INTERNATIONAL SEABED AUTHORITY

Rules of Procedure of the Joint Appeals Board

28 September 2026

Explanatory Note

These Rules of Procedure have been revised to ensure consistency with the Staff Regulations and Staff Rules of the International Seabed Authority and to reflect the amendments thereto adopted since the previous revision of the Rules.

The revision is intended to clarify and strengthen the procedural framework governing proceedings before the Joint Appeals Board, including the respective functions and responsibilities of the Board, its Chair, its Panels and the Secretariat; the initiation and conduct of appeals; conciliation; time limits and procedural requirements; interim measures; the consideration and determination of appeals; and the issuance and communication of decisions.

In revising these Rules, provisions that were inconsistent with, or were not sufficiently clear in light of, the Staff Regulations and Staff Rules have been amended, supplemented or removed, as appropriate. The Rules are intended to facilitate the fair, expeditious and orderly resolution of appeals while ensuring due process and procedural fairness to all parties.

These Rules shall be read and applied together with the Staff Regulations and Staff Rules of the Authority. In the event of any inconsistency between these Rules and the Staff Regulations or Staff Rules, the Staff Regulations and Staff Rules shall prevail.

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I. GENERAL

Rule 1

Definitions

For the purpose of these rules of procedure, unless otherwise indicated:

"Authority" means the International Seabed Authority.

"***Appeal***" means an application submitted by a staff member to the Joint Appeals Board, in accordance with Chapter XI of the Staff Rules, against an administrative decision alleging the non-observance of their terms of appointment, including all pertinent regulations and rules.

"Appellant" means a staff member who has initiated a complaint under Chapter XI of the Staff Rules.

"***Board"*** or ***"JAB***" means the Joint Appeals Board of the Authority established under Staff Rule 11.1.

"Chair" means the Chair of the Board appointed under Staff Rule 11.1(b)(i) by the Secretary-General after consultation with the Staff Committee, and includes an Acting Chair appointed by the Chair when the Chair is unable to act.

"Conciliation" means the procedure under Chapter XII of the Staff Rules aimed at achieving conciliation with the assistance of a Conciliating Officer.

"Conciliating Officer" means the Chair or any other Member of the Board designated by the Chair to assist the parties in settling the case.

"Counsel" means the representative of the appellant. Counsel may be any person who agrees to assist an appellant or prospective appellant in presenting, settling, or conciliating an appeal under Chapters XI and XII of the Staff Rules. JAB Members cannot represent an appellant.

"Day" means regular calendar day, unless otherwise indicated.

"Executive session" means a meeting of the JAB Panel in camera.

"Members of the Board" shall include the Chair of the Board, Members appointed by the Secretary-General and Members elected by Staff under Staff Rule 11.1.

"Members of the Panel" shall mean the three persons on the Panel which is constituted under Staff Rule 11.2(e) to consider an Appeal, including a Panel Chair, who shall be either the Chair or one of the members of the Board, a Member selected from among those appointed by the Secretary-General and a Member selected from among those elected by Staff.

"Notice" means written notice unless otherwise stated. If time is not sufficient to assure receipt of written notice sent by messenger, regular mail or pouch, notice may be given by cable or by telephone and confirmed in writing. Notice may also be given by email, receipt of which shall be acknowledged.

"Panel" means the three-person body constituted under Staff Rule 11.2(e) to consider an Appeal.

"Parties" means the appellant and respondent. Wherever "parties" is mentioned in these rules, the term "and/or their representatives" is implied also, unless otherwise indicated.

"Representative" means representative of either of the parties.

"Representative of the Secretary-General" means an officer designated by the Secretary-General to represent the Secretary-General in an Appeal.

"Respondent" means the Secretary-General of the Authority, or a representative as defined above.

"Review", unless otherwise indicated, means administrative review under Staff Rule 11.2(a).

"The JAB Secretariat" or ***"the Secretariat"*** shall mean the Secretariat of the Board.

"Secretary of the Panel" means the officer serving as secretary to a Panel constituted to consider an Appeal.

"Secretary-General" means the Secretary-General of the Authority.

"Settlement" means a binding resolution to the Appeal reached by the parties.

"Staff member" means a current or former staff member (holding or having held a contract under the Staff Regulations and Rules).

"Staff Rules" or ***"Rules"*** means the Staff Rules of the International Seabed Authority promulgated by the Secretary-General under the Staff Regulations of the International Seabed Authority.

"These rules" or ***"rules"*** or ***"rules of procedure"*** means the rules of procedure of the Board (as differentiated from the "Staff Rules").

"Time-limit" means the deadline for filing a submission of or taking of an action. For the purpose of these rules, the time-limit shall take effect upon the close of business on the date on which the submission is due or the action is to be taken, in accordance with the Staff Rules, these rules of procedure, or with a ruling made by the Chair of the Board or by the Panel. If a time-limit falls on a weekend, office closure or official holiday, the time-limit shall be deemed to extend to the close of business on the first working day thereafter.

Rule 2

Interpretation

These rules of procedure shall be read together with the Staff Regulations and Staff Rules of the Authority. In the event of any inconsistency between these rules of procedure and the Staff Regulations or Staff Rules, the Staff Regulations and Staff Rules shall prevail.

Rule 3

Amendments

These rules of procedure may be amended by an absolute majority vote of the Members of the Board, provided that no amendment shall be inconsistent with the Staff Regulations or Staff Rules of the Authority.

II. ORGANIZATION

Rule 4

Chair of the JAB

1. The Chair shall be appointed for two years, shall be eligible for reappointment and shall remain in office until a successor is appointed or elected.

2. In the event that the Chair is unable to act, an Acting Chair shall be designated by the Chair, or where the Chair is unable to do so, by the Secretary-General from amongst the existing members of the JAB.

3. In the event of the replacement of the Chair, the Acting Chair shall automatically be the eldest member among the remaining members of the Board.

Rule 5

Functions of the Chair

The Chair directs the work and operation of the Board. The Chair, *inter alia*, shall:

a) represent the Board and preside at meetings of the Board;
b) set alternative time-limits for the consideration of Appeals;
c) ensure the maximum dispatch of cases, *inter alia*, by utilizing the provisions below;
d) act as Conciliating Officer or designate Conciliating Officers, as the case may be;
e) undertake preliminary consultations and constitute a Panel in accordance with Staff Rule 11.2(e) to consider an Appeal.
f) take all procedural decisions concerning individual Appeals for which Panels have not yet been constituted, including but not limited to the following:
    i. supervising and implementing time-limits described in Staff Rule 11.2 and these rules;
    ii. setting or extending time-limits for submission of supplementary material;
    iii. ruling on the validity of submissions;
    iv. determining whether a case should be considered as abandoned and when a case should be restored to the docket of cases for consideration;
    v. issue procedural orders to ensure the efficient handling of cases.

Rule 6

Meetings of the Board

1. The Chair shall convene a meeting of the Board when such a meeting is considered necessary by the Chair to deal with a question affecting the administration or operation of the Board. A meeting may also be called by any two Members of the Board. Notice of the convening of a meeting shall be given to the Members of the Board not less than five working days in advance of the date of the meeting, unless in special or urgent situations at the discretion of the Chair.

2. Meetings of the Board may take place by teleconference or videoconference.

3. Decisions of the Board concerning its administration and operation shall be taken by an absolute majority vote of the Members of the Board.

4. A decision may be taken without the convening of a meeting of the Board, provided that all Members of the Board agree that the decision in question may be taken in this way.

Rule 7

The JAB Secretariat

The Secretariat of the Board shall consist of a secretary and such other staff as may be required for its proper functioning. The Secretariat supports the functioning of the JAB in an independent and confidential manner. In this connection, the Secretariat assists and advises the Chair in the performance of the functions of the Chair and provides support to JAB Panels in their consideration of appeals against administrative decisions.

III. PROCEDURES

Rule 8

Request for review

As the first step in the Appeals procedure, a written request for review of the contested administrative decision must be submitted to the Secretary-General within two months of receiving notification of the decision (Staff Rule 11.2(a)). An appeal may not be filed prior to the request for administrative review, unless under Staff Rule 10.3 (e).

Rule 9

Conciliation initiated under Staff Rule 11.2(b)

1. Where conciliation is sought under Staff Rule 11.2(b), the conciliation shall be conducted in accordance with Staff Rule 12.1. Conciliation shall not, by itself, suspend or modify any time-limit prescribed by Staff Rule 11.2, unless either the Chair of the JAB or, if already constituted, the panel constituted to hear the appeal, decides to waive any such time limit.

2. The conciliation proceedings should normally be completed within two months but may be extended by the Chair where appropriate. Any waiver of a time-limit shall be made in accordance with Staff Rule 12.1(b).

a) If both parties are satisfied with the agreement, the matter shall not be entertained by the Joint Appeals Board.

b) If conciliation is unsuccessful, the Appeal may proceed in accordance with Staff Rule 11.2 and these rules of procedure, subject to any applicable waiver of a time-limit granted in accordance with Staff Rule 12.1(b).

3. The conciliation proceedings and the report of the conciliating officer shall remain confidential, unless it is otherwise agreed by both parties. They may not be referred to in any further proceedings.

Rule 10

Conciliation sought after the Appeal has been filed

After the filing of an Appeal with the Joint Appeals Board, if an amicable resolution of the matter is being pursued, time-limits for submission of material may be extended.

Rule 11

Filing an Appeal

1. A full statement of appeal, in accordance with rule 17 below, shall be submitted to the Board, through its Secretariat, within the applicable time-limits (see Staff Rule 11.2(a)(i) and (ii)).

2. The time limits prescribed:

(a) Refer to calendar days and shall not include the day of the event from which the period runs;

(b) Shall include the next working day of the Secretariat when the last day of the period is not a working day or includes a period of office closure.

(c) Shall be deemed to have been met if the documents in question were dispatched by reasonable means on the last day of the period.

Rule 12

Incomplete statement of appeal

An incomplete statement of appeal will be accepted by the Board for the purpose of establishing the date of filing of the Appeal. The Secretariat will, upon receipt of an incomplete statement, request in writing that the appellant

provide to the Board, within one month, a full statement of appeal, containing all the elements described in rule 17.1, below. If the appellant, without explanation, fails to submit a full statement of appeal within the month, the Appeal shall be deemed to have been abandoned (see rule 22.3, below), and shall be removed from the docket of cases.

Rule 13

Receivability of Appeals

An Appeal is receivable only if it complies with the time-limits set forth in Staff Rule 11.2(a), or if the Panel constituted to consider the Appeal determines that the time-limits should be waived in exceptional circumstances in accordance with Staff Rule 11.2(f).

Rule 14

Waiver of time-limits for late filing

1. Where an Appeal is challenged on the ground that it is not receivable because of a failure to comply with the time-limits, the Panel constituted to consider the Appeal shall determine whether exceptional circumstances justify a waiver of the time-limits under Staff Rule 11.2(f). The Panel may consider the receivability issue as a preliminary matter or together with the merits of the Appeal and may request submissions, evidence or observations directed to that issue.

2. The initiation or continuation of conciliation shall not, by itself, constitute a waiver or extension of a time-limit. The Panel may take relevant circumstances arising from conciliation into account when determining whether exceptional circumstances exist under Staff Rule 11.2(f).

Rule 15

"Suspension of Action" procedure

1. Upon a request of the appellant, a Panel shall be promptly constituted under Staff Rule 11.2(e) to consider a request for suspension of action under Staff Rule 11.2(c).

2. If after considering the views of both parties, the Panel determines that the contested decision has not been implemented and that its implementation would result in irreparable injury to the appellant, it may order the Secretary-General to suspend action on that decision in accordance with Staff Rule 11.2(c)(ii)(a) or (b).

3. The Panel shall limit its consideration to the request for suspension and shall not determine the merits of the Appeal. Any order under this rule shall be communicated promptly to the Secretary-General and the Appellant. The Panel's determination on a request for suspension of action shall not prejudice its subsequent determination of the Appeal on the merits.

Rule 16

Written submissions by the parties

1. Each written submission and document shall be presented to the Board or Panel through its Secretariat. All such material which is presented to the Board or Panel, either prior to or during the consideration of the case, shall be submitted electronically via email or in print. When submitted in print, copies shall be presented to the secretary of the Panel for distribution to the other party, to the counsel or representative of the other party, and to Panel members. When the original of a document is not available, the Panel may require that certified true copies be submitted. A Panel may require that any document be produced by the party in possession.

2. Submissions to the Board or Panel will normally be in English or French. The Chair or Panel may, in the interests of justice, authorize an appellant to make submissions in any other language of the Assembly of the Authority where the circumstances so warrant. Any document submitted in connection with an Appeal, not drawn up in one of the languages of the Assembly, shall be accompanied by a certified translation into English or French.

3. A copy of each written submission and document furnished to the Board or Panel in connection with an Appeal will generally be communicated by the JAB Secretariat, upon receipt, to the other party. If a party or witness refuses to produce a document on the grounds of confidentiality, the Panel may demand its production for

the limited purpose of determining whether its relevance overrides its confidentiality, without first transmitting a copy to the other party. Should it be so determined, a copy of such document, or only the relevant parts thereof, may be transmitted to the other party.

4. When defects in the written submissions do not affect the substance of the Appeal, e.g., erroneous dates or typographical errors, the JAB Secretariat, with notification to both parties, may make the necessary corrections.

Rule 17

The Statement of Appeal, the respondent's reply and observations

1. **Statement of Appeal:** The appellant shall complete and sign the Form of Appeal in the appendix to these rules. The Statement of Appeal shall include:

a) the name of the appellant and the appellant's present or former status with the International Seabed Authority;

b) an identification, description and date of the administrative decision being contested and the terms of appointment and/or provisions of Staff Regulation or Rule which have allegedly not been observed;

c) a statement of when the request for administrative review was submitted; copies of the request and the reply of the respondent, if any, shall be annexed;

d) a clear statement of the relevant facts in chronological order whenever appropriate;

e) A description of the specific remedy requested;

f) The name of counsel representing the appellant, if any (any subsequent selection or change of counsel must be immediately communicated to the Board);

g) An index of all documents annexed in full and numbered;

h) A request for oral hearing, if desired; and

i) The signature of the appellant or of counsel, and the date of submission.

Failure by the appellant to comply with this rule may lead to the statement of appeal being treated as incomplete.

2. A Statement of Appeal shall normally not exceed ten one-sided double-space pages. In case of a longer submission, a two-page synopsis of the full Statement of Appeal shall be provided.

3. **Respondent's reply:** In accordance with Staff Rule 11.2(g), the Secretary-General or the representative designated by the Secretary-General shall submit a written reply within one month following receipt of the Appeal. A request for an extension shall state the reasons relied upon.

4. The failure of the respondent to submit a reply within the applicable time-limit shall not delay consideration of the appeal. If an extension is requested with stated reasons, the Chair may, after notifying the appellant, grant the request and set a new deadline. In the absence of a request, or at the expiration of any extension granted, the Panel shall proceed with the consideration of the appeal. The Panel may request from the parties any material or information it considers necessary.

5. The respondent's reply shall be transmitted by the JAB Secretariat to the appellant and/or counsel, who may submit written observations within one month.

Rule 18

Additional submissions

1. In addition to the Statement of Appeal and the respondent's reply thereto, the proceedings before a Panel shall normally be limited under Staff Rule 11.2(h) to "brief statements and rebuttals" which may be made either in writing or orally. The Panel may accept additional written or oral submissions from the parties. The Panel may

also request the production of additional material and evidence or oral statements. The time-limit for additional written submissions by either party shall generally be no more than two weeks.

2. Additional written submissions shall be limited so as to avoid repetition of previously presented information and shall be made in accordance with stipulated time-limits.

3. Additional written submissions and documents shall also conform to rules 16.1 and 16. 2 above.

Rule 19

Written interrogatories

The Panel may request any necessary information from any party, witness or expert by written interrogatory. The Panel shall have the discretion to decide whether it will seek such material through the secretary of the Panel or whether it will request that it be obtained by one of the parties within a stated time-limit. Copies of the questions and answers constituting the written interrogatory and reply thereto shall be provided to the parties, each of whom will have the opportunity to comment thereon.

Rule 20

Extension of time-limits for submission of supplementary material

1. Time-limits for submission of supplementary material may be extended by the Panel upon a written request for an extension before the time-limit has expired, indicating the reason for the delay and the time required for the completion of the submission. Notice of such request and respective decision shall be communicated to the other party.

2. Further extensions of time-limits for submission of additional written material may be granted where, in the opinion of the Panel, the interests of justice so warrant.

3. Only in exceptional circumstances will the consideration of a case be delayed for an extended period of time for the purpose of receiving written submissions. Such an extension will be granted only upon a showing that:

a) such written submissions are absolutely essential, and gross injustice would otherwise result, or
b) the interest of justice would not otherwise be served, or

Rule 21

Abandonment of an Appeal

1. It is the obligation of an appellant to keep the Board informed of any change of address or telephone number or email address.

2. If the Board makes two successive attempts to communicate with the appellant at the last known email and/or mailing address and receives no response within a period of two weeks, or if a communication is returned indicating that the addressee is unknown, the Chair may deem the Appeal to have been abandoned.

3. Where an appellant has submitted an incomplete Appeal but has failed to submit a full statement of appeal within the specified time-limit without explanation, the Appeal may be deemed to have been abandoned upon the expiry of the time-limit.

4. An abandoned Appeal may be restored upon adequate explanation received in a period of two weeks after the exhaustion of the time-limit. If the Appeal was deemed abandoned for failure by the appellant to submit a full statement of appeal, any such motion to restore a case must be accompanied by the full statement of Appeal.

Rule 22

Withdrawal of an Appeal

An appellant may withdraw an Appeal at any time prior to being notified that the Panel has issued its decision on the Appeal. Withdrawal of an Appeal must be in writing and signed by the appellant or the appellant's counsel.

Rule 23

Settlement of an Appeal

1. An Appeal may be settled at any stage in the proceedings prior to notification to the appellant that the Panel has issued a decision with respect to the Appeal. Once the Panel has begun its consideration of the case, the parties may be granted, if they so request, an adjournment of the proceedings for the purpose of conducting settlement negotiations. If settlement has not been reached during that period, consideration of the Appeal will be resumed.

2. If a settlement is reached, the parties shall submit a written statement to the Board or Panel declaring that they have reached a settlement, and the Appeal will be deemed withdrawn.

3. As settlement efforts are deemed to be without prejudice, such efforts or the terms considered prior to the hearing, including during conciliation, are inadmissible as evidence and may not be referred to in the course of the Panel's consideration of the Appeal.

IV. CONSIDERATION OF THE APPEAL

Rule 24

Constitution of the Panel and notice to the parties

1. For the consideration of each Appeal, the Chair of the JAB shall constitute a Panel in accordance with Staff Rule 11.2(e), composed of: (a) a Panel Chair, who shall be either the Chair or one of the members of the Board; (b) one member selected from among those appointed by the Secretary-General; and (c) one member selected from among those elected by the staff.

2. Before the Panel considers the Appeal, the parties shall be notified in writing of its proposed composition. No person who has assisted the Secretary-General in a conciliation procedure under Staff Rule 11.2(b) shall serve on the Panel established to consider an Appeal relating to the same case.

3. In the event that a Panel member is unable to continue serving due to illness or any other circumstance preventing their participation in the proceedings, the Chair shall appoint a replacement from among the available members of the JAB.

4. Where two or more Appeals raise substantially similar issues of fact or law, the Chair may direct that they be considered by one Panel, constituted in accordance with Staff Rule 11.2(e), which shall determine each Appeal on its own facts, submissions and evidence.

Rule 25

Disqualification

1. A request by either party for disqualification of the Panel Chair or a Panel member under Staff Rule 11.2(e)(iii) shall be made in writing within five working days of receipt of notice of the proposed composition of the Panel and shall state the grounds relied upon. The Chair of the Board shall determine the request. Where the request concerns the Chair of the Board acting as Panel Chair, the request shall be determined by a member of the Board who is not a member of the Panel, selected by lot from among the eligible members of the Board.

2. A member of the Board shall not serve on a Panel if the member has a pending appeal before the JAB. A Panel member, including the Panel Chair, shall immediately disclose any actual or potential conflict of interest to other members of the Panel and shall recuse themselves where required to ensure independent and impartial consideration of the Appeal.

3. A member of the Board shall not act as counsel or representative for a party in a case before the JAB.

4. For the purposes of this rule, a conflict of interest includes any circumstance that may impair, or reasonably appear to impair, the ability of a Panel member to consider the Appeal independently and impartially.

5. Where the competence of the Joint Appeals Board is in doubt, the Panel constituted for the appeal shall decide.

Rule 26

Meetings of the Panel

1. The Panel may meet in executive session or hold a hearing. All three members of the Panel and the secretary to the Panel shall participate in the consideration of an Appeal.

2. Meetings of the Panel, including hearings, may take place by teleconference or videoconference, as the Panel considers appropriate.

3. The Panel may take a decision without convening a meeting, provided that all three members of the Panel participate in the consideration and decision.

4. A Panel shall not consider or decide an Appeal unless all three members participate in the deliberations and decision.

Rule 27

Request for hearing

1. Either party may request a hearing. The request shall be reasoned. Such request must be in writing and shall be submitted no later than 14 days from the date of submission of the Respondent's reply under Rule 17.3 of these Rules. After considering the views of the other party on the basis of paragraph 2 below, the Panel shall decide whether or not to grant such request. It may also decide, on its own initiative, that a hearing is necessary.

2. In determining whether a hearing is necessary, the Panel should consider, inter alia, whether the written submissions of both parties have adequately covered the issues involved, whether the testimony of the parties, witnesses or experts would substantially add to the material being considered and whether relevant and necessary additional information or evidence could be adduced in the course of a hearing.

Rule 28

Notice of hearing

If a hearing is scheduled, notice of the date, time and place, and whether the hearing will be by tele-conference/videoconference, will be sent to the parties by the secretary of the Panel. For continuation of a hearing, oral notice may be given followed by written confirmation.

Rule 29

Presentation at hearing

1. If the Panel decides to hold a hearing (either on a preliminary issue or on the merits of the Appeal), both parties must be invited to participate.

2. At the hearing, in order to avoid repetition of material contained in the written submissions, except for an opening or closing presentation normally limited to ten minutes, the parties shall be limited to the presentation of new material or the response to new material submitted by the other party, or to questions from the Panel. The Panel may determine relevance of new material and limit oral presentation accordingly.

3. A hearing may include presentations by the parties, and testimony by witnesses or experts. The Panel may call witnesses and experts on its own initiative. The Panel may also permit either of the parties to call witnesses and experts upon a showing that their testimony would be relevant.

4. The normal sequence of the hearing is as follows:

a) The hearing is convened by the Chair

b) The appellant or the appellant's counsel makes an opening statement.

c) The respondent makes an opening statement.

d) The members of the Panel may ask questions orally or in writing at any point during or after the presentations.

(e) Witnesses or experts may be questioned by the members of the Panel and by the parties.

(f) Closing statements may be made, first by the appellant and then by the respondent.

5. The order of the presentations may be altered to accommodate special situations or requests, e.g., the appearance of witnesses or experts who are available during a limited period only.

6. The Chair of the Panel shall be responsible for the conduct of the proceedings, including conveying the rulings of the Panel.

Rule 30

Decision of the Panel

1. In considering an Appeal, the Panel shall act with the maximum dispatch consistent with a fair review of the issues before it.

2. In accordance with Staff Rule 11.2(n), the Panel shall by majority vote, adopt and issue a written decision on an Appeal which shall include a record of the proceedings in the Appeal and a summary of the reasons, fact and law, as well as all considerations that the Panel deems appropriate. Votes on the decision shall be recorded and the dissenting opinion of any member of the Panel may be included, at the request of the Panel member.

3. Upon adoption of its decision, the Panel shall, through the Secretariat, promptly transmit a copy of the written decision to the Appellant or their representative and to the Secretary-General, in accordance with Staff Rule 11.2(p)

Rule 31

Travel expenses and visas

The Board has no provision for expenses related to travel or issuance of visas.

Rule 32

Procedural matters not covered in the rules of procedure

Where a procedural matter concerning an individual Appeal is not covered by these rules, the matter shall be determined by the Panel. If a matter arises before a Panel is constituted, the Chair may determine the matter, subject to the Staff Regulations, Staff Rules and these rules.

Rule 33

Entry into force and application of amendments

These amended Rules enter into force on the date of their adoption by the Joint Appeals Board.

Appendix to the Rules of Procedure of the Joint Appeals Board

(LOGO)

JOINT APPEALS BOARD

Request to File an Appeal Against an Administrative Decision

You are requested to limit your submission to ten pages (not including attachments); if it is longer, please provide a two-page synopsis

Name of Appellant (family name first):

Mailing Address:

Index No: ***Email:***

Telephone No: ***Fax No.***

Type of Appointment: ***Function Title:***

Dept/Office:

Specify the administrative decision you are appealing (please attach a copy):

Date of Decision

Have you requested an administrative review by the Secretary-General of the decision you are appealing?

NO Stop here. You must, ordinarily as a first step, submit a request for administrative review to the Secretary-General (Staff Rule 11.2(a)), unless you are appealing against a disciplinary measure under Staff Rule 10.3(e)If YES, on what date?

What remedy or remedies do you seek?

Do you have Counsel? YES NO

If YES, name and contact information of

Counsel:

May we correspond with you or your Counsel by electronic mail? YES NO

Do you authorize your Counsel to withdraw this appeal and/or submit pleadings on your behalf? YES NO

Signature:

Date:

IMPORTANT: Please attach your Statement of Appeal, together with any additional material in support of your appeal. Number each attachment and include an index of attachments. Please include a copy of your original request for administrative review and the Secretary-General's reply, if any. All submissions shall be presented to the JAB through its JAB Secretariat. Electronic filing by email is acceptable unless otherwise directed by the JAB Secretariat.