 2018

Reference: 0910(DIRCAB.COMM)1076

Subject: 48th International Letter-Writing Competition for Young People (2019)

Dear Sir/Madam,

I am writing to inform you about the 2019 International Letter-Writing Competition for Young People – a unique competition bringing together talented youth worldwide.

The competition was created by the UPU's 1969 Tokyo Congress and officially launched in 1971. The theme selected for the 48th edition is "Write a letter about your hero".

I urge all UPU member countries – those that have supported the competition in the past and those that have never participated – to seriously consider taking part. The competition is an excellent way of promoting literacy among young people and encouraging creativity.

Please find enclosed the rules of the competition, last revised and adopted by the UPU Council of Administration in 2017 (Annex 1). As indicated in the revised rules, only one entry per member country will be accepted. A member country with several territories or designated operators must thus organize its national competition in such a way that only one letter representing that member country is sent to the International Bureau for the competition at the international level. The entry form (Annex 2) must accompany the official submission.

Communication toolbox

The International Bureau encourages member countries to use the visual identity developed for the International Letter-Writing Competition for Young People to promote the competition. The competition poster reflecting the 2019 theme will be made available to member countries shortly.

If you would like the International Bureau to approach your country's Ministry of Education to obtain its cooperation, please let us know, giving us the full name and address of the relevant ministerial department.

The best letter from each country must be submitted **no later than 5 May 2019**, and I kindly ask all member countries to make a special effort to respect this deadline, as well as the limit of one entry per member country. All submissions become the property of the Universal Postal Union.

For more information on the competition, please consult the enclosed rules or visit the UPU website (www.upu.int/en/ilwc).

I look forward to receiving your country's entry for the 2019 International Letter-Writing Competition for Young People.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'B. Hussein', with a large, sweeping flourish at the end.

Bishar A. Hussein
Director General



Rules of the International Letter-Writing Competition for Young People

1 Objective

The UPU's International Letter-Writing Competition aims to improve literacy through the art of letter-writing. Targeted at children and young people, the annual competition encourages participants to express their creativity and refine their language skills.

2 Participation

The competition is open to participants up to the age of 15 years.

The UPU International Bureau does not accept compositions sent directly by schools, individuals or similar.

3 Organization of the competition and selection of the winners

The UPU announces the theme for the new competition.

Each member country then organizes a letter-writing competition on the theme in its territory as it sees fit but preferably with the help of its national education authorities.

The national organizing body/bodies choose the best composition in accordance with the general rules of the competition.

Each member country then sends the International Bureau its best national composition, with the supporting documents (see below), **by no later than 5 May of the following year.**¹ Only one entry per member country is permitted.

Each entry must be accompanied by the following documents:

- a A completed entry form;
- b The original letter in the following formats:
 - a handwritten original
 - a good-quality scan, in colour, of the handwritten original in PDF format; and
 - as a Word document;
- c A translation of the composition in English and/or French, as a Word document; and
- d A good-quality photograph of the candidate:
 - in JPEG format (300 dpi minimum); or
 - as a print copy (please do not staple or glue the photo to any of the documents if sending by post).

4 Presentation and content of entries

Compositions must be in the form of a letter and contain the basic elements thereof, such as date, opening and closing salutation, and signature. The original composition may include illustrations from the candidate. Entries must adhere strictly to the theme and not exceed the limit of 1,000 words in the original language.

¹ Please send either by post to the attention of "International Letter-Writing Competition, Communication Programme" at the address provided in Annex 2 ("Entry form"), or by e-mail to communication@upu.int.

To ensure the jury is able to judge the letters impartially, please ensure that there is no reference to your country in your national winner's composition.

5 *Jury designation and results*

The UPU International Bureau will designate an international jury to judge the letters it receives. This jury will not be informed of the country of origin of the letter-writers.

The following criteria will be used to judge the quality of the letters:

- structure as a letter;
- adherence to the theme;
- creativity; and
- use of language.

The judges will select the three best entries (i.e. first, second and third places) and may also award special mentions to other compositions. As soon as the UPU International Bureau receives the results from the jury, it will notify the member countries within a reasonable amount of time.

6 *Prizes*

The top winners will receive a special medal (gold for first prize, silver for second, and bronze for third) and a certificate, as well as other prizes to commemorate their win (such other prizes to be decided by the UPU).

The gold medallist may also be offered a trip to the UPU headquarters in Berne, Switzerland, or an alternative prize to be decided at the sole discretion of the UPU.

Writers awarded a special mention will also receive a certificate as well as other prizes (such other prizes to be decided by the UPU).

7 *Communications*

The UPU International Bureau will undertake communication activities to ensure the widest possible publicity for the prize-winners, their countries, and the letter-writing competition in general.

Member countries are warmly encouraged to make every effort to promote the competition and their prize-winners in their territory.



Entry form

Congratulations on selecting the winning composition from your country, and welcome to the international round.

Please complete this entry form and return it to communication@upu.int with the necessary documents attached. Alternatively, it can be posted to the International Letter-Writing Competition, Communication Programme, Universal Postal Union, P.O. Box 312, 3000 Berne 15, Switzerland.

Country information

Country name: _____

Number of entries received: _____

Details of jury: _____

National organizing body/bodies

Name of organizing body/bodies
(ministry, designated operator, etc.): _____

Full name of contact person(s)
coordinating the competition: _____

Telephone number(s) and e-mail(s): _____

Details of the candidate

Girl

Boy

Full name: _____

Date of birth: _____

Place of residence: _____

Number of words in the
composition's original language
(maximum 1,000 words): _____

Original language of the
composition: _____

Checklist

<i>Required documentation</i>	<i>Attached (please tick)</i>
Completed entry form	<input type="checkbox"/>
The original letter:	
– as a good-quality scan, in colour, of the handwritten original in PDF format, and	<input type="checkbox"/>
– as a Word document	<input type="checkbox"/>
A translation of the composition into English and/or French, as a Word document	<input type="checkbox"/>
A good-quality photo of the candidate (preferably in JPEG format, minimum 300 dpi)	<input type="checkbox"/>

Submission of this entry form by the national organizing body constitutes acceptance of the Rules of the International Letter-Writing Competition for Young People, as well as the specific terms and conditions related to submission of compositions presented below.

Specific terms and conditions related to submission of compositions

The organizing body/bodies hereby acknowledge and agree that the UPU and any of its partners shall be granted a gratuitous, worldwide, unlimited and perpetual licence to copy, edit, distribute, display, make available, publish and reproduce the composition, as well as any illustrations and photographs thereof, as submitted to the UPU International Letter-Writing Competition for Young People. These include the rights to incorporate the composition and materials mentioned above into UPU publications; to translate the composition (or any parts thereof) into other languages; and to create adaptations, compilations, summaries, extracts or other derivative works. The above rights may be exercised by the UPU in any media and formats now known or hereafter devised, and shall include the right to make such modifications as deemed necessary to due exercise of the above rights by the UPU.

Furthermore, by participating in the UPU International Letter-Writing Competition for Young People, the organizing body/bodies hereby grant the UPU and any of its partners a gratuitous, worldwide and perpetual licence to copy, edit, display, publish and make available the name(s) of the winners and organizing body/bodies, as well as any illustrations, photographs and/or video footage of the same (including any representatives) taken in connection with the competition or the composition in any format.

The organizing body/bodies certify that the composition submitted to the UPU International Letter-Writing Competition for Young People is an original effort of the candidate, that such a composition shall respect the principles of the Charter of the United Nations, and that it shall not infringe any third-party rights, including without limitation the right to privacy.

In light of the above, the organizing body/bodies hereby certify that the terms and conditions applicable to the national competition shall comprise, by analogy and *mutatis mutandis*, the specific provisions presented in this section, and that candidates participating in the national competition shall agree to be bound by terms and conditions equivalent to those presented herein for submission of compositions and the materials mentioned above.

Signature: _____

Name and title: _____

Place and date: _____