**UNITED NATIONS NATIONS UNIES**

**OFFICE OF UNDER-SECRETARY-GENERAL FOR MANAGEMENT**

**Management Evaluation Unit (MEU)**

Please mail your request along with all supporting documentation to the following address:

Management Evaluation Unit

United Nations Secretariat

Room #L130A

405 E 42nd Street, 1st Ave

New York, NY 10017

The MEU can also be reached via generic email address meu@un.org and via fax (212 963 8424)

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**Pro-Forma Request for Management Evaluation**

***PERSONAL INFORMATION***

***Mr. /Ms.***

***Your Name (family name first):***

***E-mail address:***

***Mailing Address:***

***Work Phone***:

***Home Phone***:

***Cell Phone:***

***Index Number***:

***Type of Appointment: Functional Title:***

***Dept./Office***  ***Duty Station:***

***ADMINISTRATIVE DECISION TO BE EVALUATED***

***Specify the decision you are requesting us to evaluate (please attach a copy of the decision, if any)***

***When was the decision taken/when did you become aware of it?***

***Who took the decision?***

***Have you discussed the matter with your supervisor(s)/the decision maker?***

***Have you received a response?***

***PURPOSE OF YOUR REQUEST***

***What staff rights of yours have been violated by the decision at issue?***

***What remedy do you seek through management evaluation?***

***Would you be amenable to our efforts at an informal resolution of your grievance?***

***Please feel free to attach a letter containing your description of the context of the decision, relevant facts, documents and any other information you consider important in the context of your request for evaluation.***

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***COUNSEL INFORMATION***

***If you have, or should you decide in the future to obtain legal counsel, please provide us with the following contact information:***

***Name of Counsel:***   
***Place of work:***

***E-mail Address***:

***Work Phone:***

|  |  |
| --- | --- |
| ***Signature*** | ***Date*** |
|  |  |