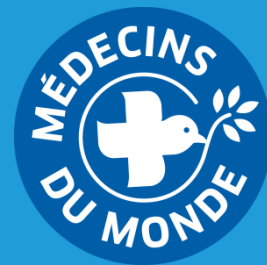


NEWSLETTER FROM THE HUMAN RESOURCES DEPARTMENT

7 – OCTOBER 2016



As 2016 goes by, I realize how important will be the challenges for all of you & for the HR team to carry out the wide range of projects led by the organization.

The HR policy, which is currently being written, will be used as a reference document for all MdM community – in France, the fields and at headquarters. This policy will be a tool for all of us in order to support changes in the organization and lead the development.

In addition, priority HR projects will include the recommendations of the various working groups that contributed to the Action Plan.

Last but not least, the “Quality of life at work” will be a strong focus we wish to develop in any of our action.

We are relying on you to help us successfully carry out these projects.

We hope you enjoy reading the Newsletter.

Florence

EMPLOYEE REPRESENTATIVES ARE BACK TO WORK!

Elections for employee representative bodies took place last June. Here is a reminder:

The Committee on Health, Safety and Working Conditions consists of the following members:

- **Bertrand Brequeville**
- **Léa Gibert**
- **Christian Pancrate**
- **Amélie Ragueneau**

The regular employee representatives are:

- **Isabelle Baudelicque**
- **Clementine Bret**
- **Blandine Contamin**
- **Chloé Forette**
- **Johann Huguin**
- **Marie Pierson**
- **Sophie Poisson**

The substitute employee representatives are:

- **Isabelle Bruand**
- **Dorothée De Coud**
- **Dany Egret**
- **Isabelle Français**
- **Elise Joisel**
- **Aurélien Leroy**
- **Marie Lussier**

The regular members of the works council are:

- **Stéphane Grivot**
- **Audrey Kartner**
- **Karima Kenane**
- **Emmanuelle Lallier**
- **Gaëtan Le Feuvre**
- **Guillaume Noblot**

The substitute members of the works council are:

- **Valérie Brunel**
- **Sybille Gumuccio**
- **Paula Lakrou**
- **Aline Lathieyre**
- **Jennie Saint Sulpice**
- **Nathalie Simonnot**

For more information, go to the intranet page of the Human Resources Directorate (*section relations sociales et instances représentatives du personnel*).

CAREERS AND RECRUITMENT NEWS

MDM RECEIVES A SURPRISING NUMBER OF APPLICATIONS FOR JOBS IN NIGERIA !

August doesn't mean recruitment is any less busy, especially when there's an emergency! In fact, during "normal" times, we receive an average of 2,200 applications for all job opening every month. But in August, we had a surprisingly high number of 3,640 applications, with over 1,620 alone for the first five jobs posted for Nigeria!



TIME FOR YOUR ANNUAL PERFORMANCE REVIEW



The time has come for annual performance reviews, which will be conducted between now and 15 of January 2017. The forms are available on the intranet in three languages. If you need any help filling them out, the Careers Department will be happy to assist you. The annual review is an important time for examining the past year, providing feedback on collaborative efforts and planning for the coming year. This discussion also gives you an opportunity to express your training needs for 2017.

UPCOMING EVENTS

The fall is getting off to a great start for recruitment communications, with six presentations currently scheduled for the next few weeks. We'll be meeting with students at the Liverpool tropical medicine school (jointly with MdM-UK), then with EHESP (School of Public Health) students in Paris, pharmaceutical students at University of Paris 5, students at the Bichat School of Nursing and also with students at the NOHA Master's programme in Warsaw at the end of the year.

All of this activity is helping the recruitment team get started for the humanitarian job fair, held every two years in Annemasse (France). For this event, we'll stand by MdM-Switzerland.



IN THE FIELD...

Virginie Roperio and Florence Hordern travelled to Myanmar in September and met with the two released peer educators who have been incarcerated since 2014. MdM will help Nyi-Nyi & Zaw Myin Aw build a new project.

DOCUMENTS AT YOUR SERVICE!

The 2016 salary scale is available on the intranet.

AGREEMENT ON THE ADJUSTMENT AND REDUCTION OF WORKING HOURS (ARTT)



Reminder : Employees have three options for taking these days off:

Monthly option: One set day every two weeks.

Quarterly option: Five to six days in a row once or twice every three months.

Combined option: One set day per month and the rest two or three times.

An RTT half-day remains in place for all employees on the afternoon of 24 December or 31 December. The options must be chosen twice a year in coordination with your manager and then registered on the HR website.

Good to know: You cannot accumulate RTT days during periods of leave (other than paid holidays), such as exceptional leave, sick leave and maternity leave. In addition, you cannot take more than six RTT days in a row. The agreements are available on the intranet in the HR documents archive.

DID YOU KNOW ?

France is one of the countries with the fewest national holidays per year (11 on average). Expatriates do not work on the national holidays celebrated by the country to which they are posted, up to a maximum of 11 days per year. Any days above that number will be considered part of their annual RTT entitlement.

FOCUS ON VOLUNTEERING

In 2015, Medecins du Monde 1,934 volunteers account for 93.8% of those working for its programmes in France and 51.6% of the MdM-France community overall. Employees under French law represent an additional 10.6% of the community and those under national law working for international projects another 37.8%. At Medecins du Monde, volunteers work in both medical (70,264 hours annually) and non-medical fields (111,849 hours); their total work is valued at €4,336,865 per year. The valuation of volunteer time aims to provide a faithful representation of the organisation's activities and assets.



As a result, volunteer service is a key part of our work, making it essential to:

- Emphasise how dynamic and attractive the organisation is by highlighting its ability to enlist volunteers;
- Assess the financial contribution of volunteer work = Demonstrate the self-financing of some of our activities;
- Recognise the personal investment being made by volunteers at Medecins du Monde and **thank them for it!**

The document *"L'évolution de l'engagement bénévole chez Médecins du Monde de 2013 à 2015"* is available on the intranet within the document *"Valorisation du bénévolat"*.

DOCUMENTS AT YOUR SERVICE !

The HR administration team has just completed a new guide entitled "HR support / Project closure". It is designed for all administrative and general coordinators who must close projects or refocus programmes. Feel free to read it on the intranet or ask for a copy from Lise Avenel, Human Resources Administrative Officer for international projects.

TRAININGS AT YOUR SERVICE

Preparing for Departure

As part of its Welcome to Mdm programme, the Training Department is developing a new course called “Preparing for Departure”. This course will help participants understand the roles and responsibilities of each Mdm team member, the way the field and headquarters teams interact, and the best attitudes and behaviours to adopt toward the various actors (beneficiaries, local authorities and journalists) and situations (safety and security incidents) they may encounter in their future working environment.

Security

This year, the training department has taken over security training, which was previously managed by the International Operations Directorate (DOI). This course, which will be conducted in collaboration with Bioforce, will be more interactive. The first session was held from 10-14 October, with 14 participants (GenCo, LogCO, Security Referent) trying out the new programme.

CONVERSATION WITH CHRISTELLE – INDIVIDUAL TRAINING ADVISER

Who is Christelle Petit?

Christelle joined Mdm in 2013 as a volunteer for a Healthcare and Advice Clinic. She went on to become acting technical coordinator for the Slum project, followed by acting general coordinator in Guyana and later general coordinator in Mayotte. Christelle returned to metropolitan France in 2016, where she joined the training department. Her professional experience in Mdm is a great illustration of internal mobility.

What does Christelle do?

Christelle develops and optimises a decision-support tool for assigning individual training courses, with the aim of ensuring transparency and fairness. “The training plan is based on the HR policy,” which is a real challenge because “we have to anticipate training needs on the basis of the strategic plan since training is part of Mdm’s policy agenda”. In short, Christelle will work with the training team to help you improve your skills in your area of expertise.

SOME FEEDBACK FROM A TRAINING COURSE FOR ADMINISTRATIVE COORDINATORS

“Great!! A big thank you to all the trainers despite some technical topics. It was never boring and it was really educational!” **Ariane**

“Let’s be reliable and consistent!! This training gave us a better understanding of an administrative coordinator’s scope of responsibilities.” **Paul, Mohammed and David**

TO YOUR CALCULATORS !



Now that budgets are being prepared, don’t forget to draw up a training budget so you can develop your training plan:

- For international projects: 2% of payroll will be dedicated to training.
 - For projects in France: budget €50 per volunteer dedicated for training.
- Feel free to contact the training department for any assistance.



WELCOME !

More staff changes in the HR department!

To help you find the right person, following is a list of our “new” staff members:



Clotilde Neveux has joined our recruitment team as a recruitment officer.



The HR Directorate is pleased to welcome back **Hortense** after her return from maternity leave.



Vladimir has moved from the Careers Department to HR Administration, where he now works as a Human Resources Administration assistant.



Virginie has left her position as a recruitment officer to become a careers officer.



Christelle Petit has joined the Training Department and is now serving as an individual training adviser.