

Checklist on the content of complaints to the CFA

Complaint should describe the facts

Are the facts giving rise to the complaint described in detail?

 YES

 NO

- ▶ It is important to present chronologically the events and identify the persons or institutions involved.
- ▶ When describing the facts, is important to respond to basic questions such as: who, where, when, why.

Complaint should be fully supported by evidence

Is the information in support of the complaint as complete as possible?

 YES

 NO

- ▶ Evidence may include administrative or judicial decisions, pictures, press reports and other appropriate media.

National legislation (optional)

Are the relevant provisions of national legislation listed and, where necessary, quoted?

 YES

 NO

Other relevant information (optional)

(a) In the country is there a tripartite committee for the handling of complaints, established in the framework of the ILO technical assistance?

 YES

 NO

(b) If yes, it is important to explain in the complaint if the matters raised in the complaint been brought before the tripartite committee.

 YES

 NO

Summary (optional)

At the end of the complaint, it is important to summarize in a concise and clear manner the request made to the CFA.