

SECRETARY-GENERAL'S BULLETIN NO. 64

To: Members of the Staff of United Nations

Subject: APPEALS BOARD

1. Purpose

Effective immediately, an Appeals Board is established to have the function of advising the Secretary-General with whom the final decision will rest with respect to appeals by members of the staff as described below.

2. Membership of Board

The Appeals Board shall consist of five members having equal votes, as follows:

- (a) A chairman appointed by the Secretary-General after consultation with the Permanent Staff Committee. One or more alternate chairmen may be appointed in the same manner.
- (b) Two members appointed by the Secretary-General.
- (c) Two members representing the staff. These will be drawn from a panel organized in three groups -

Group I - staff in grades 1 through 8
Group II - staff in grades 9 through 14
Group III - staff in grades 15 through 20

The members of this panel will be elected annually by ballot by the staff members. Twelve members will be elected in each of the groups defined above. In hearings by the Board at least one member will be from the group to which the staff member appealing to the Board belongs and none will be in a group below the group to which he belongs. Subject to this rule, the members of each group will be called upon in rotation by

/the Secretary

the Secretary of the Board, as required, to constitute the Appeals Board. The staff member appealing to the Board will have the right to object to not more than two members from the staff panel, and in that event the next members due to serve from that panel will be called in place of the members to whom objection has been taken.

(d) A Secretary, who will have no vote, appointed by the Secretary-General.

3. Competence of Board

The Board will consider

(a) Appeals against any decision regarding the application of Secretary-General's Bulletins or of established administrative practices to the termination of an appointment, (including termination for disciplinary reasons) but the Board shall consider no case arising from a termination of which notification was given prior to 1 January 1947.

(b) Appeals alleging non-observance of agreed terms of appointment.

(c) Appeals of such other character as the Secretary-General may hereafter specify,

provided, in each case under (a), (b), and (c) above that the person concerned has first made a protest at an appropriate level in the administration, and that he has complied with the time limits specified in Section 4 (b) below. By "appropriate level" is meant that before the case can go to the Appeals Board, it should have been considered and a decision given by the Assistant Secretary-General of the Department concerned or an officer designated by him.

4. Procedure

(a) The Board will regulate its own procedure and may, when it so desires and if the Secretary-General approves, render an advisory opinion.

/(b) A staff

(b) A staff member who wishes to protest against an administrative decision of which he has been notified must do so in writing within 15 (fifteen) days after he has received the decision. The case shall then be referred to the Assistant Secretary-General concerned who should make a decision within 15 (fifteen) days. If the staff member wishes to appeal against the decision so reached or if no decision is taken within 15 days of the date of the protest, the staff member will then have the right to refer his case to the Appeals Board within an additional period of 15 days. Insofar as practicable the Appeals Board will open its proceedings within 10 (ten) days after receipt of the appeal. These time limits do not apply to cases where the notification has been given of a decision before the establishment of the Appeals Board, but protests against such decisions must be made within 30 (thirty) days of the issue of this Bulletin.

(c) In cases of termination on grounds of inefficiency or relative efficiency, the Board will not consider the substantive question of efficiency, but only evidence that the decision has been effected by prejudice or by some other extraneous factor.

(d) A staff member may arrange to have his case presented to the Appeals Board on his behalf by any other member of the Secretariat.

(e) In order that the Board may be set up at once, a provisional panel of members to represent the staff will be appointed by the Staff Committee. This panel will be used until arrangements for an election of representatives of the staff have been made in consultation with the Staff Committee.

5. Role of Staff Committee

The Staff Committee will have the right to have a representative present at all sessions of the Board at which the representatives of the parties

/interested

interested in the case may be present unless the staff member appealing to the Board objects.

By direction of the Secretary-General

BYRON PRICE
Assistant Secretary-General for
Administrative and Financial Services