

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

Personal data

Mission letter



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Warsaw, 23/09/2022

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 Human Resources Unit within the Governance Support Centre (GSC) as of 16 August 2018.

The standard list of tasks pertaining to the post you occupy includes among others acting as a trustful partner in aligning the Agency's business objectives of EBCG 2.0 with management and staff as regards to Human Resources Management, advising on workforce management, business units reorganisation/structural adjustment and change management initiatives, supporting the workforce planning and recruitments of staff of respective division, taking part in selection as well as analysing trends and metrics to propose solutions, policies, procedures and processes improvements.

It is observed that the growth of the Agency's staff has disrupted a delicate balance of gender representation. In that respect, diversity has been proposed as one of the pillars in the updated HR Strategy. Also the EU agencies have established a working group on the inclusion of women and other underrepresented (minority) groups of people. In view of that a need to appoint a Diversity Officer for Frontex has been found essential.

Considering your experience and your agreement to this proposal, I would like to entrust you with the tasks of the Diversity Officer.

The tasks foreseen for that function are:

- tackling the issue of serious underrepresentation of women and other (minority) groups of people within the staff of the Agency;
- supporting measures and solutions to ensure geographical balance in the recruitment of the staff members and the representation of women and other (minority) groups of people amongst staff of the Agency;
- 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 Frontex job 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 staff members that might hinder the hiring of women and other (minority) groups of people and to propose concrete improvements;
- to develop systems for reporting any incidents of discrimination, and respond to complaints and provide information on options for complainants;
- to create dedicated training to raise awareness on diversity to the staff and leadership;
- to present reports and recommendations on how to incorporate anti-discrimination and anti-harassment policies.

The tasks of the Diversity Officer 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 25/2021¹.

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,

Aija Kalnaja

Executive Director ad interim

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¹ 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.