

Fw: Business continuity - urgent for action

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Fri 13/03/20 11:12

To: Jxxxxxxxxxxxx

Importance: High

 2 attachments (441 KB)

Mar-1756260-COVID19 BC.docx.pdf; Guidelines teleworking Final.docx.pdf;

Dear colleagues,

as most of you know already, the Commission has activated the business continuity plans and requested all staff with non-essential/critical functions to telework (= teleworking is mandatory!).

So please don't go to work at JRC if you still have done so in the past days!

The new Commission wide measures are active from 16 March to provisionally 26 March, and will be revised, updated, extended if needed before.

Some have asked about teleworking rules. The attached note provided by HR explains how to handle telework in the specific case of "force majeure". You find now many answers to your questions in the document (where to telework in principle and deviations, respecting core hours and deviations, no need to insert telework in sysper for the mandatory telework periods etc.). In case of doubts, don't hesitate to contact me! (And forget about "Skype" mentioned in the document: at JRC we don't have Skype for business...)

You are invited to read carefully the note below of our DG, as well as the two documents, giving further details on the new measures and the implementation. Please follow all instructions given in the documents and in any further communications.

And last but not least, stay at home and stay healthy!

Kind regards,

xxxxxxx

From: xxxxxx

Sent: 12 March 2020 22:10

To: Jxxxxxxxxxxxx

Subject: FW: Business continuity - urgent for action

From: xxxxxxxx

Sent: Thursday, March 12, 2020 10:01 PM

To: xxxxxxxxxx

Cc: xxxxxxxxxx

Subject: Business continuity - urgent for action

Importance: High

Dear colleagues,

Please find attached a note on the **activation of the business continuity plans** with **special teleworking arrangements** which was send just now by the Secretary-General and HR Director-General to the Directors-General, Heads of Services and the Heads of Cabinets. The note has an annex with more specific information on the teleworking rules which is also attached.

Non-critical/essential staff have to telework, starting from 16 March. **It is not optional.** For further clarifications, if necessary, you find contact points in the note.

I count on your support that the guidelines are **distributed and applied in your Directorates and sites**. Please use the day tomorrow to ensure the best arrangements to implement fully the instructions as outlined in the note –delivering through teleworking and ensuring business continuity.

Only then we can reach our **the** common objective to mitigate the spread of COVID-19 as much as possible.

I will also send out tonight a connected message to all JRC staff.

Many thanks in advance and take care,

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