

Rules of Procedure of the Administrative Tribunal

*Adopted by the Administrative Tribunal of the Council of Europe
on 26 January 2023, as amended on 7 August 2024
and 29 January 2025*

Note by the Registry

This edition of the Rules of Procedure of the Administrative Tribunal incorporates the following amendments:

- the amendments of 7 August 2024, which entered into force on the same day;
- the amendments of 29 January 2025, which entered into force on 25 February 2025.

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The Administrative Tribunal of the Council of Europe,

Having regard to Article 14 of the Staff Regulations of the Council of Europe,

Having regard to the relevant regulatory provisions of the Council of Europe Development Bank and the other intergovernmental organisations which have agreed to an extension of the Tribunal's jurisdiction under Articles 2.2 and 2.3 of the Statute of the Administrative Tribunal¹,

Pursuant to Article 19.1 of the Statute of the Administrative Tribunal, hereinafter referred to as "the Statute",

Having consulted the Secretary General and the Staff Committee,

Adopts the present Rules:

¹ Agreements extending the Administrative Tribunal's jurisdiction have been entered into for the [Council of Europe Development Bank](#) (French only), the Central Commission for the Navigation of the Rhine ([CCNR](#)), the Hague Conference on Private International Law ([HCCH](#)) and the Intergovernmental Organisation for International Carriage by Rail ([OTIF](#)).

Chapter I – Organisation of the Tribunal

Rule 1. Chair of the Tribunal

1. The Chair and the Deputy Chair of the Tribunal shall be appointed by the European Court of Human Rights as provided in Article 3.2 of the Statute.
2. The Chair shall carry out the duties assigned to him or her in the Statute and these Rules. He or she shall in particular:
 - a. direct the work of the Tribunal and its Registry,
 - b. preside over the Tribunal's sessions and hearings,
 - c. represent the Tribunal, including in its relations with the authorities of the Council of Europe.

Rule 2. Registry of the Tribunal

1. The Registry of the Tribunal shall consist of the Registrar and the Deputy Registrar and any other staff necessary for its operation.
2. Pursuant to Article 4.2 of the Statute, the Secretary General shall provide the Tribunal with the staff and resources necessary for its operation, in particular translation and interpretation services and appropriate digital tools including online publication services.
3. The Registrar of the Tribunal shall, under the direction of the Chair, be responsible for the work of the Registry. In particular, he or she shall:
 - a. assist the Tribunal in the discharge of its duties,
 - b. be the channel for all communications made by or addressed to the Tribunal,
 - c. keep a register in which the date of registration of each case shall be recorded,
 - d. have the custody of the archives of the Tribunal.

Rule 3. Sessions of the Tribunal

1. The seat of the Tribunal shall be at the seat of the Council of Europe in Strasbourg. The Tribunal may, however, if it considers it expedient, exercise its functions elsewhere in the territories of the member States of the Council of Europe or, where the circumstances so require, by secure video link.
2. The Tribunal shall deliberate in private. Its deliberations shall remain secret. Only the members of the Tribunal shall take part in the deliberations. The Registrar and Deputy Registrar shall be present. No other person may be admitted except by special decision of the Tribunal.

3. The Tribunal shall be convened by the Chair, who shall fix its order of business.

Rule 4. Inability to sit and withdrawal

A judge of the Tribunal cannot take part in the consideration of a case:

- (a) in which he or she might have a personal or direct interest or which concerns persons with whom he or she has a personal, family or professional relationship;
- (b) in which he or she has previously been called upon to act in any capacity, in particular as an adviser, agent, expert or witness; or
- (c) if, for any other reason, his or her independence or impartiality may legitimately be called into doubt.

Chapter II – General rules of procedure

Rule 5. Representation of appellant

The appellant may present his or her appeal in person and conduct his or her own case. The appellant may be represented before the Tribunal by one or more advisers of his or her choosing.

Rule 6. Joinder of cases

The Tribunal or, when it is not in session, the Chair may, by reasoned decision, order the joinder of two or more cases.

Rule 7. Instructions

1. The Tribunal may, at any time, either on its own initiative or at the request of one of the parties, order the production of documents or such other evidence as it deems necessary.
2. The Tribunal may, at any time, either on its own initiative or at the request of a party, take any decision in the interests of the proper administration of justice.
3. The Tribunal may appoint one or more of its members to take on its behalf, such action as it considers necessary or expedient for the proper performance of its duties under its Statute and, in particular, hear witnesses or experts or examine documents or any other evidence. Such members shall duly report to the Tribunal.

Chapter III – Written procedure

Rule 8. Stages of the written procedure

1. The written procedure shall consist of the lodging of the appeal, which shall be effected upon submission of the appeal form contained in Appendix 1 which forms an integral part of these Rules, in principle supplemented by further submissions, and the submission of the observations of the Secretary General.
2. The Chair of the Tribunal may decide, either on his or her own initiative or on a reasoned request by the appellant, that a second exchange of written submissions is necessary, as provided in Article 10.4 of the Statute.

Rule 9. Lodging of appeals

1. Appeals lodged with the Tribunal pursuant to Article 14 of the Staff Regulations of the Council of Europe shall be addressed to the Registrar of the Tribunal.
2. Appeals shall be submitted in writing in one of the working languages of the Tribunal and signed by the appellant or his or her representative.
3. Appeals shall be lodged on the date on which the appellant:
 - a. deposits a paper copy of the appeal form together with supporting documents with the Registry, which shall acknowledge receipt; or
 - b. sends the appeal form together with supporting documents to the Registry by registered post; or
 - c. sends an electronic copy of the appeal form together with supporting documents to the Tribunal's email address.
4. If an appeal is lodged under sub-paragraph a or b of paragraph 3 of this Rule, a complete electronic copy of the appeal shall be sent by email to the Registry at the Tribunal's email address within one week after the date of receipt of the paper copy.
5. If an appeal is lodged under sub-paragraph c of paragraph 3 of this Rule, a complete paper copy of the appeal shall be deposited with the Registry or sent to the Tribunal by registered post within one week after the appeal is sent by email.
6. The Registrar shall send one copy of the appeal to the Chair and one copy to the Secretary General without delay.

Rule 10. Content of appeals

1. Appeals shall state the object of the request, the facts and the grounds and any other information required by the appeal form.
2. Appeals must also provide any information demonstrating that they meet the admissibility requirements set out in Article 7 of the Statute.

3. The appeal form may be supplemented with further submissions within the time limit set by the Chair. Further submissions must not exceed 25 pages (font: Times New Roman, font size: 12, line spacing: 1.15).

4. The Registrar shall send a copy of any further submissions to the Chair and to the Secretary General without delay.

Rule 11. Observations of the Secretary General

The Chair shall set a time limit for the submission by the Secretary General of his or her observations in writing, to which all supporting documents not already submitted by the appellant shall be appended. These observations must not exceed 25 pages (font: Times New Roman, font size: 12, line spacing: 1.15). They shall be sent to the appellant.

Rule 12. Second exchange of written submissions

If the Chair decides that a second exchange of written submissions is necessary under Rule 8.2 of these Rules, he or she shall determine the conditions, including the time limit, for submitting observations in reply. The observations in reply shall be sent to the Secretary General, who may submit a rejoinder according to the conditions, including the time limit, set by the Chair. The Secretary General's rejoinder shall be sent to the appellant.

Rule 13. Additional information

The Chair may ask the parties to provide any additional information which he or she deems expedient for the conduct of the proceedings.

Rule 14. Manifest inadmissibility

1. If, during the written procedure, the Chair states, in a reasoned report addressed to the judges of the Tribunal, that an appeal is manifestly inadmissible, and if the latter do not raise any objections under Article 8 of the Statute, the appellant shall be informed without delay that his or her appeal has been declared inadmissible and a copy of the report shall be communicated to him or her. A copy of the report shall likewise be sent to the Secretary General without delay.

2. Any decision to declare an appeal manifestly inadmissible shall be taken by order of the Chair.

Chapter IV – Oral proceedings

Rule 15. General rules for oral proceedings

1. Appeals before the Tribunal shall, in principle, give rise to an oral procedure. Nevertheless, the Tribunal may, under Article 5.2 of the Statute, either on its own initiative or at the written request of one of the parties, decide to dispense with a hearing, after consulting the parties.

2. When the case is ready for hearing, the Chair shall fix the date thereof. The Registrar shall give at least 30 days' notice of this date to the judges and deputy judges of the Tribunal who are called upon to sit and to the parties. The Registrar shall send the files relating to the hearing to the judges and deputy judges who are called upon to sit.
3. The Chair shall preside over the hearing and determine the order of the oral proceedings.
4. Hearings of the Tribunal shall be held in public, except in cases where the Tribunal may decide to hold the hearing behind closed doors under Article 5 of the Statute.

Rule 16. Appearance before the Tribunal

1. The Tribunal may, either on its own initiative or at the request of one of the parties, decide to hear any witness or expert or any person whose evidence or statements it deems likely to assist the hearing. The Tribunal may compel the appearance of any Council of Europe staff member whom it decides to hear.
2. A party who wishes to call witnesses, experts or other persons to the hearing must notify the Registrar of this in writing at least 21 days before the date fixed for the opening of the hearing at which the person is to be heard. Such notification shall contain the names and capacities of the persons to be called, the subject to be dealt with in their evidence or statements and the language which will be used.
3. Persons whom the Tribunal decides to hear under Article 10.5 of the Statute shall be summoned by the Registrar at least seven days before the date fixed for the opening of the hearing. During the oral proceedings, the Tribunal may decide to hear a person who has not been summoned if it considers this will assist the hearing. Any such person shall be summoned by the Registrar at least seven days before the date fixed for his or her hearing.
4. Any Council of Europe staff members whom the Tribunal decides to hear shall appear before the Tribunal or the members appointed for that purpose, under Rule 7.3 of these Rules, and may not refuse to provide information requested. Any refusal to appear or to give evidence deemed to be unjustified by the Tribunal shall be brought to the notice of the Secretary General.
5. It shall be for the Tribunal to rule on any objection to a person whom it has decided to hear.

Rule 17. Hearing of witnesses and experts

1. Each witness shall make the following declaration before being heard: "I swear" or "I solemnly declare upon my honour and conscience" – "that I shall tell the truth, the whole truth and nothing but the truth".
2. Each expert shall make the following declaration before being heard: "I swear" or "I solemnly declare" – "that I will discharge my duties as an expert honourably and conscientiously".
3. The Tribunal may put questions to the persons whom it has decided to hear. These persons may be questioned, with the Chair's permission, by the parties or their advisers.

4. The Tribunal may refuse to admit evidence which it considers irrelevant or without probative value. It may also limit oral evidence if it considers sufficient the evidence that has been adduced.
5. The Chair may allow any witness, expert or any other person whom the Tribunal decides to hear and who does not have an adequate knowledge of either of the official languages, to communicate in another language. In such an event, the necessary interpretation shall be provided.
6. In accordance with Article 4.5 of the Statute, the Tribunal may decide that the Council of Europe shall reimburse the travel and subsistence expenses incurred by persons heard in a case.

Rule 18. Adjournment of hearings

1. If, during the oral proceedings, a member of the Tribunal is replaced by another member, the Tribunal shall recommence the part of the proceedings preceding the replacement.
2. The Tribunal or, when it is not in session, the Chair shall rule on any application for the adjournment of a hearing. Such adjournment may also be ordered by the Tribunal on its own initiative.

Chapter V – Intervention

Rule 19. Intervention

1. All requests for authorisation to intervene shall be submitted as provided in Article 11 of the Statute to the Registrar of the Tribunal, who shall send a copy to the parties for observations.
2. The Tribunal shall rule on the admissibility of all requests for authorisation to intervene. In each case, it shall determine the form that the intervention shall take and the conditions, including the time limit, for the intervention.
3. The Chair shall decide to which documents in the case file the intervening party shall have access.

Chapter VI – Stay of execution

Rule 20. Stay of execution

1. In accordance with Article 12.2 of the Statute and Article 14.8 of the Staff Regulations, a request for a stay of execution of a contested administrative decision may be made to the Tribunal in cases of particular urgency where the implementation of the decision would cause serious and irreparable damage to the applicant.
2. The request shall be made using the form set out in Appendix 3 to the present rules. The applicant shall state the grounds for his or her request in the dedicated pages of the form.

3. An electronic copy of the request, together with supporting documents, shall be sent to the Tribunal's email address. A complete paper copy of the request shall be deposited with the Registry or sent to the Tribunal by registered mail within one week after the request is sent by email. The request shall be considered to be lodged on the date on which the applicant sent the electronic copy of the request.
4. The Chair shall grant a time limit for the submission by the Secretary General of his or her observations in writing.
5. Upon a decision by the Chair, either on his or her own initiative or on a reasoned request by the applicant, the latter may submit his or her observations in reply within the timeline granted.
6. The procedure is further governed by Article 12 of the Statute.

Chapter VII – Friendly settlement

Rule 21. Friendly settlement

1. The Tribunal or, when it is not in session, the Chair shall rule on any joint request from the parties to suspend the proceedings in order to allow them to explore the possibilities of a friendly settlement.
2. The Tribunal may, at any time, on its own initiative, recommend that the parties enter into discussions for the purposes of reaching a friendly settlement.
3. The procedure which applies in the cases referred to in paragraphs 1 and 2 of this rule is set out in Article 13 of the Statute.

Chapter VIII – Decisions of the Tribunal

Rule 22. Judgments and decisions

1. Judgments of the Tribunal shall be read out in open court, unless the Tribunal decides to communicate them in writing, which shall constitute pronouncement.
2. Judgments of the Tribunal shall be signed by the Chair and the Registrar. They shall include a summary of the facts and the procedure followed, the legal grounds and the operative part. They shall not indicate whether they were adopted unanimously or by a majority of votes.
3. Judgments of the Tribunal shall also include an order for costs and expenses, in accordance with Article 18 of the Statute.
4. The original of each decision shall be filed in the archives of the Registry. The Registrar shall serve a copy on each party.

Chapter IX – Striking out of appeals

Rule 23. Striking out of appeals

1. At any time during the proceedings, the Tribunal may strike a case out of its list of cases, in accordance with Article 15 of the Statute.
2. Where it decides to strike a case out of its list of cases, the Tribunal shall rule in accordance with the procedure set out in Rule 14 of these Rules. It shall inform the appellant of its decision, a copy of which shall be given to the Secretary General.
3. The Tribunal may decide to restore an appeal to its list where it considers that this is warranted by the circumstances.

Chapter X – Requests for rectification, interpretation, revision and execution

Rule 24. Requests for rectification, interpretation, revision and execution

1. Requests for rectification on the initiative of one of the parties shall be made in writing to the Chair.
2. Requests for interpretation shall be made to the Tribunal using the form set out in Appendix 2, which forms an integral part of these Rules, and submitted to the Registry as provided in Rule 9 of these Rules, *mutatis mutandis*. The request for interpretation shall be communicated to the other party, who shall have 30 days in which to submit observations. The Tribunal shall decide whether the request for interpretation is admissible and, if it is, shall give its interpretation.
3. Requests for revision shall be made to the Tribunal using the form set out in Appendix 2, which forms an integral part of these Rules, and submitted as provided in Rule 9 of these Rules, *mutatis mutandis*. The request for revision shall be communicated to the other party, who shall have 30 days in which to submit observations. The Tribunal shall decide whether the request for revision is admissible and, if it is, shall rule on the merits. The decision to revise shall be appended to the revised judgment. A reference to the decision to revise shall be made in the margin of the revised judgment.
4. Where a request for revision is made, the Tribunal shall establish whether a decision can be taken on the basis of the papers of the file or whether oral proceedings are necessary. Any oral proceedings deemed necessary by the Tribunal in the context of a request for revision shall be governed by Rules 15 to 18 of these Rules, *mutatis mutandis*.
5. Requests for execution shall be made to the Tribunal using the form set out in Appendix 2, which forms an integral part of these Rules, and submitted as provided in Rule 9 of these Rules, *mutatis mutandis*. The request for execution shall be communicated to the Secretary General, who shall have 30 days in which to submit observations. The Tribunal shall decide whether the request for execution is admissible.
6. The Tribunal shall rule on requests by decision or judgment, as appropriate.

Rule 25. Manifest inadmissibility of requests for rectification, interpretation, revision and execution

1. If the Chair states in a reasoned report addressed to the judges of the Tribunal that a request for rectification, interpretation, revision or execution is manifestly inadmissible, and if the judges do not raise any objections under Article 8 of the Statute, the report shall be sent to the requesting party without delay together with the notification that the request has been declared inadmissible.
2. Any decision declaring the request manifestly inadmissible shall be taken by order of the Chair.

Chapter XI – Miscellaneous provisions

Rule 26. Extension of time limits

The Tribunal or, when it is not in session, the Chair may extend the time limits available to the parties in the procedures set out in these Rules.

Rule 27. Derogation from these Rules

The Tribunal may, where a party claims that he or she is unable to comply with these Rules, dispense with such compliance if this derogation does not affect the proper administration of justice.

Rule 28. Matters not covered by these Rules

All matters not provided for in the present Rules shall be dealt with by decision of the Tribunal or, when it is not in session, by decision of the Chair, which shall be binding only in respect of the particular case.

Chapter XII – Final provisions

Rule 29. Application and entry into force of these Rules

1. These Rules shall apply, *mutatis mutandis*, to disputes involving staff members of the Council of Europe Development Bank and the other intergovernmental organisations over which the Tribunal has jurisdiction under Article 2 of the Statute.
2. These Rules shall apply to appeals included in the list of cases of the Tribunal as from 10 February 2023.

Appendix 1: Appeal form

Appendix 2: Rectification, interpretation, revision or execution request form

Appendix 3: Stay of Execution form

APPENDIX 1

ADMINISTRATIVE TRIBUNAL
TRIBUNAL ADMINISTRATIF



APPEAL FORM

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 9 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).

As provided in Rule 10.3 of the Tribunal's Rules of Procedure, the appeal form can be supplemented with further submissions within the time limit set by the Chair. Further submissions must not exceed 25 pages (font: Times New Roman, font size: 12, line spacing: 1.15).

I. INFORMATION CONCERNING THE APPELLANT:

1. Description of the appellant:

a. Surname(s)

First name(s)

b. Date of Birth

Place 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 appellant:

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

2. Capacity of appellant (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 appellant is claiming through a staff member or former staff member, indicate the name of this staff member and the reason entitling the appellant 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, in the case of a former staff member, as at the date on which they left their post.

Grade

| | |
|--|--|
| | |
|--|--|

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 appellant 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 THAT IS BEING APPEALED AGAINST:

Please note that you must demonstrate that your appeal meets the admissibility requirements. Some of the information requested below is relevant for the purposes of demonstrating this admissibility.

For all appeals 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 appellant's knowledge:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| D | D | M | M | Y | Y | Y | Y |

Since the entry into force, on 1 January 2023, of the revised Staff Regulations of the Council of Europe, Article 14.6 of the said Regulations provides, as follows:

"An appeal may be lodged with the Administrative Tribunal by a staff member, without first lodging a formal complaint with the Secretary General, against the imposition of a disciplinary sanction, with the exception of a written warning. An appeal may also be lodged by a staff member directly with the Administrative Tribunal against a decision taken by the Secretary General personally, or against an administrative decision implementing a legislative measure of general character adopted by the Committee of Ministers, provided that the staff member has a direct and existing interest in challenging such a decision."

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 appellant received the Conciliator's report, or the end date of the period allowed for the procedure in the conciliation agreement:

III. OBJECT AND GROUNDS OF THE APPEAL:

8. Object of the appeal:

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

You may set out the grounds of the appeal using the following three dedicated pages, without including additional sheets. The grounds of the appeal may be expanded upon in further submissions in accordance with Rule 10.3 of the Tribunal's Rules of Procedure.

Page dedicated to the grounds of appeal:

A large, empty rectangular box with a thin black border, intended for the user to write the grounds of appeal.

Page dedicated to the grounds of the appeal:

A large, empty rectangular box with a thin black border, intended for the user to provide the grounds of the appeal.

IV. DOCUMENTS APPENDED TO THE APPEAL FORM:

10. Provide a numbered list, in chronological order if possible, of the documents appended to the appeal form. This list should normally include a copy of the contested decision, the Conciliator’s report (if applicable) and the power of attorney (if the appellant 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 requesting party or their representative certifies that the information provided in this appeal form 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

RECTIFICATION, INTERPRETATION, REVISION OR EXECUTION REQUEST FORM

Endorsement of the Registrar /Deputy Registrar of the
Administrative Tribunal

Request 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 9 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 aforementioned documents).

I. INFORMATION CONCERNING THE REQUESTING PARTY

1. Description of the requesting party:

a. Surname(s)

First name(s)

b. Date of birth

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| D | D | M | M | Y | Y | Y | Y |

Place of Birth

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 requesting party:

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.

II. DETAILS OF THE JUDGMENT FOR WHICH RECTIFICATION, INTERPRETATION, REVISION OR EXECUTION IS REQUESTED:

Please note that you must demonstrate that your request meets the admissibility requirements and that some of the information requested below is relevant for the purposes of demonstrating this admissibility.

Since the entry into force on 1 January 2023 of the revised Statute of the Administrative Tribunal of the Council of Europe, the Tribunal may, under Article 17 of the Statute, receive requests for rectification, interpretation, revision or execution. Article 17.1 of the Statute provides as follows:

“The Tribunal may receive requests for rectification, interpretation, revision or execution of a judgment (...). If any such request is found to be in fact or in law an appeal against the original judgment, that request shall be declared inadmissible in accordance with Article 8 of this Statute.”

For all requests indicate:

2a. Date on which the judgment was issued and registration number of the appeal/appeals to which it refers:

Date judgment issued

Registration number of the appeal/appeals

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| D | D | M | M | Y | Y | Y | Y |

b. Date on which the judgment was notified to the parties:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
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III. OBJECT AND GROUNDS OF THE REQUEST FOR RECTIFICATION (1) INTERPRETATION (2), REVISION (3) OR EXECUTION (4):

(1) OBJECT AND GROUNDS OF THE REQUEST FOR RECTIFICATION:

3. Paragraph(s) of the judgment for which rectification is requested:

4. Typographical or arithmetical error in the judgement for which rectification is requested:

(2) OBJECT AND GROUNDS OF THE REQUEST FOR INTERPRETATION:

Please note that, under Article 17.3 of the Tribunal's Statute, requests for interpretation must relate to the meaning or scope of a judgment and must not, under Article 17.1 of the Statute, be found to be, in fact or in law, an appeal against the original judgment.

5. Paragraph(s) of the judgment for which interpretation is requested:

6. Please state the grounds for your request for interpretation concerning the meaning or scope of the judgment (please give brief but sufficient details using the 3 dedicated pages of this form – font: Times New Roman, font size: 12, line spacing: 1.15):

(3) OBJECT AND GOUNDS OF THE REQUEST FOR REVISION:

Please note that, under Article 17.4 of the Tribunal's Statute, judgments may be revised only in the event of discovery of facts which, through no fault or negligence on the part of the party making the request, were unknown to that party and to the Tribunal at the time the judgment was delivered.

These facts must also be liable by their nature to have a decisive influence on the judgement given.

7. Identify any decisive fact(s) which was/were unknown to yourself and to the Administrative Tribunal at the time the judgment was delivered:

8. Explain when and how you learned of the fact or facts mentioned above:

9. Explain why, in your opinion, the facts in question might by their nature have a decisive influence on the judgment already given (please give brief but sufficient details using the 3 dedicated pages of this form – font: Times New Roman, font size: 12, line spacing: 1.15):

(4) OBJECT AND GOUNDS OF THE REQUEST FOR EXECUTION:

Please note that Article 17.5 of the Tribunal's Statute provides for the possibility of requesting the Tribunal to order the Secretary General to execute the judgment and, if necessary, to stipulate the measure that he or she must take to that end, if the Secretary General does not take, within a reasonable time, the measures communicated to the Tribunal concerning execution, or does not communicate such measures to the Tribunal.

10. Section(s) of the operative part of the judgment for which execution is requested:

11. Please state the grounds of your request for execution (please give brief but sufficient details using the 3 dedicated pages of this form – font: Times New Roman, font size: 12, line spacing: 1.15):

IV. DOCUMENTS APPENDED TO THE REQUEST FORM

12. Provide a numbered list, in chronological order, if possible, of the documents appended to the request form. This list should normally include a copy of the judgment to which the request refers and the power of attorney (if the requesting party 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 requesting party or their representative certifies that the information provided in this request form is accurate and that any copies submitted to the Administrative Tribunal are true copies of the original document.

Done at:

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Page dedicated to the grounds of the Request for Rectification (1), Interpretation (2), Revision (3) or Execution (4):

A large, empty rectangular box with a thin black border, occupying most of the page below the header. It is intended for the user to provide the grounds for their request for rectification, interpretation, revision, or execution.

Page dedicated to the grounds of the Request for Rectification (1), Interpretation (2), Revision (3) or Execution (4):

A large, empty rectangular box with a thin black border, occupying most of the page below the text. It is intended for the user to provide the grounds for their request for rectification, interpretation, revision, or execution.

Page dedicated to the grounds of the Request for Rectification (1), Interpretation (2), Revision (3) or Execution (4):

A large, empty rectangular box with a thin black border, occupying most of the page below the header. It is intended for the user to provide the grounds for their request for rectification, interpretation, revision, or execution.

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

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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:

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Leave date:

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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

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Or

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

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If applicable, indicate:

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

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

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

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h. Date of the dismissal of the complaint:

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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:

Empty rectangular area for providing grounds for the request.

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

Empty rectangular area for providing grounds for the request.

This page is a large, empty rectangular area enclosed by a thin black border, intended for the user to provide details for the stay of execution request. The area is currently blank.

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).

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| 1. | _____ | p. |
| 2. | _____ | p. |
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| 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:

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Signature