

TAO SAYS THANK YOU MR KOEN DOENS, DG OF DG INTPA

The regulation of teleworking must include a clear and effective answer to digital overload

TAO-AFI welcomes the 18th of May 2021 initiative by the DG of INTPA of proposing an INTPA digital workload and e-mail Policy. Specifically, Mr Doens proposed:

1. Monday mornings and Friday afternoons are video-conferencing free times
2. On-line meetings are limited to other work days between 9:00-12:30 and 14:00-17:00
3. Clear, well-planned and concise meetings continue to be ever more important with the growth in number of on-line exchanges.
4. Favor more “person-to-person” communication.
5. Use of collaborative, online workspaces is encouraged.
6. E-mails should be sent during working days between 8:00-19:00.
7. Nobody is expected to read or reply to e-mails outside working hours, on weekends and during holidays (except in justified, specific cases agreed with your line manager).
8. Efficient use of CC and BCC.

TAO applauds Mr Koen’s initiative, and hopes that other DGs will follow his example of taking action **NOW** to protect the staff under their responsibility. Mr

Koen's eight points are steps in the right direction. **TAO** will continue advocating before HR and all instances responsible not only the above measures enacted in DG INTPA but others we consider a must such as,

- Videoconferences should not last more than 90 continued minutes, and if they need to last more than 90 minutes then there should be a 20-minute break after each hour. The existing practice of over 8 hours of videoconference, to which some colleagues are subject, should be considered unacceptable. Each videoconference should be separated from another by 60 minutes periods
- Videoconferences during the regular lunch periods should be discouraged, with the exception of voluntary training courses. Clearly, training is part of work hours
- The principle of core hours of presence needs to be regulated to adjust to the new normal where staff will be evaluated based on results and should be empowered under uniform, non-discriminatory rules set out by HR for the whole institution

(See **TAO's** tract ['Right to Disconnect: Teleworking is not Instant Messaging'](#))

Now it is time for action and a coherent approach across the DGs when the decision on working time and telework will soon be amended by our administration.

TAO stated back in April this year that '**We cannot be at the mercy of the more or less judgment of the responsible managers**'. It would seem DG INTPA colleagues have a DG with the sufficient empathy and leadership to act in this field.

We do not expect less from the other DGs and from HR at central level: please **act now**.



Executive committee



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Join TAO-AFI to reinforce the staff's action and to be informed on your rights!



TAO-AFI, The Association of Independent Officials

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