

# EEAS WELCOME SESSION - 12/04/2016

LOI 05/372

Time	Topic	Speaker
8:30 – 9:00	Who's who? - Starting our day together	██████████ Welcome Office BA.HR.4
9:00 – 9:20	Welcome to the EEAS	██████████ Director General for Budget and Administration
9:20 – 9:45	How is the EEAS functioning?	██████████ General Affairs - Strategic Communication
9:45 – 10:05	How is EEAS communicating inside and outside?	██████████ General Affairs - Strategic Communication
10:05 – 10:30	Which procedures are implemented to safeguard important information?	████████████████████ Information Technology Data Protection
Coffee break		
10:45 – 11:00	What should be known about Infrastructures and Protocol?	██████████ BA.IBS.4
11:00 – 11:30	What should you be aware about the Security Policy in the EEAS?	████████████████████ BA.IBS.3
11:30 – 11:45	How to use our Intranet EEASzone?	██████████ Strategic Communication
11:45 – 12:05	What are your rights and obligations?	██████████ BA.HR.3
12:05 – 12:20	What if you are leaving on Mission?	██████████ BA.IBS.1
Lunch break		
14:00 – 14:20	I am a Contract Agent/Seconded National Expert or an Official/Temporary Agent ...	████████████████████ BA.HR.2
14:20 – 14:35	What can be done for you regarding your Career and Learning Perspectives?	████████████████████ BA.HR.4
14:35 – 14:50	How can I react in case of difficulties in working relations?	██████████ Mediator
Coffee break		
15:00 – 15:15	SYSPER in a nutshell	██████████ Contact Point SYSPER
15:15 – 15:30	How and why to use E-BRIEF?	██████████ Contact Point E-Brief
15:30 – 16:30	Most important things to know on IT	████████████████████ Information Technology
Conclusions		