



UNITED NATIONS

NATIONS UNIES

Request for Assistance
Office of Staff Legal Assistance (OSLA)

Room: DC2-0650 United Nations, New York 10017, USA; (Tel) 1-212-963-3957, (Fax) 212-963-0252 (E-mail) osla@un.org

1. Details of staff member, former staff member or deceased staff member

Form with fields: Family Name(s), Given Name(s), Date of Birth, Gender, Entry on Duty UN, UN Index Number, UNJSPF Number, Nationality

Are you requesting assistance on behalf of another (former) staff member?

(Tick box if YES)

Have you previously contacted OSLA? (if so, when?)

(Tick box if YES)

2. Who took the decision or action you would like to question or challenge?

We need to know which Entity took the decision/action you would like to question or challenge. We can only assist if a listed entity took the decision/action and you (or the person you are applying for) were employed by one of the following Entities: The UN Secretariat, its UN Offices Away from Headquarters (UNOG, UNON, UNOV), its Peacekeeping Missions and Special Political Missions, the Regional Commissions, specific Tribunals (ICJ, ICTR, ICTY, ITLOS, UNAKRT) and the following specific Agencies/Funds/Programmes/Entities: (ICAO, IMO, ISA, ITC, UNCCD, UNCDF, UNCTAD, UNDP, UNEP, UNFCCC, UNFPA, UN-Habitat, UNHCR, UNICEF, UNICRI, UNITAR, UNJSPF, UNODC, UNOPS, UNU, UNV, UN-Women and WFP's local staff).

Decision-making Entity (who took the contested decision)

If selected, specify the Other Deciding Entity here:

3. Employment Information at time of Contested Decision

We need to know which Entity employed you at the time of the decision you would like to question or challenge and where you were working at the time.

Employing Entity of Staff Member (at time of contested decision)

If selected, specify the Other Employing Entity at time of decision here:

Form with fields: Duty Station (City), Continent/Region

PLEASE NOTE that OSLA is generally only able to assist with issues of **staff members** (with contract types of **temporary, fixed-term, continuing/permanent/indefinite appointments**). We generally cannot assist persons with problems concerning a service contract, special service agreement, internship, UN volunteer arrangement, consultancy arrangement, and the like. If you are uncertain, select "Other".

| | |
|---------------------|--|
| Contract Type | |
| Category/Grade/Step | |

4. Current Employment Information (if applicable)

If selected, specify the **Other** Current Employing Entity here:

| | |
|---------------------|--|
| Duty Station (City) | |
| Continent/Region | |
| Contract Type | |
| Category/Grade/Step | |
| Functional Title | |

5. Contact Information (of person filling out form)

| | | | |
|-------------------|--|------------|--|
| Mailing Address | | | |
| Permanent Address | | | |
| Home Phone | | Work Phone | |
| Mobile Phone | | Fax | |
| E-mail(s) | | | |

DO YOU HAVE AN IMMEDIATE DEADLINE? **IF YES, FOR WHICH DATE?**
 IF YES, FOR WHAT PURPOSE? (Tick box if YES) YYYY-MM-DD

IF OSLA IS IN A POSITION TO PROVIDE LEGAL REPRESENTATION, DO YOU AUTHORIZE THE CHIEF OF OSLA TO APPOINT COUNSEL ON YOUR BEHALF? (Tick box if YES)

HAVE YOU APPROACHED THE OMBUDSMAN, YOUR MANAGERS OR OTHER PARTIES TO SEEK INFORMAL RESOLUTION OF THIS MATTER: (Tick box if YES)
 PLEASE PROVIDE DETAILS IN YOUR CHRONOLOGY (pages 3, 4 and 5 of this form)

TODAY'S DATE:

(YYYY- MM -DD)

CONCISE TIMELINE/CHRONOLOGY OF MY CASE

For each event relevant to your case, please indicate a date, followed by a brief description of the event. Please include only the most important events and spell out all acronyms or abbreviations. Use one field per event).

| | Description of events |
|------------|-----------------------|
| YYYY-MM-DD | |
| YYYY-MM-DD | |
| YYYY-MM-DD | |
| YYYY-MM-DD | |

CONCISE TIMELINE/CHRONOLOGY (continued)

Description of events

YYYY-MM-DD

YYYY-MM-DD

YYYY-MM-DD

YYYY-MM-DD

CONCISE TIMELINE/CHRONOLOGY (continued)

| | Decription of events |
|------------|-----------------------------|
| YYYY-MM-DD | |
| YYYY-MM-DD | |
| YYYY-MM-DD | |
| YYYY-MM-DD | |

Filing instructions:

Please transmit this completed form in electronic format (do not print and scan) via email to osla@un.org, together with a signed and scanned copy of your [OSLA consent form](#) .

For further information about time limits and OSLA, please visit <http://www.un.org/en/oaj/legalassist/>

Note:

If you have e-mail client software setup on your computer (e.g. *Outlook*, *Exchange* or *Lotus Notes*), you can submit this form using the button above.

If you use only webmail (such as yahoo, gmail or hotmail) you should save this form and attach it and any other required forms and documents by using the “add attachments” feature of your webmail.

Preparing your case:

OSLA relies on those staff members requesting assistance to cooperate in gathering and compiling relevant information, documentation and evidence which may be used to assess and develop their case. To facilitate our understanding of a case, and before OSLA can assess if and how we may assist, the following should be submitted along with the above two forms:

- Copy of latest contract and personnel action form(s)
- Information concerning any contact with the Management Evaluation Unit, Ombudsman, Ethics Office, Staff Union, etc., including any attempts at informal resolution of a matter involving dissatisfaction with an administrative decision
- Any administrative decision to be contested, indicating the date of receipt
- Written communications or submissions in relation to the matter
- Any relevant evidence

Disciplinary matters

If the matter is disciplinary in nature, the following documentation and information should be provided:

- The allegations of misconduct received, with all attachments including investigation reports and annexes
- A draft response to those allegations
- Any other submissions or correspondence in relation to the allegations, such as requests to comment on investigation report and staff member’s responses

Case Review

OSLA New York will review your documentation and will be in contact with you as soon as possible. Requests for assistance must be made only to the OSLA New York Office. Individual OSLA legal officers in duty stations away from New York are not authorized to accept cases directly on behalf of OSLA, although they may be available for informal inquiries or to offer summary advice.

For urgent advice or procedural information , please call +1 212 963 3957