



Annex to Administrative Instruction ICC/AI/2013/005 on Duration and Extension of Fixed Term  
Appointments Against Established Posts

**To:** Registrar or Prosecutor (or his/her delegated authority)      **From:** [Programme Manager]

**Date:**

**Subject:** Extension of contract against established post

The following is submitted for consideration and decision:

Name of staff member:	
Functional Title:	
Grade/Level:	
Section/Unit:	

**Performance appraisal:**

Staff member's performance has been appraised:       Yes       No

**Overall Rating:**

<input type="checkbox"/> Significantly exceeded performance expectations	<input type="checkbox"/> Exceeded performance expectations	<input type="checkbox"/> Fully met performance expectations	<input type="checkbox"/> Partially met performance expectations	<input type="checkbox"/> Did not meet performance expectations
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**Justification for the continuing need for the post:**

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**Justification for the continuing need for the staff member:**

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**Programme manager's recommendation:**

Extension of appointment is recommended for a period of: _____	years/months
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**DECISION of Registrar/Prosecutor or his/her delegated authority:**

- Extension approved
- Extension not approved

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**AFTER SIGNATURE, PLEASE SEND THIS MEMORANDUM TO THE  
REQUESTING OFFICER WHO IS REQUESTED TO FORWARD TO THE HUMAN  
RESOURCES SECTION FOR APPROPRIATE ACTION**