



## EFN Secondment Policy

**A Secondment is defined** as a temporary transfer of a Member of the NNA to the EFN Brussels Office to work on specific items relevant to the host organisation and to EFN, to be agreed on by both organisations.

The Secondment will contribute to the people capability of both organisations and is a type of personal development opportunity. The EFN members will provide secondments to the EFN Brussels Office, to resource projects needing specialist skills. This way, employee secondments will benefit all parties whilst achieving different aims for the seconded employee, their employer and the host organisation - EFN.

Secondment opportunities are open to the staff of all EFN member organisations. The minimum duration of a secondment at the EFN offices in Brussels will be preferably 1 year, depending on the expertise and competency of the individual.

The EFN Recruitment Principles are:

- Employment of staff of the highest ability, efficiency and integrity;
- No discrimination on grounds of race, creed, civil status, sex or opinion;
- Selection on the basis of qualifications and competence;
- Equal opportunities.

If more candidates are available than places in the EFN Brussels Office, the following criteria, measured on a scale from 1-4, will be used for selection of the candidates:

1. Relevance to the EFN Business Plan;
2. Relevance to the EU lobby work with the European Commission;
3. Relevance to the EU lobby work with the European Parliament;
4. Relevance to the work in relation to other NGO.

Before the secondment commences, a formal terms of agreement should be drawn up and should be signed by the NNA, the EFN President and the seconded employee.

The secondment agreement should incorporate the following provisions:

- A job description for the position to be developed by EFN General Secretary and the seconded employee's NNA before the secondment, for approval by the EFN Executive Committee;
- The duties to which the seconded employee is assigned to include research of EU policy, the preparation of a report on the identified topic and preparation for meetings in the European Parliament and European Commission in collaboration with the EFN General Secretary;
- The EFN ownership of intellectual property and publication rights;

- Provisions on the obligations of the seconded employee with regard to confidentiality;
- The remuneration, the accommodation arrangements, the travel costs, and the living expenses for the seconded employee will fall under the responsibility of the seconded employee or the home organisation, and not under the EFN.

The EFN General Secretary is delegated by the Executive Committee to make the decision on which issues secondment is needed for the EFN Brussels Office. Nonetheless, only the EFN Executive Committee can terminate, at any time, the secondment after the EFN General Secretary has presented to the Executive Committee the written arguments for finalising the agreement.

In case the secondment agreement is terminated before the expiry of the agreed term, at the request of either parties, the EFN is not responsible for any outstanding issues such as apartment rent.

If an NNA member of EFN does not have the possibility to send a secondment to the EFN Brussels Office, it may help another smaller NNA who would like to send someone to fund that secondment.

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