



# **Internship Programme**

## **01 September 2015 – 31 August 2016**

### **Human Resources and Planning Department**

#### **(HRP)**

#### **1. Description of the Department**

The mission of the Human Resources and Planning Department is to provide high quality and modern Human Resources and Planning services, and to create and sustain a pleasant and appreciative working environment.

The Human Resources and Planning Department makes a direct contribution to achieving FRA objectives through the development, implementation and monitoring of policies, procedures and services, based on the Staff Regulations and in conformity with the Financial Regulation and the Data Protection rules.

Human Resources services include a full range of centralised, comprehensive human resource management services for FRA staff and assists management in attracting, motivating and retaining qualified employees. It enables and further enhances a sustainable, high performing work environment that facilitates a culture of teamwork, integration and adaptability of people.

The HRP Department is composed of two sectors:

- Human Resources
- Planning

The services or core activities of Sector Human Resources are as follows:

- Recruitment and selection
- Staff rights and obligations
- Payroll
- Missions
- Leave
- HR policy development and implementation
- Learning and development
- Organisational wellbeing and staff engagement

The services or core activities of Sector Planning are as follows:

- Strategic Plan coordination and design
- Annual Work Programme coordination and design
- Annual Implementation Plan coordination and continuous update
- Ex-ante and ex-post evaluations and reporting
- Monitoring & Evaluation