

Information Circular IC/HR/256

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in English and French

Appeals Board: Election of Panel of Members representing the staff for the period 05 September 2025 to 04 September 2027

1. Purpose of the Appeals Board: The Appeals Board is an independent and impartial body that plays a central role in ensuring the fair, rigorous, and equitable administration of internal justice at UNESCO. It contributes to the rule of law, protects staff rights, and reinforces institutional accountability. In accordance with paragraph 1 of its Statutes (Annex A of the Staff Regulations and Staff Rules), “the Appeals Board shall advise the Director-General, with whom the final decision shall rest, on appeals made by members of the staff.”
2. Composition of the Appeals Board: For each appeal, the Board is composed of five voting members:
 - **A Chairperson**, appointed by the Executive Board;
 - **Two staff members**, designated by the Director-General;
 - **Two staff members**, appointed in rotation by the Chairperson from a Staff Panel elected every two years.
3. Right to vote and eligibility for office: All staff members are eligible to stand as candidates and to vote in the election.
4. Functioning of the Appeals Board: Appeals are brought before the Board by staff members who wish to contest administrative decisions or disciplinary measures affecting their terms of employment. Once both the Appellant’s submission and the Administration’s reply have been received, the Board convenes to examine the case in accordance with its Statutes.

Hearings are held *in camera*, either in person or remotely. Proceedings begin with a statement by the Appellant or their representative, followed by a response from the representative of the Director General. Both parties may present evidence, call witnesses, and respond to questions from the Board. The Chairperson ensures that proceedings are conducted fairly and in line with the principles of due process.

Following the hearing, the Board deliberates in private and adopts a report by majority vote, which includes its findings and recommendations to the Director-General. Dissenting opinions may be included. The Director-General issues a final decision within 90 calendar days of receiving the report. The Board typically holds two sessions per calendar year.

5. Nomination of candidates: Staff members wishing to nominate a candidate must submit their nominations electronically to the Secretariat of the Appeals Board no later than **Wednesday, 27 August 2025**.

Each nomination must include:

- Candidate's nationality, grade, Sector/Bureau/Division, and duty station
- Signature of a nominating staff member
- Signature of the candidate confirming willingness to serve
- A photograph (optional but encouraged)

Nominations should reflect a broad range of nationalities, sectors, and grades. A nomination form is attached below. A list of candidates will be circulated prior to the election.

6. Voting Period: Elections will be conducted electronically by secret ballot from **Monday, 1 September to Thursday, 4 September 2025**.

7. Elected Candidates:

- **Group I**: Twenty members from the Professional category and above
- **Group II**: Twenty members from the General Service category

To ensure diversity, no more than three members in Group I and no more than five in Group II should, to the extent possible, be of the same nationality.

For the Director-General

Director
Bureau of Human
Resources Management

**UNESCO APPEALS BOARD
Staff Panel Nomination Form**

I, the undersigned, hereby propose the candidature of:

for election to the panel of members representing the staff for the period
05 September 2025 to 04 September 2027.

Proposer's Name: _____

Proposer's Signature: _____

I, the candidate, confirm my willingness to serve on the Appeals Board if elected.

Please attach a recent photograph (optional but encouraged).

Candidate's Signature: _____

Date: _____

Sector, Bureau, Office: _____

Nationality: _____

Grade: _____

Please email to the Appeals Board at
conseildappel@unesco.org
not later than Wednesday, 27 August 2025