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- WELCOME TO...

It's only been a month since I joined Medecins du Monde in Paris and yet it feels as if we've known each other for a long time.

Coming from HEC Paris where I spent many happy years in human resources, I'm discovering a whole new world filled with fascinating work and passionate people.

I'm joining the humanitarian field at a time of major change for the organisation, when strategic decisions must be implemented without ever forgetting the ideas that drive our various actions or the battles we fight.

I'll be meeting with you throughout the year to gain better insight into your activities and commitments, how the organisation operates and upcoming challenges. I'm immersing myself in the fights against injustice, marginalisation and other burning issues.

I'm finding that you are highly professional, involved, committed and activist, with dreams and also a sense of reality, willing to give a lot of yourself to support your beliefs in often-difficult situations. My visits to the field will definitely strengthening these impressions.

Through both success and failure, the organisation has forged a true culture that generates a strong social bond among its members and a shared pride in defending the same values – an achievement that is anything but routine. Joining Medecins du Monde means working with an organisation with high standards and an excellent structure that shows constant concern for quality in general and quality of its staff in particular (associative managers, employees and volunteers).

To succeed and flourish, we need to demonstrate diligence, a strong sense of commitment, high standards in the actions we take with our beneficiaries and partners, and strong affinity with field sites. We essentially need to have empathy for others while taking pleasure in being together and working together.

We have many projects to carry out as a team, criticisms to face and improvements to make. We will sometimes have to make difficult choices together, without ever forgetting the importance of strong relationships and quality work – factors that I value highly.

The Human Resources Department will always be here to support every upcoming and ongoing project. That is HR's primary objective at all times, especially when the change process means we must pay special attention to the value of those carrying out these projects, namely the associative managers, employees and volunteers.

Thank you so much for your warm welcome. I'm looking forward to meeting and working with you and exchanging ideas. My best wishes for a happy, healthy year.

CAREER DEVELOPMENT DEPARTMENT: DEVELOPMENT TOOLS

In 2015, the Career Unit played a very active role at MdM. In fact, 50% of jobs (out of 290 job openings in 2015) were filled internally in France and abroad.

ANNUAL PERFORMANCE REVIEW, A CAREER DEVELOPMENT TOOL

In 2015, only 30% of annual performance reviews made their way to the Career department – a mighty low number for such an important event! This discussion with your manager is an ideal time to express your career development goals, especially concerning internal transfers, and to make plans for achieving those goals. So it's essential to take advantage of this tool.



It's not too late to send it to us!

Based on the reviews, we can develop a training plan during the first quarter of the year to help you achieve your goals. The career specialists will be happy to delve more deeply into the issues that you began discussing with your manager.

SUPPORT WHEN YOU RETURN

Each humanitarian assignment is a unique experience, even for the most seasoned staff. Support can be helpful when you return from an assignment.

Medecins du Monde currently offers two types of support:

- By expanding its network of psychologists and psychiatrists providing counselling to all MdM staff in France and abroad.
- Through a partnership with the Résonances Humanitaire organisation, which provides assistance with vocational retraining in France www.resonanceshumanitaires.org



You are free to contact this network of experts on your own; they will fully respect your privacy and confidentiality. These professionals are well versed in the specific characteristics of the international humanitarian sector and non-profit environments. Contact Alice for more information: alice.hennessy@medecinsdumonde.net.



We update your teams' organisational charts on a monthly basis. You can find them on the intranet.

TESTIMONY OF A ACCOMPANIMENT BY RÉSONANCES HUMANITAIRES



After working as a project manager and team leader in the humanitarian field for seven years, I decided to return to France in late 2013. My last assignment was with MdM.

Despite having a very specific idea about what I wanted to do professionally, I was unable to find positions that appealed to me. Having never worked in France, I didn't know anything about French nonprofit or government organisations. I felt completely lost.

I finally contacted Résonances Humanitaires (RH). First, they reviewed my background with me while helping restore my confidence and develop an action plan for revising my career objective. This process and the HR network led to a number of job interviews. HR's terrific seminars and workshops provided information, support and real assistance with career planning.

While unemployment is never easy to go through, the weekly job search group helps you take an objective look at yourself and put things in perspective. Eric, head of Résonances Humanitaires, is very approachable and always has good advice – not to mention HR's monthly get-togethers, which help you keep in touch with the humanitarian community whenever you feel the need!

After six months of extensively searching, I ended up finding a job. But it wasn't a perfect fit with my new career objective. After trying it out for one year, I found myself again unemployed. I quickly contacted RH, which was there for me. I again participated in workshops that really helped me come to terms with this first experience, build on it and firm up my career goals. This second period of unemployment was much shorter.

After a second job, which didn't last very long either, I ended up finding a position in an organisation that's a good fit and where my experience and skills are useful and valued. I once again enjoy my work, just as I did when I was a humanitarian worker in the field. It took me two-and-a-half years to find the job, but it was well worth it!

In a few words, I would say that RH is a great source of mutual support and career planning for humanitarian workers returning to France. After all, as in any field, you're the only person who can find a job that's right for you.



Résonances Humanitaires

72 rue Orfila 75020 Paris

01 46 36 10 36

www.resonanceshumanitaires.org

RECRUITMENT UNIT: REVIEWS AND PLANS

RECRUITMENT IN 2015



26,858 applications
(2,963 unsolicited)



54 days
average time of recruitment



290 jobs filled



756 interviews
conducted by the
recruitment team

HR INFORMATION MEETINGS AT HEADQUARTERS

Every first Thursday of each month at 6 pm, the recruitment/career team holds information meetings open to the public. The goal is to provide an overview of Mdm, describing its projects and operations in France and abroad, and discuss the types of candidates it is seeking.

In 2015, 252 people attended one of the 11 sessions. Interest in volunteering rose compared to previous years in addition to the interest expressed at annual or biannual meetings hosted by regional offices. A desire to work abroad has remained stable from year to year.

In order to meet public expectations as best possible, we regularly update our communication tools. Our goal for the coming year is to continue informing the public about these meetings in order to reach a more diverse and highly motivated audience. Spread the word!

6TH SALON DES SOLIDARITÉS – 19, 20 AND 21 MAY 2016



The three-day Salon des Solidarités exhibition has been bringing together the general public with a large number of humanitarian organisations since 2007 in Paris (Porte de Versailles) . During the previous event in 2015, 225 exhibitors and more than 22,000 visitors had an opportunity to meet and exchange views. Medecins du Monde will, of course, attend this sixth annual exhibition and will ask employees, interns and volunteers to staff our stand. You'll be hearing from us soon!

SCHOOL RELATIONS

The recruitment team is continuing its communication efforts towards a large panel of schools including IRIS, IFAID, 3A, Antwerp Institute of Tropical Medicine and EHESP, HEC, Sciences Po and various universities.



Please contact Clara, recruitment communication officer clara.bigel@medecinsdumonde.net if you give talks or lead training sessions. She can provide you with tools to help you out! Your presentations also help our recruitment efforts.

TRAINING DEPARTMENT

In 2015, the department created new training courses to better meet the needs of operating staff. These programmes were created for projects both in France (reception officer, migrant law) and abroad (Ebola, unwanted pregnancies).

The team would like to thank the experts, MdM community members and partners for their help with creating and implementing these courses.

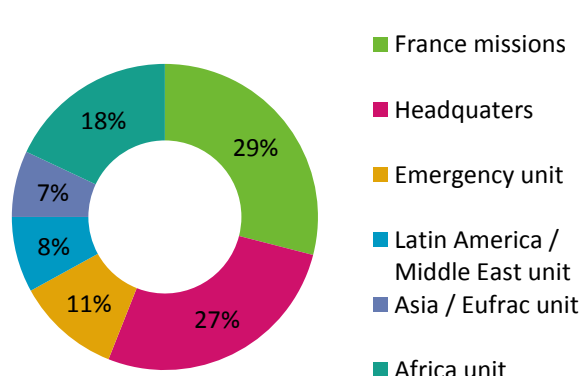
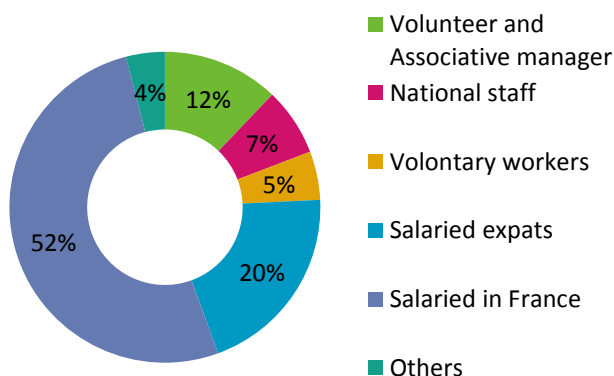
IN 2015...



702 TRAINED AGENTS*



17,039 HOURS OF TRAININGS
(+25% in 2015)



* An agent who validates various trainings is counted each time he/she has been trained



MdM INDUCTION DAYS GET A REVAMP!

Do you remember induction days at MdM in 2015? Two days of induction for France, four days for international staff, and a few clever staff members who tried to cut class any way they could (we know who you are, but we love you anyway!).

In 2016, everything's changing. **"Welcome to MdM"** will be the first entry point for all staff working in both France and abroad, regardless of status. The three-day course will acquaint new staff members with MdM perspectives and projects.

No more patchwork of services: instead, "Welcome to MdM" will give you insight into MdM struggles and familiarise you with our programmes and operating methods. No more super star PowerPoint presentations either: we've revisited the content in a fun way. During group exercises, participants will be much more involved in the programme, which will help them gain greater familiarity with MdM's positions, milestones and of course, the famous triptych. Seven sessions are planned during the year; we'll see you at the first one in February!

HUMAN RESOURCES ADMINISTRATION

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



Did you know? In June 2000, Medecins du Monde management and trade union representatives signed an ARTT agreement. These agreements grant 22.5 ARTT days per calendar year to full-time employees who continue to work 39 hours a week.

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 ARTT 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 ARTT 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 ARTT days in a row. You also cannot carry forward ARTT days, which are reset at zero each 1 January. The agreements are available on the intranet in the HR documents archive.

LET'S NOT FORGET VOLUNTEERS!

David Debarnot joined the Human Resources Administration Unit last spring as HR administrator for volunteer management. "My duties include developing, supporting and recognising volunteers at the organisation. To do so, I regularly travel to meet with the various players (regional offices, France Desk managers and regional coordinators) and help them implement volunteer policies and resource management tools in such areas as recruitment, induction, separation, training, transfers, team health and managerial participation during the recruitment of a volunteer medical professional.

The goal of this job is to develop and disseminate a cross-disciplinary perspective of volunteer management practices while drawing on the valuable contribution of our regional offices' specific identity and promoting our volunteers' commitment to Mdm projects.



INTERNS

New regulations took effect on 1 January 2016 concerning the use of interns in the private and non-profit sectors. They now limit interns under contract to 15% of the workforce during a single calendar year. There were 62 requests for interns during the 2016 budget development process, amounting to more than €212,314. At this point, MDM just meets this target unless the size of the workforce should change in the near future.

Because the Human Resources Administration Unit is responsible for ensuring compliance with the law, please contact us before taking any steps to hire an intern.

IN BRIEF

THE PERSONAL TRAINING ACCOUNT IS REPLACING THE INDIVIDUAL TRAINING ENTITLEMENT

Personal Training Accounts (CPF in its French acronym) were created on 1 January 2015 to pay for training. To take advantage of the CPF and learn how to accurately accumulate hours, you need to activate your account at: <http://www.moncompteformation.gouv.fr/>

The Training Unit has already sent you an email about this topic, and an information meeting will be held in the near future. However, the staff will be happy to answer any questions you may have.

COMPLEMENTARY INSURANCE

The “M comme mutuelle” information meeting about the new contract was held on the 9th of December. You can view the meeting video and presentation by going to the HR Department’s intranet splash page. And of course, the entire Human Resources Administration Unit will be happy to answer any questions.

THREE, TWO, ONE...

A **Departure Preparation** session will be held in the second half of the year to provide those leaving for the field with the necessary information and skills.

REMINDERS ON INTERNSHIPS

- Internships must be based on contract, whose form is established by regulation. The contract meets legal requirements, particularly in terms of bonuses.
- An internship cannot exceed six months.
- There must be an interval between two internships corresponding to at least one-third the length of the previous internship.
- The internship must not replace a paid position and must be part of an intern’s educational programme.
- Mentors are responsible for helping interns gain skills related to their field of study during their professional internship.

PROFESSIONAL ELECTION

Soon you will elect your staff representative (CE, DP et CHSCT). The professional election will be held during May 2016.



RECRUTEMENT LEAFLET

Find the updated version of our leaflet « **Getting involved with MdM** » in the recrutement section on the intranet.



WELCOME!

Lots of activity these past few months!

To help you figure things out, here are your “new contact” people:

Rocio Roussel, our new recruiting advisor, brightens up everyone's day with her Latin American accent.



Amélie Thibord moved to a new floor and job and now works as the recruitment team's administrative assistant.



Clara Bigel took off her burmese longyis to return to headquarters and take up the position of recruitment communication officer.



David Debarnot has settled in at headquarters as HR administrator for volunteer management after working in our CASO in the Paris region.



Hicham Saqalli is putting his field expertise to work as the Head of the Training Department in our Training Unit.



Céline Lopez-Doring has taken over management of the HR Administration Unit after spending several years in the field and at headquarters.



Florence Hordern, our new human resources director, is breathing new life into the department.

