

**REQUEST FOR MANAGEMENT EVALUATION**Request management evaluation:

1. United Nations Staff Rule 11.2(a) provides: “A staff member wishing to formally contest an administrative decision alleging non-compliance with his or her contract of employment or terms of appointment, including all pertinent regulations and rules pursuant to staff regulation 11.1(a), shall, as a first step, submit ... in writing a request for a management evaluation of the administrative decision.”

Time limit:

2. A request for a management evaluation must be sent within sixty calendar days from the date on which the staff member received notification of the administrative decision to be contested, or else it is not receivable (Staff Rule 11.2(c)). This deadline may be extended by the Executive Director pending efforts for informal resolution conducted by the Office of the Ombudsman.

Procedure:

3. A request for a management evaluation within the meaning of Staff Rule 11.2(a) shall be submitted using the form at [ANNEX I](#) hereto. Please sign and date the form, and send it as an attachment to the generic email address [RME@unfpa.org](mailto:RME@unfpa.org).

4. A written response on behalf of UNFPA to the request for management evaluation will be issued by the Executive Director or an appropriate designee.

Office of Staff Legal Assistance:

5. Information about the United Nations Office of Staff Legal Assistance, including contact information, may be obtained at <http://www.un.org/en/oaj/legalassist/>.