

APPEAL

Applicants can lodge **an administrative complaint** addressed to the **Director of the European Training Foundation (ETF)** under Article 90(2) of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union (“Staff Regulations”) at any stage of the selection against acts alleged affecting them adversely. The complaint must be lodged **within 3 months** running from the time the applicant is notified of the act allegedly prejudicing his/her interests,

Either by email (Recruitment@etf.europa.eu)

Or by post to the *European Training Foundation (ETF)*
Director
Viale Settimio Severo 65
C/o Villa Gualino
I- 10133 Turin
<http://www.etf.europa.eu>

Applicants may lodge **an appeal** under Article 91 of the Staff Regulations **before the Court of Justice of the European Union** who has jurisdiction in such disputes under Article 270 of the Treaty on the Functioning of the European Union.

Applicants also have the right to make **a complaint to the European Ombudsman**. However, before the Ombudsman can accept a complaint, it is necessary that applicants first raise their concerns with the ETF. Any complaint to the Ombudsman must be made within two years of the event or action being complained of; that in this case is within two years of receiving the institution's final position on the matter. Complaints may be submitted:

Either via the *Ombudsman's online complaint form* which is available at:
<https://secure.ombudsman.europa.eu/en/atyourservice/secured/complaintform.faces>

Or by post to the European Ombudsman
1 avenue du Président Robert Schuman
CS 30403
F - 67001 Strasbourg Cedex
T. +33 (0)3 88 17 23 13
<http://www.ombudsman.europa.eu>
eo@ombudsman.europa.eu

It shall be noted that complaints made to the Ombudsman have no suspensive effect on the period laid down in Article 90(2) and Article 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Court of Justice of the European Union.