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INTERNATIONAL CIVIL AVIATION ORGANIZATION

STAFF NOTICE NO. 5846

ADMINISTRATION OF INTERNAL SYSTEM OF JUSTICE AT ICAO – APPEALS BOARD – RULES OF PROCEDURES

In accordance with Article XI of the Staff Regulations, a staff member shall have the right to a review by the Secretary General of any decision falling under Staff Regulation 11.1, and a subsequent right under Regulation 11.2 to lodge an appeal against the result of such review with the Appeals Board (neutral first instance process), whose composition is set out in Regulation 11.3.

Pursuant to Regulation 11.3, the Rules of Procedure for the Appeals Board have been established by the Secretary General following consultations with the Staff Association and the Board Chairs, as well as with the members of the Appeals Board.

These Rules govern the conduct of parties to those proceedings and, expanding upon ICAO Staff Rule 111.1, provide the procedural framework within which appeals before the Board are handled – to tell the parties how and when things must be done in the course of the appeal and to provide procedural safeguards throughout the process to promote the fair and timely resolution of appeals by staff members against administrative decisions alleged to be in non-compliance with their terms of appointment or contract of employment.

These Rules enable the ICAO Appeals Board to deal with cases fairly, justly and independently of the Administration. These Rules aim to (a) ensure that the parties are on an equal footing; (b) deal with cases in ways that are proportionate to the complexity and importance of the issues; (c) avoid unnecessary formality and seek flexibility in the proceedings; (d) avoid delay, so far as is compatible with proper consideration of the issues; and (e) promote and, where appropriate, facilitate the amicable resolution of disputes.

The Rules of Procedure, as well as related forms, are available on the Intranet at: <https://intranet.icao.int/HRB/Human%20Resources%20Forms/Forms/AdministrationOfJustice.aspx>.

Juan Carlos Salazar
Secretary General