

## TO THE MEMBER ASSOCIATIONS OF FIFA

Circular no. 1701

Zurich, 16 December 2019

SG/egs

### **Clarification on communications via emails and the use of digital cloud storage platforms – proceedings before the Players' Status Committee and Dispute Resolution Chamber**

Dear Sir or Madam,

Following our circular no. 1613 of 22 December 2017, FIFA wishes to clarify some aspects with regard to the communication procedure between FIFA and the relevant parties in proceedings before the Players' Status Committee (PSC) and the Dispute Resolution Chamber (DRC).

On the basis of the above-mentioned circular, FIFA has been communicating with member associations and other stakeholders via email since 2018. Further, and specifically for matters connected to proceedings before the PSC and the DRC, article 9bis (1) of the Rules Governing the Procedures of the Players' Status Committee and the Dispute Resolution Chamber (Procedural Rules) establishes: *"As a general principle, all communication with the parties in the proceedings shall be conducted by email. Electronic notification by email is considered a valid means of communication and will be deemed sufficient to establish time limits and their observance."*

By the same token, article 9bis (3) of the Procedural Rules indicates: *"Communications from FIFA shall be sent to the parties in the proceedings by using the email address provided by the parties or as provided in the Transfer Matching System (TMS) [...] The email address provided in TMS by associations and clubs is considered a valid and binding means of communication. The parties and associations must ensure that their contact details (e.g. address, telephone number and email address) are valid and kept up to date at all times."* Consequently, the addressee will carry the burden of proof and demonstrate that their contact details are valid and updated on a regular basis.

Bearing the above in mind and due to the number of exchanges between FIFA and the parties throughout proceedings before the PSC and DRC, FIFA will predominantly communicate via email with the parties, member associations, clubs, other relevant stakeholders and/or persons of interest, attaching to said emails the necessary documents, when possible and if deemed appropriate. From now on, FIFA will only use cloud storage platforms in its communications, such as CargoLink, with the aim of

facilitating access throughout PSC and DRC proceedings to specific documents that, due to their specific characteristics (e.g. number and/or size), could otherwise delay proper email communication.

Yours faithfully,

FÉDÉRATION INTERNATIONALE  
DE FOOTBALL ASSOCIATION



Alasdair Bell  
Deputy Secretary General (Administration)

Encl. as mentioned

- cc:
- FIFA Council
  - Confederations
  - Players' Status Committee
  - Dispute Resolution Chamber
  - ECA
  - FIFPro
  - World Leagues Forum