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|  | ***ADMINISTRATIVE TRIBUNAL***  ***OF THE INTERNATIONAL LABOUR ORGANIZATION*** | | | | | | | | | | | | | | | | | | **COMPLAINT FORM**  *(Article 6(1)(a) of the Tribunal’s Rules)* | | | | | | |
|  | **IMPORTANT**  Give the required information in the relevant boxes.  If a section is not applicable, say so (or put *N/A*).  The submissions will consist of (1) the complaint form, (2) the brief and (3) any supporting documents, in that order. | | | | | | | | | | | **To be entered by the Registry of the Tribunal** | | | | | | | | | | | |  | |
| **Date of filing:** | | | | | | | | | | | |
| **1** | **The complainant** | | | | | | | | | | | | | | | | | | | | | | |  | |
|  | Family name | | | | | | | | | First name(s) *(in full)* | | | | | | Mr/Mrs/Ms/Miss | | | | | | | | *Do not put mere initials.* | |
|  | Date of birth | | | | | | | | | Place of birth | | | | | | | | | | | | | |  | |
|  | *Day* | *Month* | | | | *Year* | | | | *City* | | | *Country* | | | | *Nationality(ies)* | | | | | | |  | |
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|  | Postal address | | | | | | | | | | | | Phone number | | | | E-mail address | | | | | | | *Please inform  the Registry  of any change.* | |
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|  | Status | | 1 |  | Serving official.  Enter the complainant’s present grade here: | | | | | | | | | | | | | | | | | | | *See Article II(6)  of the Tribunal’s Statute*. | |
|  | *Tick the correspon- ding box* | | 2 |  | Former official.  Enter the complainant’s final grade here: | | | | | | | | | | | | | | | | | | |  | |
|  |  | | 3 |  | Other.  Enter the name of the deceased official whose rights the complainant is relying on: | | | | | | | | | | | | | | | | | | |  | |
|  |  | | | | Family name | | | | | | First name(s) | | | | | | | | | | Mr/Mrs/Ms/Miss | | |  | | |
|  | Complainant’s relationship to that official: | | | | | | | | | | | | | | | | | | |  | | |
|  | The complainant’s representative\*, if any, under Article 5(1) of the Rules: | | | | | | | | | | | | | | | | | | | | | | |  | | |
|  | Family name    Postal address | | | | | | First name(s)    Phone number | | | | | | | | Qualification    E-mail address | | | | | | | | |  | | |
|  | \* *Representatives* ***must*** *supply the original or a duly certified copy of the power of attorney required by Article 5(2)  of the Rules* ***and*** *identify the bar they belong to or the international organization they have served in (Article 5(1)  of the Rules).* | | | | | | | | | | | | | | | | | | | | | | |  | | |
| **2** | **The defendant organization** | | | | | | | |  | | | | | | | | | | | | | | |  |
| **3** | **The impugned decision** | | | | | | | | | | | | | | | | | | | | | | |  |
|  | (a) If the organization has taken an express final decision within the meaning of Article VII(1) of the Tribunal’s Statute | | | | | | | | | | | | | | | | | | | | | | | *Fill in* ***either*** *(a)* ***or*** *(b).* |
|  | (i) Date borne by the text of that decision | | | | | | | | | | | | | Day | | | | Month | | | | Year | | *Fill in* ***both*** *(i)* ***and*** *(ii) even if the date is the same.* |
|  | (ii) Date at which the complainant received the text of the decision  (or date of publication of the decision if it affects a class of officials) | | | | | | | | | | | | | Day | | | | Month | | | | Year | |
|  | (b) If no express decision has been taken upon a claim within the time limit in Article VII(3) of the Statute, date at which the complainant notified such claim to the organization | | | | | | | | | | | | | Day | | | | Month | | | | Year | |  |
| **4** | **The pleadings** | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Brief**  In a brief, to be placed after this form, set out:  (1) the facts of the case  (2) the complainant’s arguments. | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Relief claimed** | | | | | | | | | | | | | | | | | | | | | | | *The claims may include, for example, the quashing of the challenged decision, reinstatement, material damages, moral damages, costs.*  *List the claims in the box: do not put entries such as “see document appended”.*  *The list should not contain arguments, explanations or allegations.* |
|  | **Supporting documents**  Number each of the supporting documents you append to your brief and list them at the endof this form. | | | | | | | | | | | | | | | | | | | | | | |  |
| **5** | **Special applications** | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Oral proceedings** | | | | | | | | | | | | | | | | | | | | | | |  |
|  | Does the complainant want oral proceedings (hearings) under Article 12(1) of the Rules? | | | | | | | | | | | | | | | | | YES | |  | | NO |  | *State the grounds  for such application in the brief.* |
|  | Witness(es), if any, that the complainant wants the Tribunal to hear: | | | | | | | | | | | | | | | | | | | | | | |
|  | Name/First name(s) | | | | | | | Position or title | | | | | | | Issues to be addressed | | | | | | | | |  |
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| **Fast-track procedure** | | | | | | | | | | | | | | | | | | | | | | |
| If the complainant wishes to apply for a fast-track procedure under Article 7bis of the Rules, please indicate the questions of law which the complainant proposes to submit to the Tribunal for a decision under this procedure: | | | | | | | | | | | | | | | | | | | | | | |
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|  | **Signature** | | | | | | | | *Sign the original* ***and*** *each of the five copies of this form; a mere photocopy of the signature will not be accepted.* |
|  | In signing below the complainant or her/his representative certifies: | | | | | | | |
|  | (a) that the five copies of this form and of the appended texts are true (Article 6(1)(d) of the Rules);  (b) that all appended texts that are not originals (transcripts, photocopies, etc.) are true copies (Article (6)(1)(b));  (c) that the required translations into English or French of any appended texts written in neither of those   languages are true to the originals (Article 6(1)(c)). | | | | | | | |
|  | Date | | | | | Signature | | |  |
|  | **Supporting documents** *(in chronological order so far as possible)* | | | | | | | |  |
|  | **Examples** | | | | | | | | *Number each document separately.* |
|  | **Number** | **Date** | | | **Nature** | | **Author**  *(so far as possible)* | **Addressee**  *(so far as possible)* |
|  | **DD** | **MM** | **YYYY** |
|  | *1* | *04* | *04* | *1997* | *Letter* | | *Director of Personnel* | *Complainant* |
|  | *2* | *12* | *05* | *1997* | *Performance appraisal report* | | *–* | *–* |  |
|  | *3* | *20* | *05* | *1997* | *Memorandum* | | *Complainant’s supervisor* | *Chief, Publications Branch* |
|  | *4* | *12* | *06* | *1997* | *Report* | | *Joint Appeals Board* | *–* |
|  | *5* | *09* | *07* | *1997* | *Letter (impugned decision)* | | *Director-General* | *Complainant* |
|  | **List of documents supporting the complaint** | | | | | | | |
|  | **Number** | **Date** | | | **Description**  *(letter, report, etc.)* | | **Author**  *(so far as possible)* | **Addressee**  *(so far as possible)* |  |
|  | **DD** | **MM** | **YYYY** |
|  |  |  |  |  |  | |  |  | *The list should ordinarily include the texts of the decision impugned under Article VII(1) and of the report of the internal appeals body, if any.* |
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|  |  |  |  |  |  | |  |  | *When identifying the author of an item of correspondence or the addressee, use official titles (e.g.* Director of Personnel) *rather than names.*  *If further space is necessary, create additional lines.* |
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