

[Logo + name of the Tribunal]

Christina Olsen
Registrar - Greffière
Administrative Tribunal – Tribunal Administratif
Council of Europe – Conseil de l'Europe

Tel: + 33 (0) 3 90 21 41 63
christina.olsen@coe.int

[Location], DD/MM/YYYY

Subject ► Application to participate in the Cooperation Agreement

Dear Registrar,

I refer to the Cooperation Agreement which has been adopted on 17 November 2025 by the international administrative tribunals represented at the conference organised in Washington D. C. by the World Bank Administrative Tribunal (see Appendix).

On the understanding that the participation of a tribunal in this Agreement is founded on and reflects its autonomy as an independent judicial body, without in any way committing the organisation or its governing institutions, I hereby have the pleasure of applying on behalf of [relevant international administrative tribunal] to participate in the Agreement in accordance with section V.1 thereof.

Yours faithfully,

[Name Surname]
Chair of [relevant international administrative tribunal]

Appendix: Cooperation Agreement

Cooperation Agreement¹

Preamble

The participating tribunals, recognising the value of regular judicial dialogue and exchange as a means of fostering mutual understanding, collegiality and respect, agree to establish this Cooperation Agreement to guide their collaboration.

I. Purpose

The present Cooperation Agreement (the “Agreement”) aims to strengthen dialogue between international administrative tribunals by creating a collegial and mutually beneficial forum for the voluntary exchange of information, experience and good practices in the field of international civil service law and procedure.

II. International Administrative Tribunals

Participation is open to tribunals or appeals boards established by, or under the authority of, international organisations, including Regional Economic Integration Organisations, having jurisdiction to resolve employment-related disputes within those organisations through final and binding decisions (“international administrative tribunals”). Participating tribunals share the objectives and principles set out in this Agreement. Participation is entirely voluntary and creates no legal rights or obligations.

III. Meetings of participating tribunals

1. Meetings of the participating tribunals may be organised periodically, either online or in person, as the need arises. In person meetings of the participating tribunals may be hosted on a voluntary and rotating basis by tribunals which offer to do so. Such meetings may be scheduled so as to take place in connection with conferences or events organised by any participating tribunal. Participation in such meetings shall be at the cost of each participating tribunal.

2. For the purposes of the present Agreement, each participating tribunal shall have one vote. Participant tribunals may take decisions by written procedure.

IV. Executive Committee

1. An Executive Committee composed of five members from participating tribunals acting in their personal capacity shall be designated by such tribunals for a renewable term of three years.

2. In so far as is practicable, the composition of the Executive Committee should ensure a balanced representation of the geographical regions of the world and the different categories of international administrative tribunals.

3. One month before the expiry of its mandate, the Executive Committee will organise the nomination and election of members of its successor Executive Committee.

¹ Cooperation Agreement adopted on 17 November 2025 by the international administrative tribunals represented at the conference organised in Washington D. C. by the World Bank Administrative Tribunal.

4. The tasks of the Executive Committee will be to:

- propose topics for discussion at meetings and online exchanges;
- plan and co-ordinate activities carried out under this Agreement;
- ensure continuity and follow-up of discussions;
- examine applications to participate in the present Agreement in the light of the criteria provided in section II and propose a decision in relation thereto to the participating tribunals; the proposal will be deemed accepted unless opposed by at least one third of the participating tribunals, in which case the proposal shall be submitted to a vote of all participating tribunals and it shall be adopted if approved by a majority of the participating tribunals;
- submit to the participant tribunals proposals for the implementation of or modification to the present agreement; such proposals will take effect if approved by a majority of the participating tribunals;
- carry out any other task assigned to it by a decision of the participating tribunals.

V. Applications to participate

1. Applications to participate in the present Agreement shall be submitted in writing to the Executive Committee.
2. For the purposes of indicating participation in the present Agreement, each tribunal is represented by its President or Chairperson.

VI. Focal points

Each participating tribunal shall designate a focal point to act as its primary contact for communications. The focal point shall be responsible for ensuring the timely exchange of information and for liaising with the Executive Committee and other participating tribunals on matters of common interest.

VII. Transitional provisions

1. Pending the establishment of the Executive Committee, applications to participate shall be submitted in writing to the Registry of the Administrative Tribunal of the Council of Europe (“the Registry”). The Registry shall examine such applications in the light of the criteria provided in section II and make proposals in relation thereto to the participating tribunals. Such proposals will take effect unless opposed by at least one third of the participating tribunals, in which case the proposal shall be submitted to a vote of all participating tribunals and shall be adopted if approved by a majority of the participating tribunals.
2. Nominations for membership of the first Executive Committee should be submitted to the Registry within one month of the date on which seven tribunals participate in the present Agreement.
3. The first Executive Committee shall be constituted one month after the number of nominations has reached five. Should the number of nominations for membership exceed five, the Registry will organise a vote on the composition of the first Executive Committee in which each participating tribunal will have one vote.