



Newsletter from the HR Department

8 – January 2017



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Happy New Year 2017

"2017 looks set to be a year of important HR projects.

We will be communicating with you throughout the year to inform you of their progress.

The Human Resources Directorate wishes you a very happy 2017.

We are looking forward to working with you all and to supporting you on the various HR challenges you are involved in.

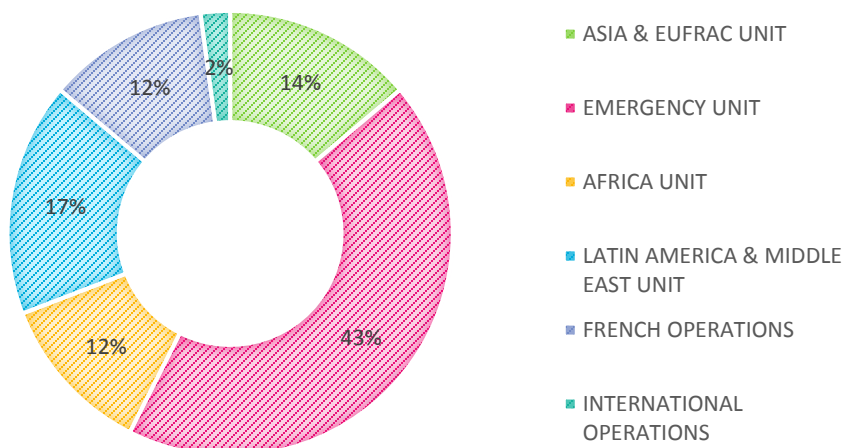
Enjoy!"

Florence

2016 in a few key statistics

> **Careers Department:** 54 % of posts were filled internally!

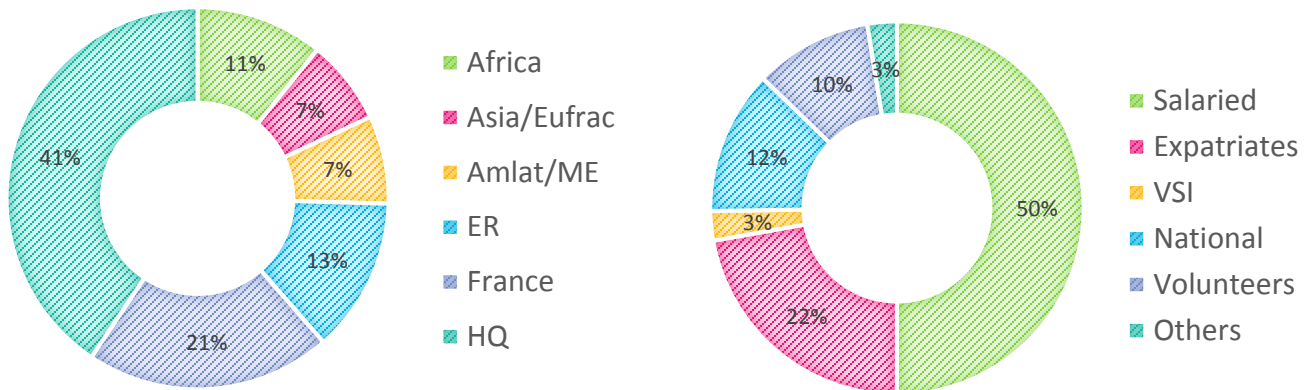
The distribution of these jobs by department and by service is as follows:



2016 in a few key statistics (2)

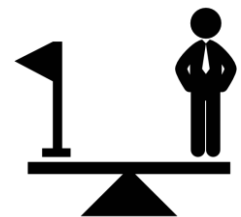
> **Training Department:** **393 staff have been trained** this year, representing **11,868.5 hours of training**. These numbers only take into account the training that falls within the budget and authorisation of the training department.

The distribution of these staff members by department and by status is as follows:



> **Recruitment Department:** 2016 was synonymous with a dramatic increase in recruitment activity:

- **31,334 applications**, 3448 of which were speculative
- **332 posts filled**
- **40 days** average recruitment turnaround time
- **760** interviews conducted by our recruitment officers
- **4231** publications for all vacant posts



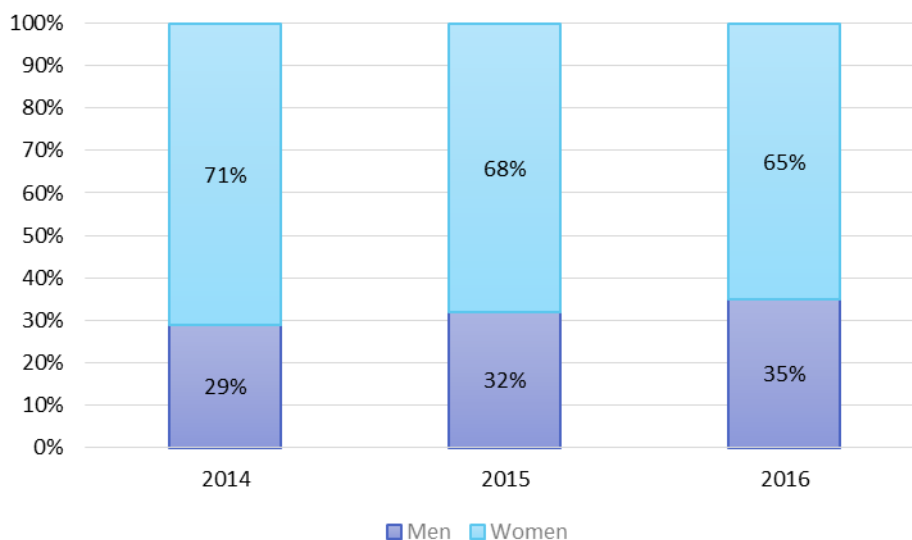
2016 in a few key statistics (3)

> **HR Administration Department:** here are the first figures from the 2016 social performance review.

Workforce employed under French law on 31 December of the last 3 years:

	2014	Ratio vs nbre salariés	2015	Ratio vs nbre salariés	2016	Ratio vs nbre salariés
nombre de salariés au 31 du mois	389		425		473	
ETP :	378,01		411,22		463,98	
nombre de CDI :	267	69%	291	68%	308	65%
ETP	256,63		279,16		299,66	
nombre de CDD :	122	31%	132	31%	162	34%
ETP	121,38		130,00		161,31	
dont CDD de surcroît	29	7%	24	6%	31	7%
ETP	28,69		24,00		30,40	
dont CDDU expatriés	83	21%	98	23%	120	25%
ETP	83,00		98,00		120,00	
dont CDD de remplacement	10	3%	10	2%	11	2%
ETP	9,69		8		10,91	
nombre de contrats aidés	3	1%	2	0%	3	1%
ETP	3,00		2,00		3,00	
dont apprenti	0	0%	0	0%	1	0%
ETP	0,00		0,00		1,00	

The gender distribution of the last 3 years towards male/female parity:



2016 also brought...

A surge of activity in terms of our school relations

The [Recruitment Department](#) extended its school relations across Europe and strengthened its links with the Mdm network. In fact, we visited the Schools of Tropical Medicine of London, Liverpool, Amsterdam and Antwerp, as well as the University of Warsaw, to meet Masters and Postgraduate students who are part of the Network on Humanitarian Action (NOHA).



We also took part in events with Mdm-UK and Mdm Switzerland and collaborated with Mdm Belgium and Mdm Holland to organise various student forums.

Having extended our network to technical training, our efforts in 2017 will be focused on strengthening our link with our main audience, but also on targeting more non-specialised profiles in order to ensure an increasingly diversified visibility. The ease with which we share knowledge with Mdm network members is also a driving force for continuing to develop "inter-Mdm" school partnerships.



A host of field trips

The [Careers Department](#) provides support with HR issues in the field. This year, over a dozen trips have been organised both in France (Lyon, Toulouse, Marseilles, Paris) and internationally (Bulgaria, Greece, Guyana, Iraq, Lebanon, Madagascar, Mali, Myanmar, Turkey).

These field trips provide the opportunity to meet Mdm staff, to communicate our HR policy, but also to assist the national HR team if needed. These occasions are essential for fully understanding the challenges faced in the field, with the aim of providing support. Please contact the Careers Department for more information!

The arrival of our Social Management Controller!

The HR administration Department has had a new recruit since December: [Jessica Benoist](#).

Few words about her career:

"I've worked in the field of HR management and payroll within various organisations, from start-ups to large groups. I decided to join the Mdm HR Admin team to enhance my social data management skills and to pursue my career in an organisation more in line with my own convictions.

My role as a Social Management Controller is to reconcile budget constraints with HR management, somewhere between financial management control, payroll management and social data management. Specifically, I aim to improve HR coordination by implementing payroll and workforce indicators and analysis. "

Projects off to a flying start in 2017!

The development of our psychological support policy: who and what is it for?

For several years, Médecins du Monde has been offering its staff the opportunity to receive short-term psychological support when faced with professional situations that have an impact on their mental well-being. This network had become less effective. The [Careers Department](#) launched the latest reincarnation of this service at the start of 2016. This involved:

- updating the psychologist and psychiatrist contact details listed in the directory
- face-to-face or telephone discussions with each contact to create a personalised link and to clarify each person's therapeutic approach
- developing this network throughout France to work more closely with regional delegations, anticipating possible needs, but also across Europe and other international countries bordering the countries in which MdM operates.

Once the network was optimised, a guide was produced to present the psychological support offered by human resources. This guide (soon to be available in French and in English) outlines different scenarios and possible solutions to ensure well-being in the workplace.

In 2016, 70 individual sessions were held with psychologists from our network, compared with 40 in 2015. This increase was also accompanied by the communication efforts of the Careers Department directed at staff.



Do not hesitate to ask your careers officer for more information.



LinkedIn and MdM

LinkedIn is without contest the most important online professional network, both interesting and dynamic. For us in HR, it is a shop window for potential candidates because we not only publish organisational news from Médecins du Monde, but also post about our job vacancies. LinkedIn not only enables us to stay fully up-to-date with HR trends but, above all, helps us to develop our employer brand. We encourage you to "follow" our page and to share our publications directly with your professional network.

<https://www.linkedin.com/company/medecins-du-monde/>

HR Administration Department: 2016 review & 2017 outlook

2016 was a busy year for [the HR Administration Department](#)! With the arrival of a new department head at the end of 2015, the team grew further, with an assistant and a social management controller. It was the opportunity to reflect on our internal organisation and to think about optimising our resources to manage the growth of our organisation.

The arrival of Vladimir Cvetic to the post of HR assistant allowed us to better manage contracts for expatriate employees and administrative correspondence. This has allowed Laurence Pabois, who continues to work on French fixed-term and permanent contracts, as well as on VSIs, to also spend time on managing CFE health cover, meetings with occupational health and Pasteur. These tasks were previously performed by Fabienne Kirmann, who is now working on insurance and payroll matters, secured by the partnership formed with Sylvie Soulas. Jessica Benoist completes this configuration, enabling us to both respond to post-payroll requests (declarations to social agencies, management of auditing requests, etc.) and to make use of indicators, social data and HR management components.

Within its mandate for operational support, HR administration is working more closely with the France and International sector.

Created in mid-2015, the HR administration officer post for volunteer management has had its mandate defined and assumed its place within projects in France. In 2016, David Debarnot conducted a study on MdM volunteer development from 2013 to 2015, while continuing to work to promote the value of volunteering and its recognition (both in the organisation's accounts and as actors); they are now included in the organisation's social review. But above all, he has supported delegations in the design, harmonisation and implementation of volunteer management tools, whether to support them in recruitment/integration campaigns, to provide a framework (volunteer's charter, note on under-18 volunteers, etc.) or to meet their needs and requests for support via numerous contacts and field visits.

For international projects, a programme closure guide and a job suitability assessment tool supplement administrative management tools. By means of a permanent link with operational actors and several visits to different projects, this year Lise Avenel has continued to provide yet more in-field support by implementing or reviewing their conditions of engagement, internal regulations, vocational scales and salary scales, rolling-out of the medical policy, etc.



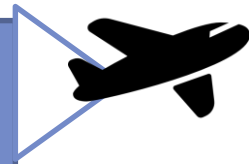
The need for this reorganisation of HR administration is guided by the many challenges yet to come. Whether they are legal obligations or pursuing our goal to provide support, the list of projects we are involved in over these next few months is ambitious and non-exhaustive : switching to simplified payslips, digitalising payslips, preparing to implement the payment of income tax at source, expatriate taxation, call for tender on the medical repatriation contract, revision and simplification of HR notes, implementation of the ESDB (Economic and Social Database) and payroll monitoring indicators, creation of a support unit for international projects, production of a salary guide for international projects, coordination to be put in place between the volunteer management HR admin and the community life development, etc.

Who said HR admin was boring? Colleagues! Let's keep the momentum going- it's a long road, and our fight is a noble one. Nothing is impossible for the brave of heart. But we cannot work miracles.

New documents at your service!

The document outlining healthcare recommendations in the context of professional or volunteer activities within prevention and/or treatment programmes is available in the HR library !

The Careers and HR Administration Departments have revised our famous expatriation guide. Find it on the Intranet!



Our HR presentation updated by the Recruitment Department is available in French and English on the Intranet, to help you during your external activities but also for your internal communications in the field!

For international projects, a benchmarking guide, a project closure guide and a job suitability assessment tool have now been added to the administrative management tools.

Access the time-sheets to be completed by interns for the 2017! 2016 is still available for those running behind...

Bienvenue - Welcome - Bienvenido

Not only is Clotilde on maternity leave, and Clara on volunteering leave, but new recruits have also joined various HR departments. To help you get to know them, here are some introductions:



Mélanie

Our new recruitment communication officer, with us until the summer.

Chloé
A new recruitment officer, covering Clotilde's maternity leave!



Laurent

The second man to join the Training Department as training advisor.

Jessica
Our social management controller for HR administration.



Coraline

Community life coordination and development officer.