

Description of Action	Relevant CRMS	Number of days for action
<b>REQUEST FOR INTERNAL REVIEW (“INTERNAL APPEAL”)</b>		
1. Request for Internal Review (“Request”) is submitted in writing on the correct form to Secretary General(SG)/Head of Institution(HoI)/Head of Mission(HoM) within 30 days of notification of the impugned decision	SReg 10.01(b)&(c) of the SRSRs	+30 days
2. SG/HoI/HoM may give immediate and full consent to overrule the impugned decision thereby putting an end to the appeal, <b>OR IF NOT</b>	Art. II.1, App.12 of the SRSRs	Immediate
3. <i>[After having consulted the designation with each prospective member to avoid any conflict of interest]</i> the Internal Review Board (IRB) is designated by SG/HoI/HoM within 7 (or 14) <i>[working]</i> days upon receipt of the Request <i>[and notifies the Appellant of the proposed designation]</i>	Art. II.1, App.12 of the SRSRs	+7 (14) <i>[working]</i> days
4. The Appellant may object, with legitimate reasons, to the IRB’s proposed composition within 3 days of notification	Art. II. 6, App.12 of the SRSRs	+ 3 <i>[working]</i> days
5. The SG/HoM/HoI informs the Appellant of the decision in respect of the objection raised (if any) within a further 3 (or 6) days.	Art. II. 6, App.12 of the SRSRs	+ 3 (6) <i>[working]</i> days
6. The IRB is accordingly established and its members are notified.	Art. II.1 and 2, App.12 of the SRSRs	Without delay
7. A copy of the Request is provided to the IRB Chairperson.	Art. IV.1, App.12 of the SRSRs	Without delay
8. <i>[The IRB Chairperson convenes the IRB, distributes the Request and bearing in mind the provisions of Appendix 12 SRSRs,] the IRB decides questions regarding its own competence and determines its own procedure, including whether oral hearings shall be held or whether the appeal will be considered on the basis of written submissions only. [Any queries regarding procedure are consulted with Director/OIO. Note: oral hearings are exceptional and must be carefully managed to ensure due process]</i>	Art. V.1-2, App.12 of the SRSRs	
<b>9. THE IRB THEN DECIDES:</b>		
<b>9a. If the IRB considers that the Request is substantiated,</b> the Chairperson requests the SG/HoI/HoM to submit the OSCE’s Reply within 30 days; <b>OR</b>	Art. IV.2, App.12 of the SRSRs	+ 30 days
<b>9b. If the IRB considers that the Request is not sufficiently substantiated,</b> the Chairperson requests the Appellant to submit a written statement of arguments to IRB Chairperson within 14 days which shall be provided to the SG/HOI/HOM;	Art. IV.3, App.12 of the SRSRs	+14 days

<u>OR</u>		
<p><b>9c. If the IRB is notified by the SG/HOI/HOM of a complaint under SI 21/Rev.1 (“OSCE Policy on Professional Working Environment”) which is related to the impugned decision and is under investigation by OIO, upon request of the SG/HOI/HOM, the IRB will suspend its review of the case until it has been notified of the outcome of the OIO investigation.</b></p>	<p>Annex 2, Paragraph 1.4, SI 21/Rev. 1 (“OSCE Policy on Professional Working Environment”)</p>	
<p>10. <i>Thereafter (completion of steps 9a or 9b or 9c, as the case may be) the IRB Chairperson requests the SG/HOI/HOM to submit the OSCE’s Reply within 30 days.</i></p>	<p>Art. IV.3, App.12 of the SRSRs</p>	<p>+ 30 days</p>
<p>11. The IRB Chairperson communicates the OSCE’s Reply to the Appellant without delay</p>	<p>Art. IV.3, App.12 of the SRSRs</p>	<p>Without delay</p>
<p>12. <i>The IRB Chairperson provides the Appellant the opportunity to submit a Rejoinder to the Reply and, in turn, the SG/HOI/HOM the opportunity to submit a Surrejoinder to the Rejoinder.</i></p>		<p><i>Deadlines to be established by the IRB</i></p>
<p>12. IRB considers the written submissions (<i>and oral statements, if the IRB has conducted oral hearings</i>) and formulates its Report and recommendation. The IRB adopts its Report, including its recommendation [<i>including suggested compensation, if any, if it is appropriate and it considers itself competent to perform such a valuation</i>], by majority vote. The IRB submits its Report to the SG/HoM/HoI (or to the SG and HoI/HoM if the IRB was constituted at the OSCE Secretariat due to staff deficit) within 60 days of receipt of the Reply, <u>to the extent possible</u>.</p>	<p>Art. V.5-7, App.12 of the SRSRs</p>	<p>+ 60 days, to the extent possible</p>
<p>13. SG/HoM/HoI<sup>1</sup> takes his/her Final Decision within 30 days of receipt of IRB’s Report</p>	<p>Art. VIII.1, App.12 of the SRSR</p>	<p>+ 30 days</p>
<p>14. The Final Decision and a copy of the IRB Report is notified by the SG/HoM/HoI to the Appellant without delay. A copy of the Final Decision is transmitted to the IRB Chairperson.</p>	<p>Art. VIII.3, App.12 of the SRSRs</p>	<p>Without delay</p>
<p>15. <i>Upon receipt of the Final Decision and consequent dissolution of the IRB, the IRB Chairperson closes the file, containing any and all copies of all essential documents (request, supporting documents, IRB Report, Final Decision) and forwards it in a sealed file to Secretariat Legal Services. With due regard to the confidential nature of the IRB proceedings, IRB members are responsible for deleting any electronic files and destroying any notes/documentation related to the case.</i></p>	<p>Art. VIII.4, App.12 of the SRSRs</p>	<p><i>Upon receipt of the Final Decision and consequent dissolution of the IRB</i></p>