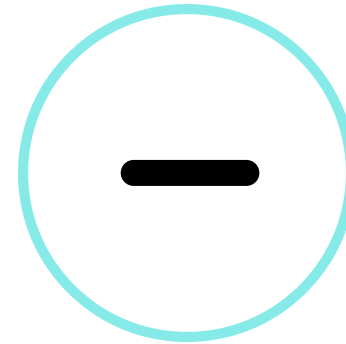# COE TELEWORKING TOOLKIT FOR PUBLIC ADMINISTRATIONS
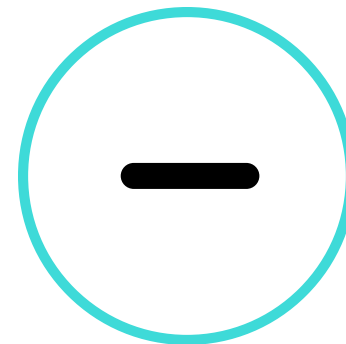
PRESENTATION OF THE 1ST DRAFT

26th of November 2020
Agnes Uhereczky, the WorkLife HUB
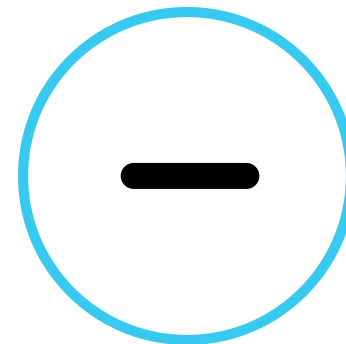
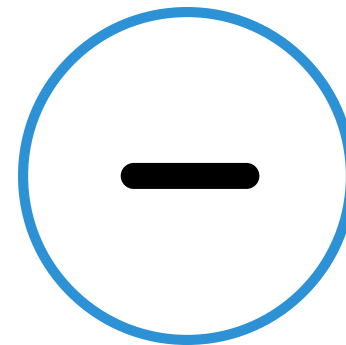# OVERVIEW OF THE PRESENTATION

— CONTEXT AND METHODOLOGY

— OBJECTIVES OF THE TOOLKIT

— STRUCTURE OF THE TOOLKIT

— OPEN QUESTIONS

CONTEXT OF THE TOOLKIT

COVID-19 global pandemic

The Toolkit is referencing the global pandemic, but aims at being much more universal and valid even beyond the current situation.

Digitalisation and eGovernment

The push for more online service for citizens, increased citizen autonomy in dealing with municipal and other public affairs can go hand in hand with the digitalisation required for teleworking.

Increased attention on work-life balance

Growing number of specific legislation on teleworking, increased awareness about mental health risks, gender equality and tackling climate change create the necessary legislative push.

Lack of comparable tools

Teleworking in the public sector is relatively new and there aren't many other comparable, universal Toolkits.

Desk research
Review of relevant publications

Online survey
Over 250 responses

Interviews
Conducted 3 interviews (BE, IT, SK)

Addressed the most important challenges

METHODOLOGY

1st Draft
Only Tools and action points, no case studies

Final version
Including feedback from Members

TOOLKIT CONTENT

TOOLKIT INTRODUCTION	Who is the Toolkit for, how to use the Toolkit and myths of Teleworking in the Public sector.
INTRODUCING TELEWORKING	What are the key steps when a public administration is introducing Teleworking: policy, agreement, pilot, IT.
MANAGING TELEWORKING	The day-to-day implementation of Teleworking, management by results and objectives.
KEY SUCCESS FACTORS	A number of mediating factors play a very important role in the success or failure of Teleworking.
ANNEXES	A number of templates ready-to-use: Telework Agreement, checking role amenability, employee readiness, management by objectives.

OPEN QUESTIONS

Public Perception

Is there a real concern about the perception of the public about public sector employees working from home?

Implementation

How will you be using the Toolkit?

Anything else?

Are there other issues we have missed? What could add value to the Toolkit?

THANK YOU FOR YOUR ATTENTION!

Agnes Uhereczky
the WorkLife HUB
e-mail: au@worklifehub.com
Web: worklifehub.com