

EPR Innovation Taskforce – Working online and meeting remotely

5 May 2020

Online meeting

Report

On May 5th, EPR held the second meeting of the EPR Innovation Taskforce on Working online and meeting remotely. The taskforce was facilitated by Roberto Zanon, EPR Senior Project and Policy Officer.

List of participants

Ana Juvino (Fundación ONCE), Irene Gonzalez (Fundación INTRAS), Lucía Rincón (Fundación Rey Ardid), Nektaria Sifaki (Theotokos Foundation), Patrick Ruppel (GTB), Roberto Zanon (EPR).

Objectives

The meeting had the objective of deepening the contents of the previous meetings and of sharing the tools collected in the previous weeks by EPR members.

Meeting Agenda

1. **EPR members present the resources they have shared** or uploaded on the forum;
2. **Task-force aim and output proposals:** the group has to decide which are the outputs of the shared path that has just started. Do we want to produce a document? Participants will reflect on this point and make proposals;
3. **Introduction to EPR online webinars / activities** in the next few weeks;
4. **Next meeting schedule.**

1. Resources/Good Practices shared

Ana Juvino (Fundación Once):

- Self-assessment workspace conditions: health and safety – remote work: checklist covering the main aspects to be taken into account when working from home to be filled by the employee:



- Recommendations to cope with isolation during the COVID-19 lockdown.

Lucía Rincón (Fundación Rey Ardid):

- Good practices on Working Remotely: collection of tips on how Fundación Rey Ardid is preparing for telework.

All presentations are available on the dedicate EPR forum webpage [here](#).

The following discussion brought out some important elements:

- The tool presented by Fundación Once highlights the need to empower the workers with respect to certain safety measures. Since the workers are in their home, they must be encouraged to independently monitor the safety and adequacy of their workspace. This is important for two reasons:
 - It makes the workers responsible and requires their active involvement, helping them to understand the importance of preparing an adequate workspace.
 - Partially frees the employer from liability in the event of accidents due to carelessness or lack of adherence to the directives by the worker himself. By certifying that they have prepared their workspace in the manner described in the document, the worker agrees to take part in the responsibility for his quality.
- Employers sharing videos, suggestions, indications etc with its employees are achieving an important goal on several levels:
 - Maintains communication and the link between organization and workers even when they are not physically close to their company;
 - Reassures the workers that the employer takes care of them even from a distance and gives importance to their quality of life;
 - Especially in a situation of generalized international crisis, receiving solutions (at least partial) on how to maintain and improve certain behaviors even at home is positive. This helps to spread the idea that, albeit in an emergency, there are people who are concerned with finding solutions and who are actively working to resolve the crisis.
- The coronavirus-related crisis and the consequent lockdown will hopefully resolve itself over the next few months. It is therefore necessary to share answers related to how to return to work safely. What can be the settings, the arrangements, the solutions to adapt the work in an integrated and safe way? The group undertakes to seek resources in this sense and to share them in the next meetings.

2. Task-force aim and output proposals:

The group discussed on the purpose of the meetings and whether they should lead to the development of some kind of output.



The group decides to maintain the mutual exchange of skills and tools as main content of the meetings. No original outputs are expected at the end of the meetings series, but it would be necessary to collect the reflections and conclusions that emerged in a single document. A sort of summary that contains the main learning and recommendations and the link to all shared tools and resources. EPR will have the task of drafting the document and sharing it with the rest of the group.

3. Introduction to EPR online webinars / activities in the next few weeks:

- Workshop series: *Wellbeing at Work: Coping, Connecting & Balancing* (more info [here](#));
 - Webinar on Labour market inclusion – Inclusive Job Design (more info [here](#));
 - Training online: New Authority - Back to the basics when confronted with a difficult situation (more info [here](#)).
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4. Next Innovation task meeting scheduled on Tuesday 26 May, 2.30 pm – 4.00pm

One of the elements that emerged as particularly difficult to manage in this emergency phase are communication flows. For this, the group wants to deepen the tools that can support and improve communication within the groups. GTB offers to invite its own ICT responsible to the next meeting. The next meeting will therefore be a workshop on the use of Microsoft Teams, on the motivations that prompted GTB to adopt it as a tool for internal communication, its advantages, its benefits, etc.

Since the tool could also be of interest to organizations not usually part of the Innovation Task Force, the invitation to participate will be extended this time to all EPR members.

