

Procedure Name: Mail Handling	Page 1 of 2
Effective Date:	Edition: 1
Prepared by: Operations Division	Updated:

1. Purpose

Defining the process of handling various types of mail with parties from inside and outside the Weizmann Institute of Science (“the Institute”).

2. Definitions

- 2.1 **Mail items** – Postcards, letters and packages sent or received from parties outside the Institute, in Israel and abroad, either through Israel Post, or through other means of distribution/collection.
- 2.2 **Standard mail** – Letters and mail items whose dimensions are within the standard letter dimensions, not delivered in large quantities.
- 2.3 **Bulk mail** – Mail items brought to the Institute’s post office in quantities for centralized delivery/distribution.
- 2.4 **Parcel mail** – Mail items that weigh more than 500 gr. or whose dimensions are larger than the standard letter dimensions. Maximum weight per package - 20 kg.
- 2.5 **Registered mail** – A service that allows the sender to receive confirmation of the delivery of the mail item, and confirmation of the receipt of the mail item by the recipient.
- 2.6 **Express mail** – An expedited service for sending mail to the recipient's address (any envelope/package brought to the Institute’s post office for delivery before 10:00 am, will be delivered the next day, to 58 locations in Israel).
- 2.7 **Insured delivery service for EMS items abroad** – A service that allows you to receive increased compensation in the event of loss or direct damage to the items. Payment for this service is determined according to the actual value of the contents. Cash, jewelry and other valuables are prohibited for delivery via the EMS service.
- 2.8 **Post office** – A postal unit that provides postal services for the Institute's departments.

3. Method

- 3.1 The post office operates Sunday - Thursday, from 08:00-16:30.
- 3.2 Couriers from the Israel Post and courier post arrive every morning by 10:00 to bring mail items for distribution to the Institute's departments, and to collect mail items sent from the Institute to parties outside the Institute, in Israel, and abroad.
- 3.3 Mail distribution on campus is carried out by post office employees, Sunday - Thursday, from 10:00-12:30. The mail is delivered to the department secretariats who distribute it to the recipients.
- 3.4 The post office provides the following services:

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- 3.4.1. Standard mail in Israel
- 3.4.2. Registered mail in Israel
- 3.4.3. Express mail in Israel
- 3.4.4. Overseas air mail
- 3.4.5. Registered mail abroad
- 3.4.6. Mail via the EMS service abroad

3.5 Costs of sending standard mail items, up to a total of NIS 50 for a single batch, will be from the budget of the post office.

3.6 Costs of sending standard mail items over NIS 50 for a single batch, will be from the budget of the sending department.

3.7 Bulk mail delivery costs will be from the budget of the sending department.

4. **Guidelines**

4.1 Mail will be sent in a closed envelope, on the front of which will appear the recipient's details (name, address and zip code), and on the back, will appear the sender's details (name, Institute address and zip code).

4.2 The Institute's address for sending and receiving mail:

Weizmann Institute of Science
234 Herzl St. P.O. Box 26
Rehovot 7630031
Israel

4.3 It is prohibited to send and receive personal mail, including personal packages which are not intended for the needs of the Institute.

4.4 Sealed personal mail items can be delivered to the post office for collection by Israel Post.

4.5 It is forbidden to open mail for which the recipient's details are unknown. If such mail was received by the department/s, it must be returned to the post office, and include a note of explanation.

5. **Applicability**

This procedure is applicable from the date distribution.