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The Disciplinary System for Employees of the League of Arab States

Abstract

This article studies and analyzes the disciplinary system for employees of the League of Arab States. The first part identifies the violations that require disciplinary responsibility for employees. The second part discusses the provisions regarding the disciplinary responsibility of employees of the League of Arab States, including the procedures for establishing disciplinary responsibility and the disciplinary penalties imposed on those who violate the regulations and rules of the League of Arab States. The third part addresses the guarantees of disciplinary accountability, both administrative and judicial. The article concludes with a summary of findings and suggestions.

Keywords: *League of Arab States, international employee, disciplinary responsibility, obligations, Administrative Court of the League of Arab States, international administrative judiciary, disciplinary punishment, administrative investigation*

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Ərəb dövlətləri liqasının işçiləri üçün intizam sistemi

Xülasə

Bu məqalə Ərəb Dövlətləri Liqasının işçiləri üçün intizam sistemini öyrənir və təhlil edir. Birinci hissədə işçilər üçün intizam məsuliyyəti tələb edən pozuntular müəyyən edilir. İkinci hissədə Ərəb Dövlətləri Liqasının işçilərinin intizam məsuliyyəti ilə bağlı müddəalar, o cümlədən intizam məsuliyyətinin yaradılması prosedurları və Ərəb Dövlətləri Liqasının nizamnamə və qaydalarını pozan şəxslərə qarşı tətbiq edilən intizam cəzaları müzakirə olunur. Üçüncü hissə həm inzibati, həm də məhkəmə intizam məsuliyyətinin təminatlarına toxunur. Məqalə nəticələrin və təkliflərin xülasəsi ilə yekunlaşır.

Açar sözlər: *Ərəb Dövlətləri Liqası, beynəlxalq işçi, intizam məsuliyyəti, öhdəliklər, Ərəb Dövlətləri Liqasının İnzibati Məhkəməsi, beynəlxalq inzibati məhkəmə, intizam cəzası, inzibati istintaq*

Introduction

Although an international organization, as a subject of public international law, possesses independent and distinct will from the will of its member states, it cannot express this will, achieve its objectives, or perform its functions unless through a set of bodies affiliated with it. These bodies require the necessary tools for their administrative management and to operate on a permanent or semi-permanent daily basis through international employees.

The League of Arab States is considered one of the regional international organizations with an Arab character, distinct and independent from the will of its member states. It has tasks that extend across all areas. The League of Arab States strives to achieve its goals, but it can only do so through its administrative body, which is staffed by what are called "international employees."

To achieve the status of an international employee, several elements and conditions must be met, including

1. Subordination of the international employee to the organization: The employee does not perform their work in their own name or on behalf of their country but on behalf of a legal entity, which is the international organization they work for.

2. Full-time dedication of the international employee: The international employee is expected to dedicate all their time, effort, and energy to the organization. This does not mean that their work must be continuous or permanent, but rather that they must fully dedicate themselves to serving the organization for the duration of the contract between them and the organization.

3. Performance of work under the supervision of the organization's bodies: The international employee performs their duties under the guidance of the organization's regulations and under the instructions and orders of their superiors within the organization.

4. The goal of the international employee: The employee's goal is to achieve the objectives of the organization they serve.

There must be a collective agreement that establishes permanent or temporary administrative bodies and specifies the appointment of employees, their roles, and how they perform their duties. They are subject to a special legal system that defines their rights and obligations in relation to the organization they belong to

An employee is subject to a disciplinary responsibility system, whether at the national or international level. This system serves as the regulator of the employee's behavior and ensures the application of work rules. Any violation of duties and obligations by the international employee exposes them to legal accountability and responsibility, but this is in relation to their international organization

Research

The Arab League, like other organizations, also stipulates the disciplinary responsibility of its employees when they are proven to have committed a job-related mistake that necessitates such accountability.

The importance of studying the disciplinary responsibility of Arab League employees lies in its scientific and legal significance. These employees are entrusted with high-level tasks, including achieving cooperation in economic, cultural, and social matters, strengthening the bonds between Arab countries and their peoples, coordinating political and military plans, and preserving their independence. However, during the performance of their tasks, they may commit mistakes that expose them to disciplinary responsibility, which aims to correct and amend the administrative behavior of these employees through disciplinary penalties. On the other hand, it preserves the integrity of the international job and ensures the proper functioning of the international public service (Hegazy, 2017).

The goal of this study is to shed light on the disciplinary responsibility of the Arab League employee and clarify the legal system related to this responsibility by identifying the violations that require it, the procedures for declaring disciplinary responsibility, the sanctions resulting from it, and the guarantees provided by the Arab League for these employees during or after accountability.

All global or regional international organizations have established special systems for their employees regarding the declaration of their disciplinary responsibility. In this context, the Arab League has established a legal system for the disciplinary responsibility of its employees. Hence, the study addresses a fundamental issue that requires research and examination, which is:

To what extent does the disciplinary system for Arab League employees provide effective guarantees for these employees?

This study relies on a descriptive approach by describing and diagnosing the research topic in all its aspects and dimensions. It also uses an inductive approach to analyze and study the disciplinary responsibility rulings for Arab League employees and the guarantees of this accountability (Abu Hejaza, (n.d.).

The issue raised was addressed in three points:

First: Violations that lead to disciplinary responsibility for Arab League employees.

Second: Rulings on disciplinary responsibility for Arab League employees.

Third: Guarantees of disciplinary accountability for Arab League employees.

First: Violations that lead to disciplinary responsibility for Arab League employees.

A disciplinary violation is defined as any action taken by the employee during or outside the performance of their duties that negatively impacts the organization's activities, preventing it from functioning properly, especially if this action is committed with malicious intent.

A professional error is the legal basis on which the management can impose disciplinary penalties on employees. Any deviation by the international employee from their duties, or behavior that tarnishes the dignity of the job or that reflects deliberate or negligent misconduct, is subject to punishment. This was affirmed by the Charter of the Secretariat of the Arab League and its executive regulations, as well as the unified charter for employees of specialized Arab organizations and their executive regulations. They consider that an employee who intentionally or negligently violates the duties stipulated in the charter and its executive regulations, or refuses to carry out orders issued to them by their superiors within the frameworks of the applicable systems, regulations, and decisions, is subject to accountability and punishment.

1- Violation of the obligations established in the Charter and Executive Regulations for Arab League Employees

The founding charters of international organizations, their internal regulations, employment contracts, and host country agreements define the duties imposed on international employees. The content and substance of these duties are nearly identical to those established for national employees in each country. International employees must not accept or hold any position or work that contradicts their duties in the organization. They are also required to work with integrity, neutrality, and independence from their own countries: Any violation of these obligations warrants the declaration of disciplinary responsibility (Mohamed, 2016).

The obligations of Arab League employees that lead to the declaration of disciplinary responsibility in case of violation can be divided into:

A-Positive obligations of Arab League employees

B-Negative obligations of Arab League employees

A-Positive obligations of Arab League employees

Positive obligations refer to duties that the international employee is required to fulfill; failure to do so exposes them to disciplinary responsibility. The positive obligations that Arab League employees must fulfill include:

- **Loyalty of employees to the Arab League:**

This is one of the most important duties and obligations emphasized by the international organization in its selection process for international employees. It requires them to demonstrate administrative loyalty to the organization, monitored continuously within the limits permitted by law, to achieve its set goals. Returning to the international charters, laws, and regulations of organizations, loyalty is considered an essential requirement. International employees must serve the organization with sincerity and honesty, which reflects the necessity of loyalty to the organization.

The definition of Arab League employees' states: **"The employees of the General Secretariat are international employees whose responsibilities and affiliations are determined by the common Arab interest, and they are committed to carrying out their tasks according to the interests and objectives of the League."**

This means that the international employee must be independent from their country. They are not allowed, under any circumstances, to receive instructions from their government or any other international authority, such as the host country. They are obligated to dedicate themselves fully to their position and receive instructions only from the head of the international organization or their direct superiors.

The essence, content, and meaning of absolute and complete international loyalty can be summarized as follows: The international employee must keep in mind as their primary goal the achievement of the higher interests of the organization they work for, without any other considerations. They must not receive any instructions or orders from any entity other than the organization's authorities. The international employee is not concerned with any orders from governments or institutions outside the scope of the organization. Their loyalty is solely to their

organization's leadership, and they are completely independent of any national or foreign authorities (Al-Far, 1979).

***The requirement for Arab League employees to dedicate themselves fully to their work:**

The international employee must be devoted entirely to the organization and may not engage in any external activities without the permission of the international organization. The international employee must devote all their time to performing their duties, and they should not perform any tasks or activities outside the organization without its approval. This dedication to their international job is considered a fundamental and primary duty, preventing the employee from being influenced by any external factors.

This is a key element that distinguishes international employees from other international staff, as they must allocate most of their time to fulfilling their duties. The employee's time must belong to the organization, and they should not engage in external activities unless permitted by the organization. This obligation applies to all activities performed by the employee, even if these activities are unpaid. The employee's independence from external influences must be guaranteed.

The founding regulations of international organizations have established this primary commitment, requiring international employees to dedicate themselves fully to their jobs, prohibiting them from taking on other tasks, even temporary ones, without the organization's approval. This commitment is outlined in Article 18 of the Charter of the Arab League Secretariat's Employees and Article 06 of the Unified Charter for Employees of Specialized Arab Organizations, both of which prohibit employees from combining their position with another outside the organization, except in cases approved in writing by the Director-General, provided it does not conflict with their duties in the General Secretariat or General Administration (Aziz, 2015).

Given the importance of this duty, disciplinary penalties are imposed on those who violate this obligation, which may even lead to the termination of the employment relationship between the organization and the employee who fails to fully dedicate themselves to their role.

***The obligation of Arab League employees to neutrality and integrity in their work:**

Employees are required to maintain the highest levels of competence, capability, and integrity. The concept of integrity includes, but is not limited to, honesty, neutrality, justice, fairness, transparency, and truthfulness in all matters related to their work and positions.

Integrity and honesty are virtuous qualities, and thus the international employee must embody them when performing their international duties. They must free themselves from personal biases or influences and must ensure neutrality in the execution of their duties. This means not favoring any one-member state, including their own country, but rather treating all states equally without preference or bias. Additionally, if the employee's personal interest conflicts with the organization's interests, they must prioritize the organization's interests in this regard (Abu Tabeeh, 2011).

This obligation continues with the international employee even after leaving their service. They may not accept any permanent or temporary position, whether honorary or paid, until a reasonable period has passed after leaving their official duties. This means that the employee is prohibited for a specific period after ending their service from engaging in any paid or unpaid professional activities in some projects that are not supervised by the organization.

This obligation represents a sign of the nobility and prestige of international administrative roles. The international employee is required to maintain complete neutrality in political, cultural, religious, and customary matters. They must not display political tendencies or favor any particular political thought or constitutional system. Instead, they must respect all political systems worldwide and handle racial or religious conflicts with transparency and absolute neutrality, providing their services to everyone without political, cultural, religious, or ethnic considerations. They must not express favoritism for one culture over another or favor one religion over another but should express respect for all religions, cultures, and customs. They must respect the traditions and rituals of all people around the world, as they are servants to the international community in all its diversity. Any deviation from neutrality and integrity in international dealings exposes them to legal accountability (Muqbal, 2011).

The Charter of the Arab League Secretariat's Employees and the Unified Charter for Employees of Specialized Arab Organizations address this obligation. They require employees to perform their duties with precision and dedication, ensuring their behavior aligns with their work and that they maintain an appropriate level of professionalism. Employees are also required to cooperate fully with colleagues to ensure the smooth operation of work. They are prohibited from engaging in any political or partisan activity that conflicts with the neutrality and independence of the Arab League.

***Respect for the hierarchy and presidential authority by Arab League employees:** Like national employees, international employees are obligated to respect authority, which is one of their basic duties. All international employment systems stipulate the necessity of respecting presidential authority. Employees are subject to the authority of the Secretary-General, who assigns them any task or function within the United Nations system. According to the Charter of the Arab League Secretariat's Employees and the Unified Charter for Employees of Specialized Arab Organizations, employees are required to follow the instructions of their superiors unless these instructions contradict the regulations. In this case, the employee must inform their superior in writing about the nature of the violation and the potential harm. They are not required to implement these instructions unless confirmed in writing by their superior (Al-Dulaimi, 2004).

International administrative courts have ruled that the presidential authority is not only responsible for the legality of subordinate decisions but can also review the appropriateness of these decisions, modifying or canceling them as necessary.

***Negative obligations of Arab League employees:**

Negative obligations are those where the employee is prohibited from performing certain actions as mandated by international administrative law. Should they engage in such prohibited actions, they will be held accountable. These obligations include the following:

Obligation of Arab League employees to maintain professional confidentiality:

It is well known that each job or position involves certain secrets or confidential information that should only be accessed by those working within the organization. Disclosing such secrets to outsiders can harm the organization's interests. Therefore, it is imperative that the international employee working for any organization refrains from disclosing or using such confidential information for personal gain.

This obligation pertains to maintaining confidentiality and not disclosing the organization's internal secrets or providing any opinions, information, or news that is prohibited from being published, unless authorized by the Secretary-General of the international organization. This obligation also includes refraining from disclosing or broadcasting any information that could harm the organization, even if it is not classified as confidential. Additionally, the international employee must not use this information or secrets for personal gain.

International organizations have adopted stringent and strict procedures to protect their functional security, imposing severe penalties on anyone who jeopardizes the organization's security and interests by disseminating documents, leaking information to the media, governments, institutions, or private companies, whether for money, job offers, or other advantages. Security apparatuses have been established within organizations to protect their secrets and archives and to monitor employees in this regard, ensuring the highest levels of protection, particularly for organizations with military, security, or nuclear interests that require utmost confidentiality (Abdul Karim, 2014).

The Charter of the Arab League Secretariat's Employees and the Unified Charter for Employees of Specialized Arab Organizations prohibit employees from retaining any official documents of the Arab League that are not authorized for circulation. These charters also forbid the disclosure of confidential information an employee becomes aware of during the performance of their duties. Additionally, employees are prohibited from making statements or giving lectures or interviews in the media, unless it is within the scope of their responsibilities or authorized by the Secretary-General.

Prohibition on engaging in activities inconsistent with the work of the organization:

International employees are prohibited from dedicating themselves to any work outside the organization they work for, unless they obtain approval from the organization.

This prohibition excludes cases where the employee's external activity is inherently political, as in such cases, the employee would naturally occupy political positions. For non-political activities, international employment systems generally prohibit employees from holding or running for legislative positions in any national or regional body. If the international employee wishes to run for such positions during their service, these systems typically allow the employee to choose between continuing their international employment or accepting the political position.

This obligation has a dual nature: it is a duty for the employee toward their organization to fully dedicate themselves to their position, and it is also a responsibility toward the host country to avoid any ambiguities regarding the concept of justice, particularly in light of the employee's immunities and privileges, which could negatively affect fairness and healthy competition in other fields (Bouadi, 2013-2014).

The Charter of the Arab League Secretariat's Employees and the Unified Charter for Employees of Specialized Arab Organizations prohibit combining the employee's position with another outside the Secretariat or General Administration, except in cases approved by the Secretary-General or Director-General in writing, as long as it does not conflict with the nature and timing of their work in the Secretariat or General Administration.

***Prohibition on accepting honors and decorations:**

The general principle is that the international employee serves the organization and enjoys independence, which necessitates not accepting any financial or honorary advantages, decorations, or medals from any external entity, including their own country, unless it is in recognition of national or civic duties, and only with the organization's prior consent.

*This ensures that the international employee does not lose their independence and does not fall under the control of external entities, which would undoubtedly harm the interests of the international public service.

*The Charter of the Arab League Secretariat's Employees and the Unified Charter for Employees of Specialized Arab Organizations prohibit employees from accepting any gifts, honors, rewards, or grants from any external entity that are offered due to their position, unless authorized by the Secretary-General. Some organizations have made exceptions to this rule, allowing it in certain cases, such as benefits or honors related to military or national service, as the United Nations does in Article 1/6 of its Staff Regulations.

***2. Disciplinary Violations Standards**

For disciplinary responsibility to apply to an international employee, the error made by the employee must be a personal fault, not an organizational fault. The latter does not fall under the employee's responsibility, but rather under the responsibility of the international organization, as it results from negligence or shortcomings on the part of the organization. A personal fault, however, originates from the employee's actions. This distinction is necessary to determine the appropriate legal jurisdiction for such errors. A judge can recognize an organizational fault because it occurs within the scope of service and should be attributed to the administration, not the employee. This fault can result from legal acts, such as the illegality of a decision, or from physical acts:

A- Gross Negligence:

*Negligence refers to actions that involve a lack of prudence when the employee is faced with an expected danger. This is a primary criterion for the organization to recover damages from the employee's personal funds for losses and damages to the organization's assets and properties resulting from the employee's gross negligence (Rabeh, 2002).

B- Gross Misconduct:

Gross misconduct requires intentional behavior by the international employee. It refers to the employee's deliberate failure to uphold the responsibilities of their position, disregarding the duties that come with their status, and disrespecting the organization's interests. In other words, the employee fails to embody principles such as integrity, neutrality, and loyalty—values that are expected of an international employee. If the employee's actions are found to violate the established standards, or if it is discovered that certain facts about their past could have prevented their hiring, the organization is entitled to impose severe penalties without warning (Mohamed Othman, 2014).

*The United Nations Administrative Tribunal has indicated that gross misconduct leading to dismissal must be clear and indisputable so that the organization can swiftly and definitively remove the employee.

C- Unsatisfactory Service:

The term "unsatisfactory service" is related to the duties performed within the scope of service. It refers to the employee deviating from the expected conduct, not necessarily breaching all obligations. The employee may commit an administrative error that results in their actions being classified as misconduct.

However, it may occur that the wrongful behavior is repeated, leading to the classification of the employee's service as unsatisfactory. Determining whether an error falls under this criterion is within the discretion of the administration in international organizations. The employee's service is considered unsatisfactory when they breach one of the duties imposed on them or deviate from one of them, though not all of them. This does not reach the level of clear gross misconduct that would make it in the best interest of the international organization to swiftly and definitively remove the employee. However, it poses a threat to the smooth functioning of the organization, and thus, disciplinary action should be taken.

Second: Disciplinary Liability Provisions for Employees of the Arab League:

The disciplinary system cannot exist without a legal basis to justify it. Every element of disciplinary responsibility must be based on a legal foundation, even though the administration and investigating bodies have discretionary authority. This authority is not absolute, but rather constrained by the objective of maintaining the proper functioning of the organization and protecting its interests. Some employee behaviors may not constitute serious misconduct, or may not present a level of danger significant enough to warrant immediate dismissal, nor may they harm the interests of the organization in which the employee works (Al-Arnan Mouloud, 2012-2013).

1. Disciplinary Procedures for Employees of the Arab League:

The disciplinary system for employees is the domain in which the international organization exercises its discretionary authority. Senior employees of the Arab League can reprimand their subordinates if they commit errors in their duties. However, exercising this authority is subject to several procedures to ensure the right to defense, starting with an investigation and then proceeding to a disciplinary accountability committee.

A- Disciplinary Investigation for Employees of the Arab League:

A disciplinary investigation involves a set of procedures aimed at uncovering the truth by confronting the employee with the allegations against them, allowing the employee to express their views, and discussing all evidence related to the alleged misconduct to establish the truth. Employees who either fail to perform their duties or commit misconduct are referred for investigation, keeping in mind the employee's rank. The procedure is as follows:

- For employees in the second category, their immediate superior submits a memo to the Secretary-General or the Director-General, detailing the alleged violations for review, deciding whether to refer the employee for investigation before the designated body.
- For employees in the third, fourth, and fifth categories, their direct supervisor submits a memo to the department head detailing the alleged violations to determine whether to investigate or refer the case to the legal affairs department.
- For employees in the first category, the Secretary-General is responsible for addressing the matter and taking the necessary action.

The investigator must be from the second or third category and of a higher rank or more senior than the employee being investigated.

B- Investigator's Authority:

The investigator verifies the validity of the alleged violations within the scope of their assigned task. In this regard, the investigator has the right to summon any witnesses, hear their statements, and review the necessary documents for the investigation.

If the investigator discovers, during the investigation, that the employee has committed other violations directly related to the original violation, they may request permission from the Secretary-

General or Director-General to investigate these new violations. If the investigator finds during their inquiry that there are facts that may constitute a criminal offense, they must immediately notify the Secretary-General or Director-General and refer to them in their report. The investigator must notify the Secretary-General or Director-General of any violations discovered during the investigation, even if they are unrelated to the original violation (Al-Zahawi, 2019).

An employee who is referred for investigation or disciplinary trial cannot be granted any leave as stipulated in the employees' statute, except for sick leave or maternity leave in the case of female employees, without prior approval from the investigator or the head of the committee, depending on the case.

Investigation Procedures:

The investigator prepares a report that includes the date of each session of the investigation, its location, the necessary personal details of the employee, and the alleged violations. It also includes the questions directed to the employee and their responses. Both the investigator and the employee sign each page of the investigation documents.

If the employee fails to appear at the scheduled time and place for the investigation, a new appointment will be set. If the employee does not attend the new appointment or fails to provide an acceptable excuse for their absence, it will be considered an admission of guilt. If the employee refuses to answer the questions posed during the investigation, they must provide a written reason for their refusal, or else their refusal will be considered an admission of the accusation. The investigator must record this refusal in the report.

If the employee refuses to sign their statement in the investigation report, they must provide a written reason for this, and the investigator must record the refusal in the report.

The investigator cannot be a member of the disciplinary accountability committee, as stated in a ruling by the Administrative Court of the Arab League, which affirmed: "The disciplinary council is a quasi-judicial body whose decisions resemble judicial rulings. Therefore, if one of its members conducts the investigation with the accused, they are prohibited from participating in the disciplinary trial unless there is an explicit provision stating otherwise. Violating this fundamental principle of fair trial procedures renders the decision made by the disciplinary council invalid as it is based on invalid procedures."

B- Disciplinary Accountability Committee for Employees of the Arab League:

It is a settled principle in all international organizations that disciplinary penalties cannot be imposed on an employee unless the opinion of the relevant disciplinary bodies has been taken and the employee has been investigated and allowed to defend themselves against the allegations (Hayat, 2011-2012).

If the investigator's report indicates that the alleged violation committed by the employee warrants a severe penalty, the Secretary-General or Director-General decides to refer the employee to the "Disciplinary Accountability Committee." The referral decision includes details of the violations attributed to the employee, and the employee must be notified of the decision at least one week before the scheduled date for the accountability proceedings.

Formation of the Disciplinary Accountability Committee for Employees of the Arab League:

The Disciplinary Accountability Committee for the General Secretariat of the Arab League is composed of six members appointed by the Secretary-General for a period of three years, as follows:

- The Secretary-General selects the Committee Chairperson from among the employees of the first category and two members at the level of Senior Director.
- Three members are elected by employees from among the employees of the third, fourth, and fifth categories through a secret ballot.
- No more than one member of the committee can belong to the same country, and membership in the committee cannot overlap with membership in any other committee formed under this system.

The Disciplinary Accountability Committee for the employees of the specialized Arab organizations is composed of five members appointed by the Director-General for a period of three years, as follows:

- The Director-General selects the Committee Chairperson from among the employees of the first and second categories, and two "primary" members from among the employees of the second and third categories, as well as two reserve members.

- Two "primary" members and two reserve members are elected by employees from among the employees of the second and third categories through a secret ballot.

Elections for the three members are held on the scheduled date once the required nominations from each category have been submitted. If at least two employees from different categories (third, fourth, or fifth) do not submit nominations, the Secretary-General will postpone the election to a later date when new nominations will be presented. Elections will take place on the new date, regardless of the number of candidates from each category. In the case of no nominations or no submissions from two different categories, the Secretary-General will appoint the necessary primary and reserve members to complete the committee's formation (Aisha, 2018-2019).

The voting and vote counting processes are supervised by an "Elections Committee," consisting of three members who are not candidates and are appointed by the Secretary-General or Director-General, with one selected as the Chairperson. The Committee submits a report to the Secretary-General or Director-General, detailing the voting process and a list of candidates, ranked by the number of votes they received.

The Chairperson or any member of the committee must recuse themselves from considering a case involving one of their relatives. A member of the committee must recuse themselves from considering a case involving an employee whose rank is higher than theirs. The employee facing the committee has the right to request the recusal of the Chairperson or any other member of the committee if there are justified reasons for it. The committee decides on the request before proceeding with the case, and its decision in this regard is final. If a member of the committee is facing accountability, their membership is suspended until the matter is resolved. If they are found guilty, their membership is revoked from the date of the decision. A committee member's membership is also revoked if they are transferred outside the headquarters, effective from the date of the transfer decision.

The Administrative Court of the Arab League has considered the rule for recusing the Chairperson or any member of the committee as an ethical and justice-based principle. A judgment panel cannot include someone who has initiated the accusation or has a conflict of interest with the accused, whether by kinship or mutual interests.

Resignation of Committee Members:

Any member of the committee may resign by submitting a written request to the Secretary-General or Director-General, specifying a notice period of no less than one month. The resigning member must continue their duties until they receive formal written notification accepting the resignation. If no notification is received within a month of submission, the resignation is considered accepted after the expiration of the specified period. The reserve member, whether appointed or elected as the case may be, will replace the original member for the remaining duration of the committee's term (Al-Ajmi, 2011).

Tasks of the Disciplinary Accountability Committee for Employees of the Arab League:

The Chairperson of the Accountability Committee assigns one of its members as the committee's rapporteur. If there are multiple cases before the committee, a rapporteur is assigned to each case. The rapporteur is responsible for preparing the file and collecting the necessary information, either from the employee referred to the committee, witnesses, or experts when needed. The rapporteur gives the employee reasonable timeframes to prepare their responses and studies the file, recording their observations. They then submit a detailed report to the Chairperson of the committee, covering all facts and documents related to the violation.

If the rapporteur finds that the violation attributed to the employee also constitutes a criminal offense that requires referral to the judiciary, they will immediately report this to the committee for review. The committee will notify the Secretary-General or Director-General of its opinion, who will then make the necessary decision. The committee continues its work unless the Secretary-General or Director-General decides to refer the matter to the judicial authorities. In such a case, the committee

must suspend its proceedings until the judicial authorities issue their decision to dismiss or make a final ruling, and will discontinue its investigation unless the violation involves administrative misconduct.

The Secretary-General or Director-General may decide to suspend the employee from work for up to three months with a reduction of a quarter of their salary if this is deemed necessary for the integrity of the investigation. If the investigation is closed, the employee will be reimbursed the withheld salary portion (Hicham, 2017-2018).

Additionally, the Secretary-General or Director-General may decide, by their authority, to suspend an employee from work with half pay, if the employee is referred to the judiciary due to criminal charges related to integrity or honor. In this case, the disciplinary procedures are suspended until the judicial authority issues a decision, whether for dismissal or a final ruling. The decision to close the case or a final ruling of acquittal has full legal authority, and if the case is dismissed or the final ruling is acquittal, the employee will be reimbursed the suspended portion of their salary.

The Accountability Committee meets upon invitation from the Chairperson or their deputy. The meetings are valid only if at least three members are present, including the Chairperson or their deputy. The meetings are confidential. The Chairperson or their deputy must notify the employee at least one week in advance for employees of the General Secretariat of the Arab League and at least three days in advance for employees of specialized Arab organizations. The employee has the right to be represented by a lawyer during the proceedings. Both the employee and their lawyer have the right to access the rapporteur's report, which can be done in the presence of the Chairperson or their delegate from the committee

The work of the committee begins with reading a statement about the violation committed and reviewing the documents and results in the report prepared by the rapporteur. The committee hears statements from witnesses and experts, and may also listen to a representative from the Personnel Affairs Committee. The committee's rapporteur records the minutes of the sessions, which are signed by the Chairperson of the committee.

The employee is interrogated by the committee regarding the violations attributed to them, and their responses are heard. Neither the investigator nor the committee may request the employee to take an oath, nor may any witness, called by the employee or the General Secretariat, testify before taking an oath. If the employee is unable to personally testify, the committee may rely on the statements of their lawyer (Abdullah Ali, 2011).

If the investigator or the committee deems it necessary to summon an employee working outside the organization's headquarters to appear in person, the organization will cover their travel and accommodation expenses.

The resignation of an employee does not prevent the continuation of disciplinary proceedings if they were initiated before the employee left service, nor does leaving service prevent judicial pursuit. An employee's resignation cannot be accepted if they are under investigation or referred to a Disciplinary Accountability Committee until the matter is definitively decided.

The right to hold an employee accountable expires after one year from the discovery of the violation or three years from its occurrence. However, the statute of limitations is suspended once investigation or accountability procedures begin. If the violation constitutes a criminal offense, the right to pursue accountability does not expire except with the dismissal of the criminal case.

Deliberations of the Accountability Committee for Employees of the Arab League:

The deliberations of the committee are confidential. Recommendations are made by the majority of present members. In the case of a tie, the side of the Chairperson prevails. The committee may propose imposing a penalty on an employee who has been acquitted by the judiciary if it finds that the violation constitutes an administrative error.

The committee prepares a report containing its opinion, including reasons for suggesting a penalty or acquitting the employee referred to it. The report is signed by the present members of the committee and submitted by the Chairperson or their deputy, along with the investigation file, to the Secretary-General or Director-General. The Chairperson or any member may express a dissenting opinion in the report.

Severe penalties are imposed by the Secretary-General, based on the recommendation of the Employee Accountability Committee. The Secretary-General or Director-General issues the penalty decision, and may reduce the proposed penalty. The investigation file is kept in the General Administration of Administrative and Financial Affairs.

The General Administration of Administrative and Financial Affairs notifies the employee of the penalty decision and keeps a copy in the employee's personal file. Minor penalties are imposed by the Head of the General Administration or the relevant unit after conducting their own investigation or delegating it to someone else, for employees in categories III, IV, and V. Minor penalties for category II employees are imposed by the Secretary-General based on the recommendation of the Head of the relevant unit (Reda, 1989).

Disciplinary Penalties for Employees of the Arab League

While the administrative authority of the president provides discretionary power to assess the administrative misconduct committed and determine the appropriate penalty, the legitimacy of this authority lies in the fact that no penalty should be imposed unless stipulated by the rules and regulations governing penalties. Additionally, the penalties must not be excessive, meaning there must be no mismatch or disproportion between the severity of the misconduct and the type or amount of the penalty. This would imply an abuse of the power to punish and thus an act of arbitrariness. The regulations and systems of employees in international organizations, such as the staff regulations of the Arab League, categorize the disciplinary penalties based on the severity of the work-related mistake committed. The principle is that whoever has the authority to impose the most severe penalty also has the authority to impose lighter penalties. The disciplinary penalty mechanisms for international employees begin with the lighter penalties, progressing to the more severe ones.

This section will be divided into:

- **A. Types of disciplinary penalties for Arab League employees.**
- **B. Removal of disciplinary penalties for Arab League employees.**

A. Types of Disciplinary Penalties for Arab League Employees

The Arab League has divided the disciplinary penalties imposed on its employees into light penalties and severe penalties.

Light Disciplinary Penalties for Arab League Employees

The Staff Regulations of the Arab League General Secretariat and its Executive Regulations, as well as the Executive Regulations of the Unified Staff Regulations for Arab Specialized Organizations, stipulate three types of light penalties, which include the following:

1. Written Warning: This involves a written notice to the employee about the alleged violation, along with a warning to improve their work and conduct in the future.

2. Salary Deduction for up to One Week: A deduction of no less than one day's salary and no more than seven days, based on a rate of one-thirtieth of the employee's monthly basic salary. The decision is implemented starting from the month following the employee's notification of the penalty.

3. Reduction in Performance Evaluation: This involves reducing the performance evaluation score within the employee's current evaluation grade.

Severe Disciplinary Penalties for Arab League Employees

The Staff Regulations of the Arab League General Secretariat and its Executive Regulations, as well as the Executive Regulations of the Unified Staff Regulations for Arab Specialized Organizations, stipulate four types of severe penalties, which include the following (Miloud, 2017):

1. Loss of Two Annual Allowances (Maximum): The employee is deprived of their annual allowance for a period of one or two years at most.

2. Loss of Promotion for up to Four Years: The employee is denied promotion for up to four years.

Removal from the list of promotion candidates:

This will be done by removing his name from the list of eligible candidates for promotion for a period of 4 years from the date of the penalty.

Grade reduction:

This involves lowering the employee's grade to the next immediate lower grade or two grades within the same category. The employee's salary in the new grade will be at the same increment level as their previous increment. Their seniority will be ranked at the top of the list for the new reduced grade, and their name will be included in the list of candidates for promotion after four years, provided that the other conditions for promotion are met.

Dismissal from service:

This is considered the most severe type of disciplinary action because it results in the termination of the employee's employment relationship. It refers to the permanent termination of the employee's service in the organization due to serious misconduct, unsatisfactory performance, or repeated disciplinary issues to the extent that warrants their dismissal. It involves the termination of the employee's service and the settlement of their rights starting from the date the dismissal decision is issued.

An employee who absents themselves from work without a valid excuse for a continuous period of 15 days will be suspended without pay, and their case will be handled as follows:

- If the Secretary-General does not accept the reasons for the absence, the employee will be considered as having resigned from the day they were absent from work.
- If the Secretary-General accepts the reasons for the absence, the duration of the absence will be deducted from their leave balance (if any), otherwise, the corresponding number of days will be deducted from their salary.

The case of an employee who is absent for less than 15 days will be handled as follows:

- If the head of the general administration or the relevant unit accepts the reasons for the absence, the duration will be deducted from their leave balance (if any), otherwise, it will be deducted from their salary for the days they were absent.
- If the head of the general administration or the relevant unit does not accept the reasons for the absence, the case will be referred to the Accountability Committee.

In all cases, the employee will be considered as having resigned if their absence exceeds 30 days. The decision to consider the employee as having resigned will be revoked if it is confirmed by the Secretary-General that the employee's absence was due to force majeure beyond their control.

Erasure of disciplinary penalties for Arab League employees:

Humanitarian logic dictates that the effects of disciplinary penalties should not extend throughout the employee's service period. There should be an opportunity for the employee to reform, contributing to the improvement of their behavior. Additionally, if the employee demonstrates good behavior after the penalty period, it is illogical for the penalty to remain in effect throughout their entire career, especially since erasing the penalty can improve the employee's psychological well-being, which will, in turn, enhance their work performance (Boudaif, 2005).

The right of an employee to request the erasure of disciplinary penalties:

An employee who has been penalized, excluding dismissal from service, has the right to request the removal of the penalty after two years if it was a light penalty, and after four years if it was a severe penalty. The request is submitted to the Secretary-General or the Director-General, who will decide, after consulting the head of the administration or the direct supervisor of the employee, whether to approve or reject the request based on the employee's file, including performance reports. The period for erasing the penalty is calculated from the date the decision is issued.

The decision to erase the penalty is issued by the Secretary-General or Director-General, and it is considered as if the penalty never occurred for future purposes, without affecting any rights or compensations resulting from it. All related documents and references are removed from the employee's service file. The erasure of the penalty does not restore the employee's previous position or recover any financial amounts deducted before the penalty was erased.

Third: Guarantees for Disciplinary Accountability for Employees of the Arab League:

Important guarantees for disciplining international employees include administrative and judicial guarantees. The administrative guarantees include both those that are applied prior to and after the issuance of the disciplinary decision, ensuring the employee's rights and reviewing administrative decisions to ensure that the administration did not act arbitrarily, discriminate against the employee,

or impose disproportionate penalties. The subsequent guarantees involve appeals before the highest authority that issued the decision, known as presidential appeal. The final level of review of administrative decisions represents the judicial guarantee for the employee, allowing for a legal challenge if the decision is flawed or arbitrary. If an employee is unsuccessful in challenging the administration's decision, they can resort to the courts to resolve the dispute with the international administration.

1- Administrative Guarantees for Disciplinary Accountability of Arab League Employees:

While the disciplinary authority has broad discretionary power to classify disciplinary violations and choose the appropriate penalties, this authority is not an arbitrary privilege. It must adhere to a set of controls to ensure it is not abused when applying a disciplinary penalty appropriate to the violation committed by the employee. Otherwise, the decision involving the penalty will be considered flawed due to a violation of the law or an abuse of power.

The administrative guarantees for disciplinary accountability of Arab League employees include:

- A-** Employees' right to view their files
- B-** Employees' right to defend themselves
- C-** The speed of disciplinary mechanisms in making decisions

A- Employees' right to view their files:

When an employee is notified of the mistakes attributed to them, they are also entitled to view their disciplinary file. This allows the employee to examine the evidence and documents in the possession of the administration, enabling them to prepare their defense.

The right of the employee subject to investigation to view their file:

The employee who is referred for investigation has the right to view their file. The international administration must provide the employee under investigation with their file, allowing them to review the documents and evidence related to the allegations against them. This file must include all documents, papers, and reports prepared about the employee, as well as anything related to the allegations made against them (Younis, 2011).

To emphasize the importance of the employee's right to view their disciplinary file as an essential guarantee, it must be adhered to, respected, and ensured for the employee when it comes to any disciplinary accountability, especially in light of the developments in legal texts and the spread of the philosophy of clarity and transparency, which has started to invade administrative fields.

This guarantee is confirmed in the executive regulations of the staff basic system and the executive regulations of the unified staff system for specialized Arab organizations. These regulations confirm that the employee under investigation has the right to view the papers related to the alleged violation before the investigator. They may also record their observations on these documents, though they do not have the right to obtain copies of them.

B- The right of Arab League employees to defend themselves:

The right to defense is a natural right recognized for every accused individual, even if not explicitly stated by law, as it relates to the higher principles of justice. It is considered one of the sacred rights that cannot be violated or reduced in any proceedings, whether civil, criminal, administrative, or disciplinary. This is because, while it is in the interest of the administration to impose the appropriate penalty on the offending employee in order to achieve the goal of punishment—general deterrence and specific deterrence—the interest of the guilty employee is also paramount in protecting and guaranteeing their right to defend themselves and prove their innocence. This right is exercised by allowing the employee to present their statements, either personally or through their lawyer.

The guarantee of exercising the right to defense is considered the most important guarantee in imposing disciplinary penalties, as it enables the employee to defend themselves against any injustice. There is no greater oppression or coercion than silencing voices, binding hands, and preventing those with rights from refuting or disproving the accusations made against them. Therefore, this right is considered sacred (Bakkay, 2021).

Respecting the right to defense is a fundamental and essential principle that governs disciplinary procedures in international employment. Given the importance of this principle, most international

organizations explicitly include it in their employee regulations. The right to defense allows the accused employee to prove their innocence and ward off the allegations against them throughout all disciplinary procedures. Therefore, no disciplinary penalty may be imposed on an international employee before they are given the opportunity to present their defense, and this is done by hearing their statements regarding the alleged violations.

The Arab League General Secretariat's staff regulations and the unified regulations for the employees of specialized Arab organizations emphasize that no penalty may be imposed on an employee before they have submitted their written defense. Additionally, the penalty may not be aggravated beyond the proposal of the Accountability Committee.

The Administrative Court of the Arab League emphasized the employee's right to defend themselves. In one of its decisions, it stated: "The report submitted in the file accused the plaintiff of negligence in their work, based on an investigation conducted by the investigator without preparing a record documenting the plaintiff's defense concerning the negligence cited by the investigator, and without including the statements of this defense in the papers to ensure that the court is convinced of its inclusion. This procedure, which protects the rights of defense in any administrative investigation, was overlooked. Therefore, the report's indication of negligence becomes subject to doubt and caution, prompting the court to disregard it (Hamed, 2015)".

C- The speed of the Arab disciplinary mechanisms in making decisions:

One of the guarantees of the disciplinary process is that it is the responsibility of the administration to ensure the necessary procedures are taken to expedite the resolution of disciplinary matters. This is likely intended to mitigate the negative effects on the employee resulting from this process, such as the possibility that the administration may suspend the employee's salary during the disciplinary procedure.

The Arab League has also emphasized that the Accountability Committee should review the cases of accountability referred to it by the Secretary-General or the Director-General regarding violations committed by employees. The committee must submit its report within three months from the date the file is referred to it.

Despite the importance of administrative grievances, which provide a benefit to the administration by allowing it to reconsider its decision, as if the administration is judging itself, it also benefits the complainant, as the administration's reconsideration negates the need to file a lawsuit. Additionally, the grievance procedure is financially inexpensive and straightforward. However, the Arab League's Administrative Court system exempts disciplinary decisions from this procedure (Basic Statute of the Administrative Court of the Arab League).

2- Judicial guarantees for disciplinary accountability for Arab League employees:

The Arab League has followed the same approach adopted by other organizations, in response to the increasing number of its employees and the diversity of their responsibilities. It has established its own administrative judiciary system by creating an Administrative Court. On March 31, 1964, the Arab League Council issued Decision No. 01, approving the statute of the Arab League Administrative Court, which states in its first article: "An administrative court called the Arab League Administrative Court is established under this system, with its headquarters at the Arab League Headquarters."

The Arab League adopted a judicial system for disputes with its employees based on international organizations. The League of Nations established a similar court in 1927, based on a proposal from France, which operated for eighteen years until the League of Nations was dissolved in 1946. Although the League of Nations' Administrative Court was the first of its kind in the history of international administrative law, it was not the only such court at the time. During that period, the Permanent Court of International Justice also administered cases for the employees of its Secretariat. Similarly, the International Institute of Agriculture in Rome established its own Administrative Court in 1932 (Basic Statute for Employees of the General Secretariat of the Arab League).

The Arab League Administrative Court has jurisdiction over disputes between employees and the General Secretariat, including the annulment of disciplinary decisions.

A- Formation of the Arab League Administrative Court and its session schedules:

Both the statute of the Arab League Administrative Court and its internal regulations provide a detailed description of the court's formation. It consists of five judges, and there cannot be more than one judge. The court is formed by five judges, with no more than one judge from any one country. The case is decided by a panel of three of them. It is required that the judges be legal or judicial experts from any of the member states, and they are appointed for a three-year term by the Arab League Council through a secret ballot. The Secretary-General prepares a list of nominees, including their qualifications and nationalities, which is then presented to the Council. New judges are appointed a year before the expiration of the current judges' terms. Reappointment of previous judges is allowed (Executive Regulation for the Basic Statute of, 1996).

The members of the court elect a president and a deputy for a one-year term during its annual session. They begin their duties immediately after election, and their positions may be renewed. If the president or deputy resigns or vacates their position before the end of their term, a new election will be held to fill the vacancy. The resignation of the president takes effect upon notification to the Secretary-General. If the deputy's position becomes vacant, the president is responsible for electing a replacement. Elections are held by majority vote. The outgoing president or deputy remains in office until a replacement is elected.

The president of the court manages its affairs, chairs its sessions, and oversees its secretariat, which handles all administrative matters related to the court. If the president is absent, the deputy assumes their responsibilities.

The court meets in full session once a year for a month starting from the last Monday in October. This session is dedicated to electing the president and deputy, reviewing cases, and discussing matters related to the court's administration and operations. The president may extend this period for a maximum of ten days if necessary. If there are no cases to review, the president may announce the adjournment of the regular annual session. The president may also postpone the start of the session by up to one month if necessary (Internal Regulations of the Administrative Court of the Arab League, issued on 16/04/2001, 1997).

The president can call an extraordinary session if it is difficult to review all the cases during the regular session. The invitation for such a session must be sent at least thirty days before the session starts. A quorum for the session requires the majority of the judges. The court generally convenes at the Arab League headquarters, but the president may choose a different location if exceptional circumstances require it, and the General Secretariat must be informed in advance.

B- Jurisdiction of the Arab League Administrative Court and the right to litigate before it:

The Arab League Administrative Court serves as the judicial body for administrative matters within the organization. Its jurisdiction extends to resolving disputes between the League and its employees. The court's jurisdiction also covers disputes related to specialized Arab organizations affiliated with the League under Article 17 of the court's statute.

The court handles disputes regarding the provisions of the Arab League's Employee Regulations and employment contracts, as well as matters concerning systems for social services for League employees, such as the savings and medical treatment funds. The court is also responsible for reviewing appeals regarding disciplinary decisions, and other administrative decisions related to employees, excluding decisions made by the Council of the League concerning the Secretary-General and the Assistant Secretaries-General.

Litigation before the court is limited to employees and users of the Arab League and those who had a work relationship with it, even after their service has ended. This includes direct lawsuits or interventions, as well as their deputies and heirs. The court's jurisdiction also extends to any organization, body, institution, or center linked to the League or emanating from it, as well as its employees or those with a work relationship with it (Unified Basic Statute for Employees of Specialized Arab Organizations, approved under the Economic and Social Council Decision No).

C- Procedures Followed Before the Arab League Administrative Court:

A lawsuit will not be accepted unless it is filed within ninety days from the date the complainant becomes aware of the disciplinary council's decision. Filing a lawsuit does not automatically suspend the execution of the contested decision; however, the court may order a suspension of the decision,

in whole or in part, if the plaintiff requests this in the petition and submits a request for annulment, and the court deems that the execution of the decision may lead to irreparable harm, with valid grounds for its annulment.

Any request submitted to the court must be presented to its Secretary in a petition signed by a lawyer registered in the list of attorneys authorized to practice before the courts of appeal or the Court of Cassation in the country where the court is located, or by lawyers of equivalent rank from other Arab League countries (Executive Regulation for the Unified Basic Statute for Employees of Specialized Arab Organizations, 2009).

The petition must contain, in addition to general information regarding the plaintiff's name, residence, and the addressee of the request, details about the subject of the request, the date of the complaint against the decision (if required), the outcome of the complaint, and a description of the supporting documents. The petition should also include a copy or summary of the contested decision. When submitting the petition, the plaintiff must present a security bond of two hundred Egyptian pounds deposited in the General Secretariat's account, except in cases where the Secretariat is exempt from depositing the bond. The plaintiff may submit a memorandum with the petition explaining the reasons for the request, and should provide sufficient copies of the petition, memorandum, and supporting documents to the court's secretariat.

The documents should be submitted in a file that lists the date and content of each document in consecutive numbers, with the originals and copies of the file being included for the number of parties involved. The originals of the file and documents will be kept in the case file. Documents in foreign languages may be submitted, provided they are accompanied by an Arabic translation. The interested party may attach certified copies of documents, signed by the party submitting them or their representative (Judgment of the Administrative Court of the Arab League, 1968).

The court's Secretary shall inform the General Secretariat of the university by sending a copy of the petition and its attachments within fifteen days of submission. The General Secretariat shall acknowledge receipt by signing the original petition clearly and with a date.

The General Secretariat must deposit a copy of the contested decision and a memorandum with relevant information, comments, documents, and files related to the case with the court's secretariat within thirty days of being informed of the lawsuit. The General Secretariat should also provide sufficient copies of the response and supporting documents certified by the relevant employee. The plaintiff may submit a reply memorandum, accompanied by any supporting documents, within the time limit set by the Commissioner. If the plaintiff submits a reply, the General Secretariat may submit a memorandum with comments on the response, along with supporting documents, within a similar time frame.

If the court president identifies any deficiencies in the case that need to be addressed, such as requesting clarification, submitting additional documents, or summoning employees for clarification on technical or administrative matters, the president may return the case file to the Commissioner to complete the required actions and submit a supplementary report in line with the president's directions (Judgment of the Administrative Court of the Arab League, 1975).

Once the case file is ready and fully prepared, the president shall set the date for the hearing. The court's secretariat must inform the parties of the date at least thirty days in advance.

Court sessions are generally public unless the court decides to make them private.

After considering the case, the court will issue its judgment following a closed deliberation involving only the judges who heard the case. If any other person participates in the deliberation, the judgment will be invalid. The judgment is issued by a majority of the members.

D- Judgment Participants and Finality of Court Decisions:

The judgments issued by the court are final and carry the force of *res judicata*. Judgments concerning annulment are binding on everyone.

A party may request a reconsideration of the judgment if a decisive fact, unknown to the party until the judgment was issued, comes to light. This request for reconsideration must be made within sixty days from the date the new fact is discovered and cannot be filed after one year from the date the judgment was issued. If the request is rejected, the court may confiscate part or all of the security

deposit made when the petition was filed. The court may also require the General Secretariat of the Arab League to pay some of the plaintiff's legal fees and expert costs (Judgment of the Administrative Court of the Arab League, 1992).

When employees of the Arab League fail to fulfill their duties, they are subject to legal accountability, and disciplinary actions are taken against them through administrative decisions made by those authorized to do so. The punishment follows a scale, starting with milder penalties and escalating to more severe ones, depending on the gravity of the violation committed. Before issuing a penalty, an investigation is required according to the established rules, and the disciplinary accountability process is conducted by a special committee. All these steps are accompanied by guarantees for the employees involved in violations.

Conclusion

- The Arab League works to avoid problems and conflicts and resolve any issues that may hinder its operations, ensuring that employees are protected from administrative abuse through a disciplinary system that safeguards everyone's rights under the law.

- Disciplinary responsibility for employees of the Arab League arises when an employee violates the obligations established by the organization's rules and regulations.

- Disciplinary violations are based on negligence, serious errors, or unsatisfactory performance of the employee within the Arab League.

- Disciplinary procedures involve an investigation process conducted by the relevant authorities to determine the nature of the violation and the extent to which it was committed.

- If a violation is proven, the investigator's report is referred to the Accountability Committee, which provides suggestions for penalties.

- The Secretary-General of the Arab League or the Director-General of the specialized Arab organization issues the penalty decision based on the Accountability Committee's suggestions.

- Lighter penalties are issued by the head of the relevant department or unit after conducting an investigation with the employee concerned.

- Disciplinary sanctions vary depending on the violation committed by the employee, ranging from severe to mild penalties.

- The Arab League allows its employees to request the removal of disciplinary penalties after two years from the date of the decision for mild penalties, or four years for severe penalties, except for dismissal.

- The Arab League provides administrative guarantees to its employees subject to disciplinary action, such as the right to view their disciplinary file and the right to defend themselves. It also emphasizes the need for swift disciplinary proceedings.

- The Arab League allows employees who have received disciplinary decisions to appeal them judicially before the Arab League's Administrative Court.

Suggestions:

- It is necessary for the Arab League's Administrative Court to establish an appellate court, similar to the system used by the United Nations, to prevent the violation of the employees' right to appeal.

Suggestions for improvement:

- It is essential to adopt more precise criteria for describing the employee's error that leads to their responsibility, and for determining the appropriate penalty. This determination falls under the discretion of the Secretary-General of the Arab League.

- Efforts should be made to associate each disciplinary violation with an appropriate penalty, which would limit the administration's discretionary power in imposing severe penalties on employees with a vengeful intent. This would ensure greater disciplinary guarantees.

- Judges of the Administrative Court of the Arab League must possess expertise and experience in international public service law, not just general law. This requirement should be explicitly stated in the court's constitutional framework to ensure fairness and justice, which the employee seeks by appealing to the court.

- The Arab League should provide greater guarantees to its employees when they commit disciplinary violations, such as ensuring that employees are notified of the charges against them, so they can prepare their defense.
- It is crucial that the rules and regulations of the Arab League specify that the disciplinary decision, including the penalty, should be justified to provide greater guarantees to employees and facilitate the process of review by the Administrative Court of the Arab League.
- The Arab League should include provisions for appeals against disciplinary decisions before the higher authority from which the decision originated. This would help reduce the number of cases brought before the Arab League's Administrative Court.
- The Arab League should establish an appeals committee, similar to the one in the United Nations, to allow for appeals against disciplinary decisions issued by the competent bodies.
- The Arab League must amend its basic statutes and executive regulations for its employees to align with the reforms undertaken by the United Nations in this regard, especially since the basic statute for the employees of the General Secretariat was issued in 1995 and has not been amended since.

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