Arbitration Request Form

For Arbitration Requests submitted in accordance with Article 61 of Regulation 2016/796 (and Article 30§2)

TO BE SEND BY EMAIL TO : BoAregistrar @ era.europa.eu

|  |  |
| --- | --- |
| 1. **Information about the NSA** | |
| Name |  |
| Address |  |
| Telephone/fax |  |
| Email address |  |
| 1. **Information about Representation**   (only in case the party appoints a representative who is not an employee of the party) | |
| Name of the representative |  |
| Address of the representative |  |
| Telephone/fax |  |
| Email address |  |
| 1. **Address for Communications**   (add here an address for receiving mail in electronic format from the BOA) | |
| Email address |  |
|  | |

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| --- | --- |
| 1. **Contested draft decision or case/file reference**   (add here Reference to the draft decision which is being contested, if available, and copy of the draft decision, or the case concerned by the artbitration request ) | |
| *Draft Decision if available or case/file reference* |  |
|  |  |
| 1. **Facts on the Arbitration request :**  * (Describe in details the facts regarding the case concerned including adequate information on the process that took place and the negotiation phase as well as previous efforts for mutual agreement between the NSA/s and the Agency). | |
| 1. **Presentation of Arguments**   (give here the arguments relied on ) | |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **ANNEXES**   (list here any annexes it is deemed appropriate including a copy of the draft contested decision):  **List of annexes:**   |  |  |  | | --- | --- | --- | | **Annex No:** | **Name and Type of Annex**  Each annex should be numbered, listed and described individually.  Please indicate with “yes” or “no” whether the annex is presented as evidence. In the case of evidence, please also fill the part H. EVIDENCE | **Evidence**  Yes/No | | 1) |  |  | | 2) |  |  | | 3) |  |  | | 4) |  |  |   NB. Annexes have no limit to the number of pages, however if the electronic message is more than 10 MB it should be submitted in separate messages | |
| 1. **Other information**   (add here any other elements you deem appropriate) | |
| Name |  |
| Date |  |
| Done at |  |
| Signature |  |

Reminders:

1)For the purpose of calculating time-limits, a document shall only be considered to have been submitted when it is received by the Registrar, who acknowledges receipt of the document and gives a case number.

2) The maximum number of pages for procedural documents is 20 pages for the arbitration request.The page limits do not apply to the annexes in the procedural document NB: If the arbitration request does not contain the information listed in paragraph above, the Registrar shall prescribe a period of not more than 10 working days within which the party has to deliver. The Registrar shall fix such period only once.During that period, time shall not run for the purposes of calculating the time-limit set out in Article 21(1) of Regulation (EU) 2018/867

Note: Use of this form is not compulsory. It is given indicatively as an aid.

If not used it, entities concerned are strongly encouraged to include all appropriate information in their own arbitration request document)