

REMEDIAL PROCEDURE

- Request to initiate Request to continue Request to terminate a
remedial procedure
(to be sent to the final assessor)

Details concerning the official who is the subject of the procedure

Mr/Ms: Staff number:

Grade:

Type of post:

Job description:

DG/unit/place of employment:

REQUEST TO INITIATE A REMEDIAL PROCEDURE

(please attach the recommendations)

(a) Shortcomings and reasons for them:

- Problem(s) in adapting to the general environment in the European Parliament
Specify:
- Problem(s) in adapting to the department to which he/she is posted
Specify:
- Inadequate level of ability or efficiency to perform current duties
Specify:
- Inappropriate conduct in the service
Specify:
- Lack of motivation
Specify:
- Other
Specify:
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(b) Measure(s) taken prior to submitting the request to initiate a remedial procedure:

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(c) Remarks:

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REQUEST TO CONTINUE THE REMEDIAL PROCEDURE

(please attach any revised recommendations)

(a) Remarks on the initial phase of the remedial procedure:

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(b) Aspects of professional performance which are still unsatisfactory:

Ability

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Efficiency

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Conduct

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REQUEST TO TERMINATE THE REMEDIAL PROCEDURE

(a) Set out the reasons why termination is being requested:

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FIRST ASSESSOR

Date: **Signature:**

FINAL ASSESSOR

Approved

Proposal **not approved**

- Initiate a remedial procedure
- Continue the remedial procedure
- Terminate the remedial procedure

Date: **Signature:**

Copy to: Mr/Ms *(the official concerned)*

Annex: Recommendations