

Job-shadowing opportunities in the Network of NAs

By Emma & Tinkara

Aim or what is behind this idea?

The idea behind setting up a system of job-shadowing opportunities in the network of NAs is to foster the exchange of practices among NAs and to enable more tailored competence building opportunities that would be able to address specific needs on both ends and that would enable NAs of similar/different sizes and with similar/different approaches to exchange practices among them at a time suitable for both agencies. With a more flexible time-frame, it would not address only the needs of individual staff, but also NAs, which could share their daily practices more in detail and also build upon them and fine-tune existing procedures in the networks. So it is about learning by sharing, but also about growing together and strengthening ties among NAs, which could in the long run foster the exchange of opinions on common issues, thus making the network stronger and through this a more unified conversational partner towards the Commission.

How could the KMST group support this?

1. The KMST group could assist by exploring and matching the needs and the offer on the yearly basis
 - At the end/beginning of each year a questionnaire would be sent to the NAs asking:
 - o For which areas/positions/topics/procedures would you be willing to host a job-shadowing?
 - o For which areas/positions/topics/procedures would you want to send staff to job-shadowing?
 - The questionnaire would not be completely open. Areas/positions/topics would be pre-set (+space for adding others) > challenging to set up such questionnaire (to cover all possible needs /categories without leaving everything too open) – but we believe it can be done
 - Check if the offer and needs match, and if not, try to assist with finding hosts
2. The KMST group could set up a mechanism for following and evaluating the job-shadowings, collecting:
 - Numbers of ppl/exchanges
 - Experience and interesting practices worth sharing
3. The KMST could prepare a suggested module for job-shadowing (so that NAs can take it as a basis and use it and modify it according to their own unique needs and do not need to start from scratch)

Doable goals for 2022

- A pilot version is implemented:
 - o If the feedback in the NA survey is favourable, we start working on the questionnaire immediately after 6th of February
 - o If we then get support at the BM in April, we can send the questionnaire right after that
 - o This would enable some job-shadowing to already take place in the summer
 - o During the summer we would then set up evaluation questionnaires to test them with the involved staff in the Autumn
- The entire system is evaluated at the end of 2022

Goals for 2023 and/or beyond

- Depend on the results of the evaluation at the end of 2022
- But in general: a new call/questionnaire for the needs/offer is sent out for 2023
- We could start working on the suggested module for job-shadowing (based on pilot experience)

PROPOSAL FOR THE JS MODULE

Proposed time structure:

- full time max 2,5 days (plus travel days, if needed)
- half-time: max 5 days (2,5 days of job-shadowing, the rest is free time for everybody's own work, plus travel days, if needed)
- 2 schedules available for adaptation

Proposed content structure:

- introductory session (info about the hosting & sending NA – type of organisation, financing, internal organisation, consolidating the needs and the programme of JS, introduction of staff members involved in the JS)
- sessions linked to the topic(s) of the JS (focus on exchange of practices of both (hosting & sending) NAs)
- evaluation & closing session (potentially, KMST could provide guiding questions)

Proposed staff profile(s):

- Not a complete beginner (should have at least basic knowledge about the programmes and their NAs procedures in the area(s) of JS to ensure that JS can be an efficient exchange of practices and procedures)
- Prepared to share practices of their NAs in the field(s) of the JS
- Interested in the topic and willing to learn from each other
- Well-prepared and structured
- Fully available for the time of the agreed schedule

Proposal about the costs:

- The sending NA covers all the costs of their staff member (travel, board, lodging)
- The hosting NA offers time & expertise + office space (in case of half-time JS)

Other proposals & ideas:

- 1 person from each NA per JS only (dissemination to other staff members can then be done by that person upon their return), but potentially one NA could host staff from several different NAs, if they have the capacity
- Hosting NA offers basic assistance/recommendations to the sending NA about the suitable accommodation & daily travel to the office
- If both parties desire, some after work activities can be agreed
- Field visits (such as a monitoring visit or on the spot primary check visit) could be integrated, if possible/desired