



# Flexible working

CPPT

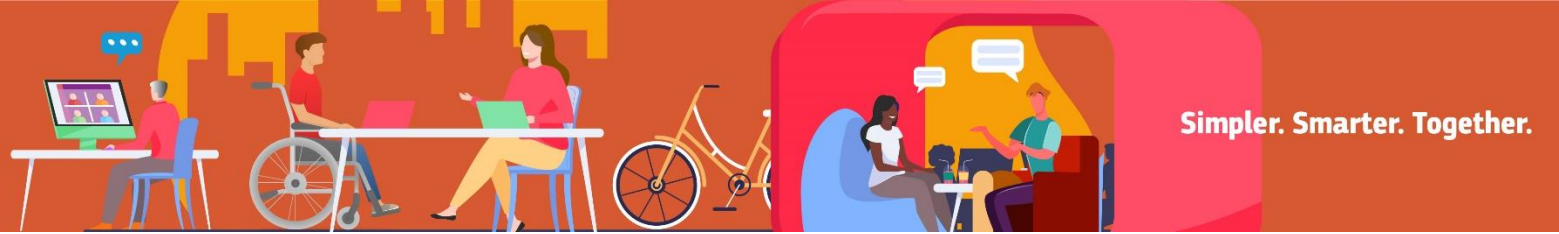
*31 March 2022*

**FLEXIBLE**  
**WORKING**  
BE PART OF THE CHANGE!

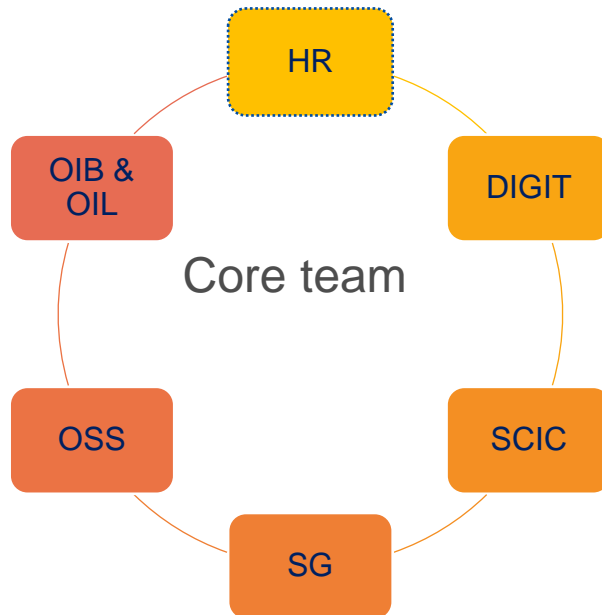


# Scope of change, when and goals

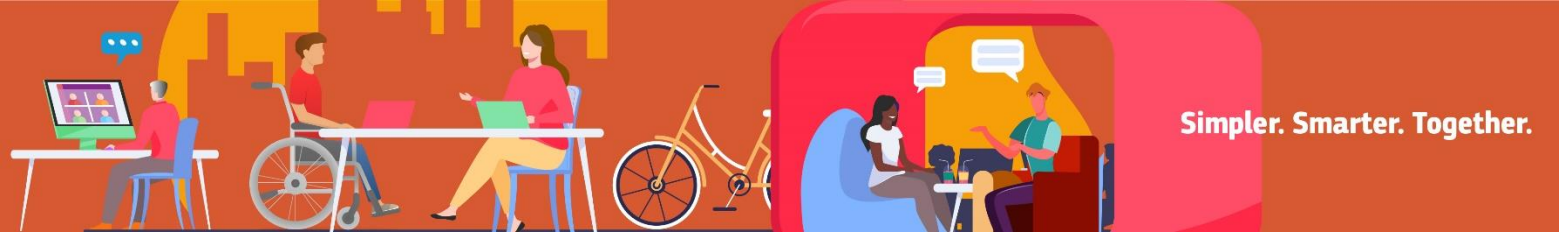
<b>WHAT &amp; WHEN</b>	<p>Flexible working (2021-2) + Flexible offices (2021-2030) = Major change in our ways of working</p>			
<b>GOALS</b>	Digital & Green Commission	Attractive Commission and well-being at the workplace	Collaborative and agile ways of working	Efficient use of budgetary resources



# Flex-Team: 7 departments, 2 tasks



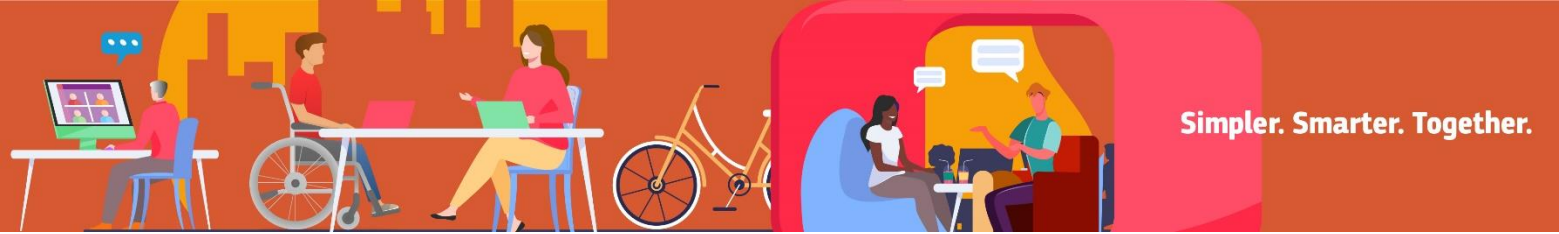
- ✓ Support the transition to flexible working for the whole Commission
- ✓ Support the move to flexible offices for those DGs who move



# What we have been doing so far for all DGs...

## [Flexible working pages](#) (on My IntraComm)

- **Articles**
  - *Flexible working supported by M365, future time management rules, building policy, greening*
- **Practical guides**
- **Links to related content**
- **Blog**
  - *You can contribute too!*



## What we have been doing so far for DGs moving offices...

- **Exchange** between local task forces: regular meetings
- **Information package** for DGs moving to flexible workspaces
  - *Principles of flexible working, 5-stage planner, how the FLEX team can help*
- **Workshop design and facilitation** - behavioural side of change
- **Presentations** to management teams
- **External speakers** to inspire – last one on 17 March for all staff



# What we are planning next for...

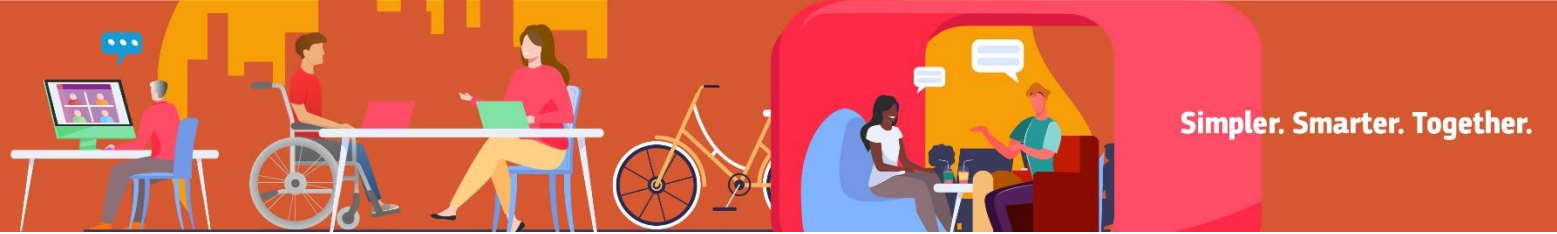
## ...All DGs

- ✓ Intensive communication – FAQs and guidelines for the new working time decision
- ✓ Assessing transition to flexible working

## ...DGs moving offices

- ✓ Workshops including team and whole floor events around office etiquette
- ✓ Feedback process with all DGs that moved in recent months, linked to 100 days rule
- ✓ Learning from the past to support future moves
- ✓ Sourcing additional inspiration from external organisations

➤ Our mailbox: [EC-ORGANISATIONAL-DEVELOPMENT-SUPPORT@ec.europa.eu](mailto:EC-ORGANISATIONAL-DEVELOPMENT-SUPPORT@ec.europa.eu)



# Making the transition to flexible working: Why?

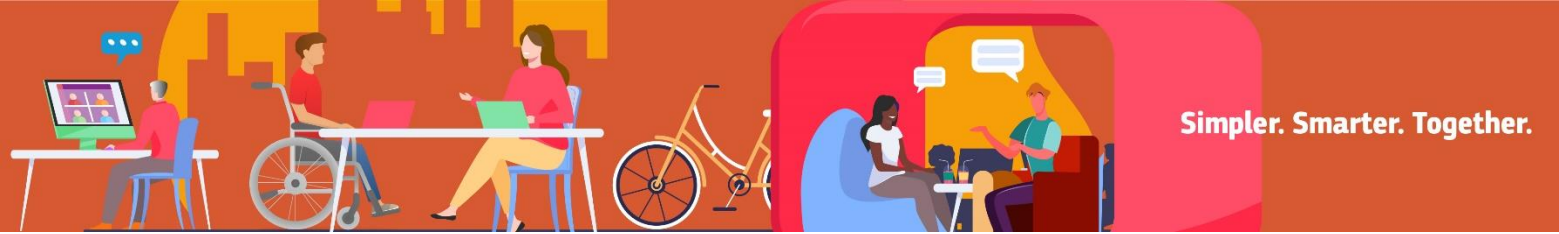
- Knowledge work is more time and space independent than other work.
- KW can **adapt their workstyle** to align their professional objectives and personal preferences within the framework of corporate policies = **increased efficiency** and **enhanced well-being** = allows people to thrive in a work environment where individual differences are accounted for.
- So why to come the office?
  - Connect with colleagues = team cohesion
  - Connect with stakeholders
  - Integrate newcomers
  - Build relationships



# Making the transition to flexible working: How?

- Each DG needs to decide on degree of flexibility given to managers
- Focus on the team. Agree together
  - When to work, when to come to the office
  - We come to the office to connect with colleagues, so organise days for the team to work together
  - How to work, which tools to use
  - How to use flexible offices
- Encourage flexibility during the day & the week
  - E.g. can start at home, come later to avoid traffic, leave early to pick up kids, continue from home





# Making the transition to flexible working: How?

- Protect disconnection bandwidth
  - Agree on when & how to disturb (e.g. Signal message)
  - Agree on protocol (expect no replies evenings & weekends / send no messages)
- Use the technology
  - Teams groups for simultaneous working
  - Hybrid meetings: one-person-one-camera, continue to integrate remote locations & clients
- Lead by example
  - Management by results, managers also work remotely or are clear why not