

# EPR Innovation Taskforce – Working online and meeting remotely

21 April 2020

Online meeting

*Report*

On April 21<sup>st</sup>, 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), Jean-Claude Schrepfer (Centre de Réadaptation de Mulhouse), Lucía Rincón (Fundación Rey Ardid), Nektaria Sifaki (Theotokos Foundation), Patrick Ruppel (GTB), Lawrence Greco (EPR), Laura Jones (EPR), Roberto Zanon (EPR).

## Objectives

The meeting had the objective of deepening the contents of the previous meeting 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. The group tries to categorize the info in clusters (common elements, categories, etc.);
3. EPR explains how to access the forum and upload resources there;
4. Introduction to EPR online webinars on Wellbeing at work;
5. Next meeting schedule.

---

In openings of the meeting, Laura Jones welcomes the participants and reads the agenda of the meeting.



## 1. Resources/Good Practices shared

Ana Juvino (Fundación Once):

- Key to successful remote work: tips on how to deal with work from home individually and in groups in order to minimize its risks and increase its effectiveness;
- Remote work eligibility assessment: form used by F.Once to evaluate the suitability of the employees to teleworking.

Jean-Claude Schrepfer (Centre de Réadaptation de Mulhouse):

- 4 teleworking councils: 4 factsheets, prepared with the contribution of the CRM communication staff on how to best manage work from home, especially in this period of forced reclusion.

Lucía Rincón (Fundación Rey Ardid):

- Good practices on Working Remotely: collection of tips on how Fundación Rey Ardid is preparing for telework. The document is not finalized yet, as practices collection is still in progress.

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

---

## 2. Categorized info of the presented resources

All resources appear to have at least two dimensions:

### 1. Individual work / Teamwork:

- a. Individual work: how to manage your work from home, how to manage your time, monitor your activities, find a balance between telework and exercise, etc .;
- b. Team work: how to collaborate remotely with your colleagues, how to communicate, how to monitor the progress of shared activities or projects, etc.

### 2. Operational content / emotional and relational content:

- a. Operational content: tips and tools related to the management of work-related tasks;
  - b. Tips and tools related to the emotional content of team work (personal connections, self-confidence, interpersonal dynamics).
- 

## 3. EPR members' forum

EPR shares the screen and leads participants on how to access the forum and upload resources there. Keep in mind that:

- Before the first access, you need to register and wait for EPR secretariat to grant the profile permission to access. The procedure is therefore not immediate;
  - Some formats, such as Microsoft Excell Macro, are not loadable. In these cases it is better to convert the file to Microsoft Excell.
- 



#### 4. Next online EPR webinars

- Workshop series: *Wellbeing at Work: Coping, Connecting & Balancing* (more info [here](#))
- 

#### 5. Next Innovation task meeting scheduled on Tuesday 5 May, 2.30 pm – 4.00pm

---

#### Conclusions:

- The group wants to integrate the exchange of good practices with the exchange of digital tools currently used in the management of telework. For example, most organizations participating in the taskforce use Microsoft Teams. Participants undertake to collect additional tools to exchange during the next meeting;
- At the same time, the group will continue to collect other types of resources to share and will upload them on the dedicated page of the EPR forum;
- 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;
- The group proposes to bring feedback of their work during the EPR Annual Conference 2020;
- During the discussion, clear criteria emerged on the basis of which teleworking is more or less manageable, effective and implementable. The identification of the necessary criteria that a worker must possess in order to access telework also implies the recognition that these same skills can be taught. It is therefore important that the group reflect on the training that may be needed to train its staff for telework.
- The digital tools that make up telework can relate to several fronts. Individual and team work but also tools that allow professionals to keep customers' contact and support. It is therefore important to also work in this direction.

