



NORTH ATLANTIC TREATY ORGANIZATION  
ORGANISATION DU TRAITÉ DE L'ATLANTIQUE NORD

ADMINISTRATIVE TRIBUNAL  
TRIBUNAL ADMINISTRATIF

AT(TRI)(2014)0003

## **GUIDELINES FOR ATTENDANCE TO THE NATO ADMINISTRATIVE TRIBUNAL'S HEARINGS**

In accordance with the new regulations governing administrative review, mediation, complaints and appeals (*cf* NATO Civilian Personnel Regulations, Article 6.7.1<sup>1</sup>) hearings of the Administrative Tribunal (AT) “*may be attended by any interested staff members or retired NATO staff, or a member of the delegation of any of the member States who hold appropriate security clearance [...]*,” unless the AT requires the hearing be held in private.

For security and safety reasons the following guidelines will apply.

### **INFORMATION FOR ALL ATTENDEES**

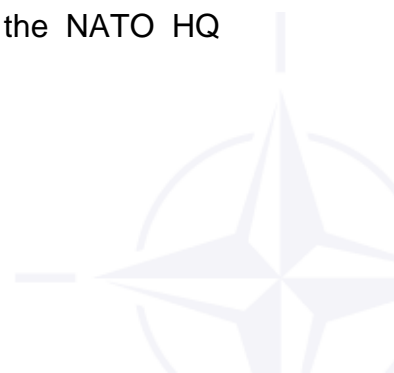
Those interested in attending a hearing should inform the AT Registrar office by e-mail only at the following address: [mailbox.tribunal@hq.nato.int](mailto:mailbox.tribunal@hq.nato.int), indicating specifically the hearing(s) they wish to attend. This must be done not later than two weeks before the first hearing of the AT session takes place.

The list of attendees will be closed two weeks before the first hearing takes place. Only persons on the list will be allowed to enter the conference room where the hearing is held. Due to the limited seat capability of the conference rooms, only a limited number of attendees will be admitted and seats will be allocated on a first-come-first serve basis.

### **ACCESS TO THE NATO HQ PREMISES**

AT hearings are normally held at NATO Headquarters, Brussels, and access to the NATO premises must be in compliance with the applicable NATO Security Regulations.

In addition to the notification of the AT Registry above, access to the NATO HQ premises is regulated by the following procedure:



- 1) **Attendees holding a NATO security badge:** no access procedure required.
- 2) **Attendees NOT holding a NATO security badge:**
  - a) **staff members with a NATO Secret security clearance:** a temporary pass can be issued, provided that the Security Officer of the respective Agency, or failing that the Security Officer of the Delegation to the Organization of the country of which the person is a national, faxes to the Office of Security at NATO HQ in Brussels (+32 2 707 3821) a request in the prescribed form, indicating: family name, first name, date of birth and level of security clearance which is hold. The request MUST specify “NATO Administrative Tribunal on day/month/year”. For members of a Military Command a copy of the security clearance is required.

These steps are to be taken directly by the individual concerned.

- b) **staff members without a NATO Secret security clearance and retired staff members:** family name, first name, date/place of birth and nationality will have to be provided not later than two weeks before the first hearing takes place to the AT Registry, by e-mail only, at the following address: [mailbox.tribunal@hq.nato.int](mailto:mailbox.tribunal@hq.nato.int). The AT Registry will do the necessary with the Office of Security to allow escorted access to the conference room.

Please note that, in order to ensure smoothness of the access, staff members without a NATO Secret security clearance and retirees will be escorted through a group access only, 15 minutes before the selected hearing takes place. The AT Registry office will inform attendees accordingly of the date, time and location of the pick-up escort point.

## **CONDUCT DURING THE HEARING**

Attendees to the hearings will have to respect the utmost silence and respectful behaviour in the conference room and outside the conference hall. While on site, they will have to abide to the NATO Security Regulations, as well as, during the hearing, to attain themselves to the instructions of the President of the Tribunal and the Registrar.

No technical or other media devices turned on are allowed in the room.

Failure to comply with the present guidelines, and further instructions given, will entail non-access to the HQ premises or non-attendance to the selected hearing(s).

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<sup>i</sup> “Unless all parties agree otherwise, appeals lodged before the Tribunal will require an audience in the form of an oral hearing where all concerned parties may be present and or represented. In accordance with the provisions of the present Annex, oral hearings may be attended by any interested staff members or retired NATO staff, or a member of the delegation of any of the member States who hold appropriate security clearance, unless the Tribunal decides, upon the request of a party and taking into account the views of the other party, that exceptional circumstances, such as the personal and private nature of the matters raised, require that the hearing be held in private. The Tribunal may adopt rules concerning attendance of hearings and conditions thereof.”