

SEAE – SERVICE EUROPÉEN POUR L'ACTION EXTÉRIEURE



Bruxelles, 21 avril 2016

NOTE A L'ATTENTION DE MR. BJORN LARSSON DIRECTEUR DES RESSOURCES HUMAINES

Objet: PROJET PLAN DE CARRIERE POUR LES AST

Vous trouverez en annexe de ce courrier les propositions des syndicats du SEAE sur le projet de « Plan de carrière » pour les fonctionnaires AST.

Il va de soi que ces propositions n'auront de sens que si des moyens sont alloués pour assurer le suivi et la correcte mise en œuvre des mesures qui en découlent.

En outre, nous souhaitons attirer l'attention de l'administration sur quelques points complémentaires énoncés ci-après :

AST/SC :

Nous contestons le recrutement de fonctionnaires AST/SC pour des tâches autres que celles prévues initialement dans le Statut, à savoir celles liées aux postes de bureau et de secrétariat, pour les raisons suivantes :

Il existe actuellement au SEAE suffisamment de collègues AST pour assumer les tâches dans le domaine des finances ou de l'administration, notamment; ces postes permettent d'ouvrir des perspectives de carrière aux AST actuellement secrétaires ou assistants souhaitant évoluer dans leurs carrières.

Cette dégradation économique des compétences s'apparente à du dumping social et est indigne d'une institution européenne.

La démultiplication des carrières parallèles (AST, AST/SC, AT, AC), pour les mêmes profils et tâches, mais avec des salaires et des possibilités d'avancement très différents, ne peut que générer de la démotivation, des frustrations et des frictions entre les collègues concernés. On le constate déjà avec les différences de statuts.

Nous demandons que tout concours soit à l'avenir soumis au dialogue social de manière approfondie avant publication.

AST

Dans l'intérêt de l'Institution, nous demandons à l'administration d'éviter toute référence à une quelconque possibilité future de mobilité obligatoire pour les AST.

Après trois ans de mobilité obligatoire des AD, les AST représentent le seul rempart du SEAE contre une amnésie institutionnelle irréversible.

Nous souhaitons par contre que des mesures concrètes soient prises pour éviter la pénalisation (en termes d'avancement de carrière/promotion) de la « mobilité choisie » des AST. Afin de véritablement favoriser et rendre attrayant ce type de mobilité, les postes disponibles doivent être publiés régulièrement, tout au long de l'année, avec des descriptions de tâches détaillées et complètes, comme cela se fait dans les autres Institutions avec des résultats tout à fait satisfaisants.

Nous demandons que des critères clairs et objectifs soient établis pour l'identification des postes à publier en AST10 et que toutes les possibilités de "promotion" autorisées par le Statut soient utilisées chaque année, réparties équitablement entre siège et délégations. Nous demandons également que les ressources humaines assistent de manière proactive les collègues « seniors » souhaitant entamer une « nouvelle » carrière – en encourageant par exemple les chefs de division à accueillir favorablement les candidatures des personnes de 55 ans ou plus qui rencontrent souvent des difficultés pour changer de poste, ce qui n'est pas compatible avec l'allongement de carrière prévu par le Statut.

P.Mavromichalis
(signé)

B. Soret
(signé)

N.Bracke
(signé)

T. Palma
(signé)

Cc: K. Afheldt, J. Koch
D. Mellado, L. Colucci

The present paper is a basis for discussion on a career policy for AST/SC and AST staff aiming at providing careers in line with the needs of the EEAS and in accordance with the Staff Regulations.

AST posts shall be clearly designated in SYSPER2 according to their category/specialisation, i.e. AST/SC 1/5, AST 1/9 and AST 10/11.

Evaluation shall be based on the quality of the work delivered by an AST and not on mobility or rotation. Mobility and rotation offer possibilities and opportunities for career diversification.

1. AST/SC career (1 - 6)

Candidates with a real secretarial background shall be selected to occupy AST/SC posts. The EPSO competitions for recruiting AST/SC shall call for candidates with skills and competences required from a secretary. AST/SC path shall remain a secretary path career.

Recruited AST/SCs need to improve and reinforce their skills and acquire EEAS specific competences, therefore, specific training should be foreseen.

AST/SC staff recruited as secretaries should work as secretaries to Heads of Division or to Directors. AST/SC colleagues could move from a support secretary to a principal secretary in a Division and/or a secretariat for a Middle Manager. Such a career progression shall be reflected in respective job titles (support secretary, secretary and principal secretary). In line with this career policy the EEAS shall create AST/SC posts in Delegations.

Those ASTs-in-transition who have seen their posts converted to AST/SC - and do not wish to remain within this category - shall be encouraged to move to an AST post. The EEAS Administration shall make sure that AST posts are clearly defined in their vacancy notices to enable ASTs-in-transition to apply for and move from AST/SC to AST posts, corresponding to their administrative category.

2. AST career (1 - 9)

The Administration shall communicate to staff a clear picture of the various AST career possibilities (Heads of Administration, Admin, Desk, Finance, IT, Security, Research and Analysis, etc.) These posts together with the corresponding job descriptions shall be clearly introduced in SYSPER2.

The creation of polyvalent profiles accompanied by targeted training shall be guiding principles of AST careers, such as, in HQ, assistance to Management, finance, human resources, communication, security, IT, document management, geographic services ((co)desks), research and analysis, etc. In addition, a posting in a Delegation would be envisaged.

AST posts in Delegations are basically limited to assistants of Heads of Delegation and Heads of Administration. In order to provide more career possibilities for AST colleagues, the EEAS shall consider creating more and divers AST posts in Delegations (e.g. Junior Political Officers or Press and Information Officers).

In general, AST staff should be encouraged to alternate between different kinds of posts allowing gaining comprehensive experience in various fields of EEAS activities. In this context, voluntary mobility has to be favoured taking into account on one hand the aspirations of staff and, on the other hand, their skills and potentials as recognised in their appraisal reports.

Career Phases

Assistant

Colleagues are encouraged to move between a variety of jobs in HQ and in Delegations. Mobility between different policy areas with an increasing level of responsibility ((co) desk, Team leader, Head of Sector, Assistant to a Senior Manager) will be considered an advantage in the career development.

Mobility and rotation offer opportunities for a diversified career: Assistant in a Division, postings in thematic divisions (crisis management or geographic), administrative assistant, a posting to a Delegation.

Heads of Administration (HoA)

For staff wishing to specialise in a career of Head of Administration, rotation should, wherever possible, present a step forward in terms of responsibility.

The career of Heads of Administration is part of the AST career path. However, a specific framework should be developed allowing colleagues to focus on HoA functions at an early stage:

- Selection / recruitment of HoA shall mainly target skills and competences; additional technical knowledge can be acquired subsequently.
- Postings in different BA Divisions preparing for a posting in Delegation, accompanied by a tailored training program for future HoAs shall be envisaged.
- Continued training focussing on soft skills, such as staff management, working with people in a multi-cultural environment, conflict resolution and resistance to stress shall be organised.
- A first posting of HoA shall be offered either in a regional centre or in a Delegation where the job does not represent a too high complexity.

Considering the currently reduced number and variety of AST posts in delegation, rotation cannot be mandatory for career advancement and/or promotion but seen as an asset for career development. ASTs who have never been posted abroad and wishing to do so should be given priority in future selection procedures.

HoAs and other ASTs in delegations returning to HQ (after 1 or 2 postings to allow smooth rotation) shall be offered adequate posts allowing them to further develop their skills and competencies, to remain prepared for future field missions and to train (new) colleagues on the job whilst at the same time serving as administrative support for Delegations.

In addition, the Administration shall notify all ASTs on the available AST posts in delegations and provide a clear job description for these posts.

Senior Assistant (AST 10-11)

According to the Staff Regulation, Senior Assistants are supposed to occupy posts of "special responsibility" such as Head of Sector, Desk, Senior Management Assistant and others still to be identified.

AST 10 posts must be identified and published as evenly as possible in HQ and delegations. AST 9 staff wishing to apply to an AST 10 post should prove senior experience.

Following the selection, successful candidates will be assigned according to service needs and according to their profiles to Senior Assistant posts involving high responsibilities in terms of coordination, staff management and/or budget implementation.

CDR

Evaluation must be transparent and rules respected at all stages of the process. The process should consider the specificity of the distance and fairness and mediation shall be guaranteed.

Certification (AST 5 - 11)

Certification presents another possibility of changing the function-group to follow one of the career paths set out in the career path paper for AD officials. All necessary measures should be taken to allow AST officials having successfully attended certification to find a first AD post. Means must be found to ease the application of candidates from delegation that are penalised by their distance from the HQ.