



## **Useful tools and contacts when facing adverse administrative decisions**

Dear Colleagues,

The Office of Administration of Justice (OIJ) has recently published a series of information materials on the UN's internal justice process. This can be very useful if you ever find yourself in a situation where you wish to contest an administrative decision that touches on your rights as a staff member.

- The "[How do I appeal](#)" [booklet](#) walks you through the different steps of the formal dispute resolution process (and briefs you on very useful informal alternatives as well).
- The "[Timelines](#)" [wallet card](#) explains the established deadlines for each step of the formal process.
- The [Digest of Case Law 2009–2019](#) provides a comprehensive compilation of how the different issues have been decided in the past and may guide you to find answers and build arguments.
- And if you decide to represent yourself at the UN Dispute Tribunal (UNDT), this [toolkit for self-represented litigants](#) (interactive video tutorials) should not be missed.

Please also note that, as a matter of principle, the Office of Staff Legal Assistance (OSLA) provides legal advice and representation to staff members (and former staff or affected dependents) who wish to appeal an adverse administrative decision, or who are subject to disciplinary action. Should you wish to present a legal case through the formal channels, we strongly advise you contact [OSLA](#) for advice and potential legal representation.

For guidance on informal dispute resolution (which is always more advisable than the formal process whenever possible), please contact the [Ombudsman's Office](#).

The Staff Union also remains available for any support you need.

Best regards,

Mahamadou Nassirou Ba, President  
FUNSA

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