

Internship Programme 01 September 2014 – 31 August 2015 Human Resources and Planning Department (HRP)

1. Description of the Department

The mission of the Human Resources and Planning Department is to provide high quality and modern Human Resources and Planning services, and to create and sustain a pleasant and appreciative working environment.

The Human Resources and Planning Department makes a direct contribution to achieving FRA objectives through the development, implementation and monitoring of policies, procedures and services, based on the Staff Regulations and in conformity with the Financial Regulation and the Data Protection rules.

Human Resources services include a full range of centralised, comprehensive human resource management services for FRA staff and assists management in attracting, motivating and retaining qualified employees. It enables and further enhances a sustainable, high performing work environment that facilitates a culture of teamwork, integration and adaptability of people.

The HRP Department is composed of two sectors:

- Human Resources
- Planning

The services or core activities of Sector Human Resources are as follows:

- Recruitment and selection
- Staff rights and obligations
- Payroll
- Missions
- Leave
- HR policy development and implementation
- Learning and development
- Staff well-being and Internship Programme

The Planning services include the coordination of the Strategic Plan, the Annual Work Programme and Annual Implementation Plan (ensuring the transparency, communication and openness in the formalised stakeholder involvement at all levels in these processes) as well as the management and implementation of the monitoring and evaluation activities.



The services or core activities of Planning are as follows:

- Strategic Plan coordination and design
- Annual Work Programme coordination and design
- Annual Implementation Plan coordination and continuous update
- Ex-ante and ex-post evaluations and reporting
- Monitoring of project performance through establishment of performance indicators

2. General description of the functions and duties of the intern(s) during the internship period

The expected functions and duties for the intern in HRP could be:

In the HR Sector (depending on the area of the internship):

- Assisting in the implementation and coordination of the Agency's professional Staff Learning & Development programme (incl. organisation of in-house trainings, learning evaluation and impact assessment, reporting);
- Support in the implementation of the FRA Wellbeing Action Programme;
- Assist in the preparation of the FRA Internship programme;
- Support the recruitment and selection processes of the FRA (i.e., preparation of documentation, welcoming interviewees, etc.);
- Contribute in the drafting of HR policies, procedures and reporting
- Contribute in the drafting and follow-up of notification forms on processing personal data in implementing HR policies and replies to the European Data Protection Supervisor's opinions and letters
- Keep updated the intranet pages on Human Resources and in particular career, legal references, working conditions and ethics and staff conduct, by creating and uploading new pages and documents
- Provide assistance in the overall work of the Sector when necessary.

<u>In the Planning Sector:</u>

- To create and keep updated the Intranet pages on Planning, Monitoring and Evaluation, by creating and uploading new pages and documents;
- To create and archive of all FRA projects (implemented and on-going) to be established for Planning, Monitoring and Evaluation purposes and collect and update data and information of all projects;
- To create templates and reports for project management at the FRA;
- To take part in all project team meetings held within the FRA;



- To assist the planning team during the meetings and task force where Planning is involved (briefing and de-briefing phase – preparation of the necessary documents – minutes – circulation of documents);
- To monitor all strategic and technical documents elaborated by the EC, CoE, EP and other key EU institutions relating to Planning, Monitoring and Evaluation;
- To implement other possible tasks assigned by the Planning Manager (in addition to the ones above listed).