



EU human resources policies to improve working conditions

Holon: a lifelong learning tool to improve
interplay of work, health and organization

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European Parliament

**European Parliament policies
to improve working conditions
A sustainable approach**

Contents



- **Encouraging professional training**
- **Coaching for change**
- **Keeping motivation high, creating a stimulating working environment, managing conflicts, ensuring health and safety – in short, ensuring the well-being of all the institution's staff**

Encouraging professional training



EP Bureau decision on 29 March 2004 + Professional training guidelines laid down on 15 February 2005

Types of training courses on offer:

- Generic skills training courses** (languages, IT, others)
- 'Toolbox' training**: courses covering the 'tool kit' of basic skills staff needs to perform the tasks involved in a given job
- Specific additional training** aimed at meeting the specific and constantly changing operational requirements of a given service
- **Additional training** aimed, among other things, at developing the skills of staff members coming under the mobility system

Encouraging professional training



Implementation of the Secretary-General's MEASURES FOR PROFESSIONAL TRAINING (May 2007)

Basic principles:

- A) The training process must extend over the whole of an official's career.
- B) Professional training must be appropriate in order to cope with an ever-changing working environment.
- C) It is essential for every directorate-general to encourage its officials to consolidate the abilities and knowledge they require for their jobs.
- D) Promoting staff mobility and covering redeployment needs by increasing the fund of expertise on which Parliament may call.

Coaching for change



- Guaranteeing the best possible working conditions
- Improving transparency and ensuring equal opportunities
- Enhancing motivation and rewarding merit
- Stepping up priority-driven team work
- Taking disciplinary action in the event of discrimination and persecution
- Involving all staff in carrying out joint projects and pursuing the same goals
- Supporting middle-management initiatives

Motivation



Motivation is more than trying to earn more money, gain more power or move forward in one's career. Training has a key role to play in the strategy to enhance staff motivation and harness the potential of individuals and the organisation as a whole.

Main aspects of human motivation in a professional environment:

- Self-esteem
- Confidence
- Achievement
- Respect for others and from others
- Having already acquired, or gaining the opportunity to acquire, the right skills for a given job
- No discrimination or harassment
- Merit should be rewarded and should open up new career opportunities

A way to stimulate motivation



ADMINISTRATIVE WORK PROGRAMME 2009-2011: Project 49

Personnel: identifying and encouraging talented colleagues

The purpose of this scheme would be to ensure that colleagues who demonstrate particular skills and aptitudes are identified at an early stage in their career and given appropriate guidance and training, with a view to optimising their contribution to the work of the Institution and their own job satisfaction.

Learning support for middle management



Three main pillars



External support

Training

Coaching

ADMINISTRATIVE WORK PROGRAMME 2009-2011: Project 47

New Strategies

Personnel: more professional, better supported middle management through:

- **measures and tools designed to make the best possible use of the managerial abilities of officials in head-of-unit posts**
- **the creation of a common management culture for all middle managers**
- **a more in-depth appraisal of the leadership potential of candidates for managerial posts**

Improving working conditions: Risk prevention and well-being at work



Basic reference documents

- **Framework directive [89/391/CEE](#) (12 June 1989)**
- **safety and health at work**

Employers' obligations:

To ensure the safety and health of workers in every aspect related to the work, including on the basis of the general principles concerning prevention that have been laid down and without involving the workers in financial cost.

- Regulation No 31 (EEC), 11 (EAEC) - Staff Regulations, Art. 1e:
Paragraph 2: "Officials in active employment shall be accorded working conditions complying with appropriate health and safety standards at least equivalent to the minimum requirements applicable under measures adopted in these areas pursuant to the Treaties."

Risk prevention and well-being at work

Responsibilities within the EP Administration



Unit for Prevention and Wellbeing at Work (**UPBT**)

Environmental
Management
and Audit
System (**EMAS**)

Service for Prevention
and Protection at Work
(**SPPT**)

ACPPW Secretariat

- Introduction of the concept of Social Responsibility
- Accessibility (GTIS)
- Mobility (home-working place)

Advisory Committee on Prevention and Protection at Work (**ACPPW**).

Medical Service
Luxembourg

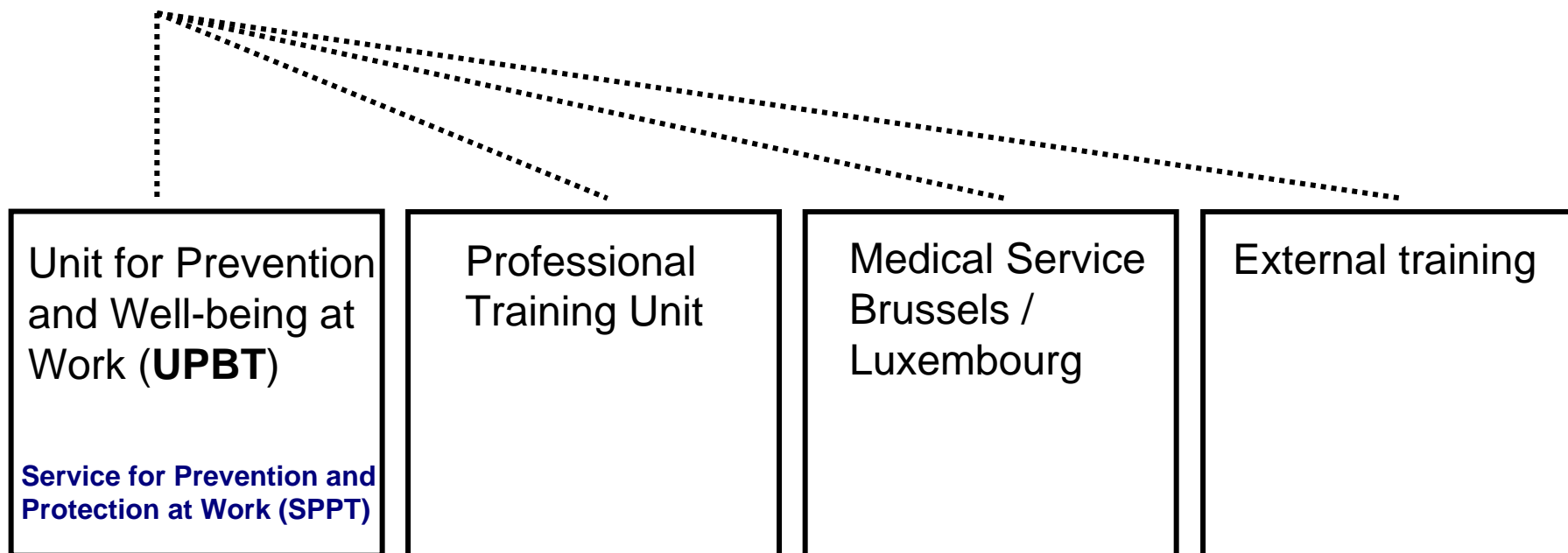
Medical Service
Brussels

Professional
Training Unit

Training & Risk prevention and well-being at work



Different pillars – one strategy



Risk prevention and well-being at work

Unit for Prevention and Well-Being at Work (UPBT)



The unit ensures that **working conditions** in Parliament are **in keeping with current EU and national legislation** and is also responsible for related matters such as:

- improving mobility of staff between home and work;
- psycho-social aspects of work;
- safety risks associated with building work;
- disabled access;
- monitoring implementation of policies on smoking and drinking;
- Parliament's social responsibilities;
- management of Parliament's sports centres in Brussels and Strasbourg;
- environmental management (**EMAS**).

Risk prevention and well-being at work

Service for Prevention and Protection at Work (SPPT)



- **applying** and **monitoring implementation** of rules governing safety, hygiene and health at work with reference to both people and property at the buildings used by the European Parliament; putting forward proposals for preventive action, protection and training in these areas;
- **improving** safety and health at work (well-being at work), ergonomics and environmental protection;
- **carrying out investigations** following accidents at work and incidents at the workplace;
- risk **assessment** and optimisation of workstations;
- **regular cooperation** with the Medical Service and the departments responsible for security, fire prevention, buildings and purchasing;
- **secretarial services** for the Advisory Committee on Prevention and Protection at Work (ACPPW).

Risk prevention and well-being at work



The Committee's [Rules of Procedure](#), setting out its activities.
Useful information may be found on the [ACPPW](#) website.

Reference documents



- Bureau decision of 29 March 2004: PE 343.253/BUR
- Implementing measures for professional training (May 2007)
- **STAFF REGULATIONS OF OFFICIALS OF THE EUROPEAN COMMUNITIES:**
http://www.epintranet.ep.parl.union.eu/intranet/webdav/site/refin/shared/statut/statut_old_en.htm#status:1-title:2-art:024
- **Library (Learning resources):**
<http://www.library.sso.ep.parl.union.eu/lis/site/lrcList.form>
- **Middle Management Action Program:**
http://www.europarl.ep.ec/inside/newshound/081202_199/081202_199_MM_AP_site_en.htm
- **European Administrative School (EAS):**
http://europa.eu/eas/index_en.htm