



HR DEPARTMENT NEWSLETTER

#2 – July 2014

THE TEAM IN THE HEADLINES...



JUNE 2014 – Headquarters team involved in #supportdontpunish campaign against the harms caused by the criminalisation of drugs users.

[Send us](#) a photo of your team for the next newsletter (October 2014)!

GENERAL INFORMATION

HR briefing to the Board of Directors

Luc Jarrige, Board member delegate, and the Human Resources Department steering team (Anne-Claire Deneuvy – Human Resources Department, Hélène Berger – Recruitment/Career Unit manager, Emanuelle Corp – Training Unit manager, Emmanuel Bocquet – Human Resources Administration Unit manager) reported on the progress being made on Human Resources projects to the Board of Directors on 11 April 2014. It was emphasised that the objectives of the 2013 roadmap had been achieved. The Human Resources report submitted on this occasion ([available on line](#)) provides a significant analysis of the sociology of the organisation in all its volunteer and employee staff components, at home and abroad. The 2014 objectives and the medium-term prospects were discussed

→ An increase in recruitment in 2013

The presentation, containing the details of the Human Resources report, helped to underline the significant increase in recruitment in 2013 (+27% compared to 2012), the drop in recruitment lead times to 62 days, as well as the efforts involved in recruitment sourcing and communication, that were maintained, especially during the course of the past year.

We also mentioned the growth in the number of internal transfers, from 65 in 2012 to 95 in 2013.

In addition to the previous year's report the discussion helped to address the challenges in the medium term and the prospects for 2014.

- The scarcity of profiles of experienced international coordinators, offset gradually by the developments in internal career paths and targeted sourcing activities
- The formal **policy of training schemes** at the beginning of the year with two aims: to assist tutors in the recruiting and the induction of trainees, to facilitate the process of finding employment for these trainees. Documents ([guidebooks](#), [forms](#), [employee handbook etc](#)), are always available on the Internet for these processes. Also, the Recruitment/Career Unit may provide its CV library and/or publish internship opportunities.
- The development of a policy relating to first international missions in the field in conjunction with the International Operations Department, through the creation of jobs in the field that are open to young professionals or not, without any previous experience in the humanitarian field internationally : carers, assistant general coordinators, reporting officers...
- The induction of **house doctors in General Medicine** (interns) in MdM :

In 2013, some fifty medical students were taken on by the Healthcare, Advice and Referral Clinics including a very large majority of them for a six-month period generally at the end of the 3rd training course (internship). The Human Resources challenges are significant for the organisation. This approach taken by the Department of French programmes has to be maintained and the doctors retained so that they can become our future associative managers, employees or volunteers in the Department of French programmes, and expatriates working in international programmes.

The induction of house doctors for validating training courses (internships) meets a request of the students, helps to spread our practices amongst the most vulnerable, strengthens our advocacy process and helps us in our recruitment process : 60% of the house doctors on training courses with MdM wish to become volunteers. They also make up a significant pool for international programmes.

The study carried out on house doctors amongst the 10 Healthcare, Advice and Referral Clinics in 2013 as well as the regulatory framework summaries and the conditions required for taking them on are available on the [Intranet](#).

→ Training

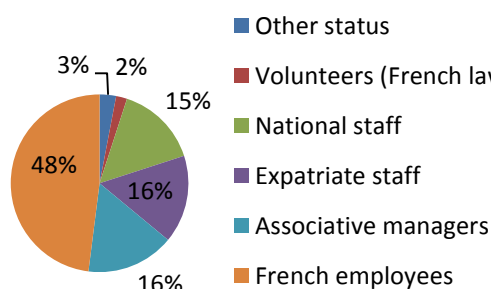
89 training courses

71 Individual
18 Joint

10 300
hours of training

In 2013

371 trained members



And in the case of 2014

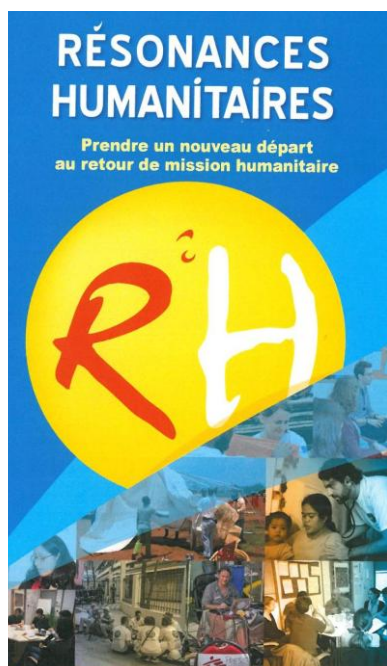
- 230 training courses planned
That is +51% compared to 2013

ONE OBJECTIVE

To be at the service of the Organisation and the programmes and to meet your demands!

RECRUITMENT AND CAREER

Résonances humanitaires, the MdM partner supporting the careers of its members



Médecins du Monde has been a partner of the organisation Résonances Humanitaires since 2012. Résonances Humanitaires provides close support to those involved in international humanitarian work, in connection with their vocational re-training in France. A hundred or so volunteers offer to provide a welcome and assistance right through the process of determining their re-training programmes and their search for jobs.

HR has developed partnerships with organisations which on a regular basis incorporate those involved in the field within their Headquarters, with local authorities, but also partnerships with large French companies such as Bouygues and SNCF

To date, 1500 people have benefited from the organisation's services that are available in Paris, Lyon and Bordeaux, the town where MdM's regional delegation has made premises available to them.

During the Mission Days, Eric Gazeau, HR Director accompanied by a volunteer and a person who had benefited from the organisation's services, gave accounts of their careers and shared their experiences with the coordinators ,

> To know more : visit the [website of Résonances Humanitaires](#)

Salon des solidarités 2014

From the 12th to the 14th of June the 5th Salon des Solidarités was held in Paris. 200 exhibitors attended the Salon, in particular French and international organisations but the Salon also included training workshops and conferences for solidarity members. There was a particular focus directed towards the crisis in Syria with UOSSM, MdM's partner in the emergency programme, in attendance.

As in 2012, MdM had a stand and took part in the "Humanitarian and Solidarity: what careers, what jobs, what training?" conferences This provided the opportunity to promote our activities, to develop the donor network but also to recruit future organisation members from a public of 20,400 people!

Alongside the MdM teams, some hundred or so employees and trainees from Headquarters and the Ile de France projects enjoyed the Salon activities over a period of 3 days.

> To know more : visit the [website of Salon des solidarités](#)



A big thank you to the team which took it in turn to give answers to the 550 people who came round to the MdM stand.

In short

- **July is the time when the holiday season starts but also the start of the annual interviews !** Every manager will interview the members of his/her team before the 31st October and will assess the training needs at the latest by 30th November The form and the interview manual are available on the [Intranet](#); this year again some dates for a meeting to exchange views with a question and answer session, over breakfast will be suggested to team managers at the headquarters.
- The leaflet : « Get involved in MdM » is available in French and in English on the [Intranet](#)! Copies have been produced and sent to each regional delegation A supply of them is available at the offices of the Recruitment/Careers Unit If you wish to receive some, you can contact [Virginie Poux](#).



TRAINING

Training workshop during the Mission Days

We had the opportunity to hold discussions at a plenary meeting on the common module of the induction course

For those who have not had the opportunity to attend this event and in the case of those people who want to make a contribution, it is not too late !

Give us your documents, give us your ideas and your feedback on the modules that you deliver.



[Open the presentation](#)

Training of trainers



The trainees who took part in the training of trainers programme this April

And there we go ! The first trainers' training session organised in partnership with Bioforce took place from the 11th to the 18th of April this year.

On this occasion, 13 national and international members were given training in drawing up objectives and training programmes, in the various approaches and facilitation methods and in the theoretical principles of adult training.

The next session will take place from the 15th to the 19th of September 2014 :

If you are already delivering training courses and you have not been included in the 2014 Training Plan, contact your manager so that he can forward the information when needs are collated in the autumn. This will allow the Training Unit to include you in the 2015 Plan.

Training of Trainers will be a regular thing and will become standard just like the induction course, the planning of health programmes or team management.

Welcome to Catherine, a volunteer at the Training Unit!

Catherine joined the Training Unit as a volunteer a few weeks ago. This is not her first experience as she was a volunteer welfare receptionist at the Paris Healthcare, Advice and Referral clinic then a salaried welfare worker for a few months and a secretary for 2 years.

Catherine's task is to support the Unit in the administration of group training programmes at the pre-training phase and then at the post individual and group training phases in the administration of the assessment summaries, the budget, the filing and the entry of data.



In short

- We await your feedback on the training programmes that you undertook during your projects and/or your official duties in France : let us share your experiences and your tools ! Contact us so that we can put your work on line in order for everyone to benefit.
- The schedule for group training courses is always available on the [Intranet](#) !
- A summary showing the training that was carried out in the first 6 months of 2014 is available on the [Intranet](#)

HUMAN RESOURCES ADMINISTRATION

Pay policy 2014

In France

Following the annual negotiations with the trade union representatives, all the employees under French contracts received a general increase of 1.03% on the 1st January 2014.

In addition, 71 people (under permanent contract or fixed term contract) had their salaries individually readjusted, in accordance with the pay policy,

In particular there were 15 upgradings with changes in recharacterisation, 30 coefficient increases in the same recharacterisation relating to a repositioning of the post to a level of greater responsibility, 4 increases relating to a review of the minimum of the recharacterisation and 28 readjustments of coefficients on the function scale.

The new jobs scale is available on the [Intranet](#)

→ The international scene

Pay reviews have been carried out or are in progress in many countries. In particular the following have been achieved :

- In Nepal and in Palestine, upward adjustments associated with inflation
- In Burma, a complete overhaul of the function scale and a pay review
- In Colombia, an increase in the case of some recharacterisations
- In Syria, a review of the function scale following the setting up of new posts and readjustment of some posts
- In Ethiopia a review of the function scale and pay scale when the programme was re-started
- In the Ivory Coast, some adjustments and changes to the function scale

Do not hesitate to contact us ! We are available to help you in the field ; this type of subject often takes up some time and expertise !

The HR portal launch feedback

Already been in use for 6 months !

Thanks to everyone for your feedback which will help us to improve the tool and facilitate its use by the day

The annual leave balances for 2014 and the « leave bank » recorder were updated at the beginning of June.

One improvement: in the box «Consult my annual leave balance », the period is detailed just after the column « balance ».

One new thing : the FAQ ! The Frequently Asked Questions section is available on the home page just below « Guia del Usuarion ». Do not hesitate to read it as the main replies are in it.....As in the User Guide !

At which point, have a good summer holiday!

In short

- In order to improve their understanding of the field and share their expertise in the area of staff administration, Sylvie Soulas and Fabienne Kirmann, payroll managers, will be undertaking an international project by the end of this year.
- In addition to the pay policies relating to international projects that have been reviewed, the terms of appointment were also reviewed in the case of Pakistan, the Central African Republic and Kenya/Somalia and the medical policies were improved in the Ivory Coast and in Madagascar