

Internal ref. CGS/HR/L&amp;D, [REDACTED] 2022

Personal data

## Mission letter



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Warsaw, 18/07/2022

Dear [REDACTED] Personal data

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You are engaged as a member of [REDACTED] staff in [REDACTED] to the post of [REDACTED] at the Standing Corps Preparedness and Deployment Unit within the Deployment Management Division (DMD) as of 16 April 2022.

The mission of that Division is to establish, develop and implement a comprehensive model of standing corps preparedness and management. One of DMD's tasks is: 'providing duty of care for standing corps members' and one of its activities is: 'maintaining the operational competence and career development planning of standing corps members category 1 and category 2'.

The standard list of tasks pertaining to the post you occupy includes among others project management, internal and external communication, internal coordination and consultation, and contribution to the development of information systems.

However, my attention was drawn to your academic background: LLM degree in Human Rights Law and International Migration, and MA in International Relations and Human Rights.

In view of the above, and in light of the need to increase diversity and render the standing corps more attractive to women and other underrepresented (minority) groups of people, I would like to entrust you with the tasks of the Diversity Officer for the standing corps.

The tasks foreseen for that function are:

- tackling the issue of serious underrepresentation of women and other (minority) groups of people within the standing corps;
- supporting measures and solutions to ensure geographical balance in the recruitment of the standing corps and the representation of women and other (minority) groups of people amongst the standing corps;
- promoting the culture of inclusivity not only in employment opportunities but also in career advancement;
- promoting cooperation between Frontex and other Agencies as well as Joint Undertakings, to share information and good practices in relation to the abovementioned tasks, through the venue of the Diversity Working Group.

These tasks are to be achieved by carrying out, among others, the following specific actions:

- to collect data on the reasons why the standing corps may be less attractive to women and other (minority) groups of people and to propose concrete improvements;

- to collect data on the existence of any bias in the context of the recruitment of standing corps that might hinder the hiring of women and other (minority) groups of people and to propose concrete improvements;
- to report on incidents of discrimination and carry out analysis of cases related to the standing corps and propose solutions;
- to create dedicated training to raise awareness on diversity to the standing corps and staff and leadership dealing with the standing corps;
- to present reports and recommendations on how to incorporate anti-discrimination and anti-harassment policies into the standing corps framework.

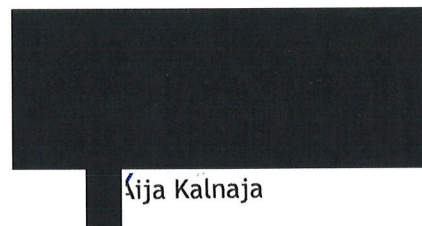
The tasks of the Diversity Officer standing corps should be performed in addition to the regular tasks pertaining to your job.

Your line manager shall adjust the objectives accordingly.

I have taken this decision in the capacity of the authority empowered to conclude contracts of employment delegated to the Executive Director by the Management Board based on Management Board Decision 25/2021<sup>1</sup>.

This decision has no impact on the following provisions of your current contract of employment: its duration, place of employment, current function group, grade, step and seniority in that grade and step.

Yours sincerely,



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*Executive Director ad interim*

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<sup>1</sup> Management Board Decision 25/2021 of 9 April 2021 delegating the powers conferred by the Staff Regulations of Officials of the European Union on the appointing authority and by the Conditions of Employment of Other Servants of the European Union on the authority authorised to conclude contracts of employment.