

STAY OF EXECUTION REQUEST

Endorsement of the Registrar /Deputy Registrar of the Administrative Tribunal

Appeal No. :

Registered on:/...../.....

Signature :

Before completing this form, you are advised to read the Staff Regulations that apply to you and the Rules of Procedure of the Administrative Tribunal. These documents are available on the [Tribunal's website](#).

This form applies, mutatis mutandis, to disputes involving staff members of the Council of Europe Development Bank and of other intergovernmental organisations over which the Tribunal has jurisdiction pursuant to Article 2 of the Tribunal's Statute.

Once completed, this form must be submitted to the Registry as provided in Rule 20 of the Tribunal's Rules of Procedure. The Tribunal's email address is tribunal.administratif@coe.int. Late submission may be prejudicial to your rights (see the aforementioned documents).

I. INFORMATION CONCERNING THE APPLICANT:

1. Description of the applicant:

a. Surname(s)

First name(s)

b. Date of birth

D	D	M	M	Y	Y	Y	Y

c. Nationality/nationalities

d. Postal address, email address and telephone numbers for the purposes of the proceedings:

Address

Email address

Telephone number

e. Name(s) and address(es) of the person(s) representing the applicant:

You can either submit your request yourself or appoint one or more advisers of your choice to do this for you. Any adviser(s) must submit a power of attorney.

In case an appeal against the contested administrative decision has been lodged with the Administrative Tribunal, the applicant may revert directly to Section III (Object and grounds of the request for a stay of execution), without having to fill the remaining parts of Section I and Section II of this form.

2. Capacity of the applicant (tick as appropriate):

- ☐ staff member
- ☐ former staff member
- ☐ person claiming through a staff member or former staff member
- ☐ job applicant
- ☐ Staff Committee

3. If the applicant is claiming through a staff member or former staff member, indicate the name of this staff member and the reason entitling the applicant to claim through them:

Name

Reasoned entitlement

4. For current and former staff members and their beneficiaries, indicate:

a. The date on which the staff member took up their post and, for a former staff member, the date on which they left it:

Start date:

D	D	M	M	Y	Y	Y	Y

Leave date:

D	D	M	M	Y	Y	Y	Y

b. The grade and department at the time of contesting the decision in the case of a current staff member or the date of departure from the Organisation in the case of a former staff member.

Grade

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Department

c. The nature of the staff member's employment / contract:

Please state whether the basis of employment is a temporary contract, an indefinite term contract, a fixed-term appointment or open-ended appointment.

For a fixed-term appointment, please specify whether it is an appointment under junior professionals' programmes or an appointment to a job with a planned turnover profile.

5. If the applicant is a job applicant, specify the relevant dates of the selection procedure and the number of the relevant vacancy notice:

II. DETAILS OF THE ADMINISTRATIVE DECISION FOR WHICH A STAY OF EXECUTION IS REQUESTED:

For all requests, indicate:

6a. The respondent (Council of Europe, Council of Europe Development Bank, CCNR, HCCH or OTIF):

b. Capacity of the official who took the contested decision:

c. Date of the administrative decision

D	D	M	M	Y	Y	Y	Y

Or

d. if the contested decision has not been published or served, date on which it came to the applicant’s knowledge:

D	D	M	M	Y	Y	Y	Y

If applicable, indicate:

e. Date on which the process of management review commenced:

D	D	M	M	Y	Y	Y	Y

f. Date on which the process of management review ended:

D	D	M	M	Y	Y	Y	Y

g. Date of the administrative complaint against the contested decision:

D	D	M	M	Y	Y	Y	Y

h. Date of the dismissal of the complaint:

D	D	M	M	Y	Y	Y	Y

7. Applicable for the Council of Europe Development Bank, CCNR, OTIF and HCCH:

Indicate whether a conciliation procedure has taken place and, if so, the date on which the applicant received the Conciliator’s report, or the end date of the period allowed for the procedure in the conciliation agreement, or as regards the Council of Europe Development Bank, indicate the date of notification of the Governor’s decision concluding the conciliation, or the date on which the conciliation procedure is deemed to have failed:

III. OBJECT AND GROUNDS OF THE REQUEST FOR A STAY OF EXECUTION:

8. Object of the request:

9. Grounds of the request (please give brief but sufficient details):

A stay of execution may be granted by the Tribunal only in cases of particular urgency where the implementation of the administrative decision would cause serious and irreparable damage. Please elaborate the grounds for your request and indicate why you consider that your case is of particular urgency and that the implementation of the administrative decision would cause you serious and irreparable damage, by using the following three dedicated pages (font: Times New Roman, font size: 12, line spacing: 1.15) without including additional sheets.

Page dedicated to the grounds of the request for a stay of execution:

Page dedicated to the grounds of the request for a stay of execution:

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IV. ANNEXES TO THE REQUEST FOR A STAY OF EXECUTION:

10. Provide a numbered list, in chronological order if possible, of the documents appended to the present stay of execution request. This list should normally include a copy of the contested decision, the Conciliator’s report (if applicable) and the power of attorney (if the applicant appoints one or more representatives).

1.	_____	p.
2.	_____	p.
3.	_____	p.
4.	_____	p.
5.	_____	p.
6.	_____	p.
7.	_____	p.
8.	_____	p.
9.	_____	p.
10.	_____	p.
11.	_____	p.
12.	_____	p.

V. SIGNATURE

By signing this form, the applicant or their representative certifies that the information provided in this stay of execution request is accurate and that any copies submitted to the Administrative Tribunal are true copies of the original document.

Done at:

on

D	D	M	M	Y	Y	Y	Y

Signature