Report on the meeting of the working group on "staff exchange between statistical offices" held in Wiesbaden on 12 and 13 June 2001

Participants:

Dr. Geyer-Schäfer, Mr. Kühner, Mr. Kern (Federal Statistical Office)
Mr. Derx (Thuringian Land Statistical Office)
Dr. Saebetzki (Land Statistical Office of Schleswig-Holstein)
Mr. Schröder (Land Office for Data Processing and Statistics of North Rhine-Westphalia)
Mr. Sondermann (Land Statistical Office of the Free State of Saxony)

Mr. Radermacher, head of division Z of the Federal Statistical Office, welcomed the participants in the meeting by giving a brief address outlining the importance of human resources development as part of the changes taking place in the statistical offices.

The meeting was based on the agenda item "Temporary exchange of (newly recruited) staff with (future) management functions between the statistical offices" of the committee on "organisational issues" of the Conference of Heads of the Statistical Offices. That Conference was asked by the committee to have an "exchange concept" developed by the administrative heads of the statistical offices. As that task was assigned to the specialists in the personnel sections during the meeting of the administrative heads in 2000, the working group was formed during the workshop on personnel issues of the Joint Advanced Training Event in Weilburg in April 2001.

After discussing the major issues and the scope of the assigned task in the working group, the "concept of a staff exchange procedure between the statistical offices of the Federation and the Länder, presenting various scenarios" should be set up within the scope of the project task.

The concept should contain a presentation of the goals, the target group, the responsibilities, and various models of the exchange procedure as well as procedural issues.

The working group thinks that it may shape the content of the task as follows:

Goal of the staff exchange programme
- human resources development (subject-related and social competence, trainee programme)
- process improvement
- common understanding (subject-related and cultural exchange)
Exchange partners

- What is envisaged is staff exchange between all statistical offices of the Federation and the Länder. Depending on the model, the group of potential exchange partners may consist of young professionals or of experienced staff members of the statistical offices. Exchange will generally be made in pairs (mutually), although one-sided employments and triangular exchange are possible, too. Staff of the höhere Dienst (higher service) and the gehobener Dienst (higher intermediate service) may be included.

Staff exchange models

- **Task-related employment**
  Task-related employment serves to improve processes. The period of a task-related employment should individually be agreed upon in every case and will depend on the subject-related requirements.

- **Traineeship**
  The target group of a traineeship is young professionals who should become acquainted with the subject-matter background of a statistical task within a period of up to two months.

- **Hospitation**
  Hospitation addresses experienced staff members of the statistical offices; it has a subject-matter background and should cover a period of two to four weeks.

- **Extended traineeship**
  An extended traineeship at a statistical office should cover three months; it is designed for young professionals (in a trainee programme).

- **Exchange**
  An exchange should refer to real staff exchange. The exchange may be done within a subject area or across areas and should not last less than three months, the standard period being six months. A period of more than six months may individually be agreed upon.

Procedural issues

As regards the procedure of carrying out staff exchange measures, provisions on the following issues should be developed:

- distribution procedure (technical realisation of information exchange),
- implementation in the offices,
- evaluation.
Further approach

The above contents of the concept of a staff exchange procedure between the statistical offices of the Federation and the Länder will be examined and shown in the further process, following a uniform structure. The following issues will be studied:

- definition of the examined exchange model (incl. exchange periods to be envisaged).
- what is the specific target aimed at by a staff exchange model?
- what are the potential areas of employment or work contents as part of the models?
- what are the target groups addressed by the various models?
- what is the work effort involved for the host office and the sending office?
- legal framework of the exchange measure (e.g. issues related to collective agreement law or civil service law such as legal basis, change between the collective agreement areas of eastern/western Germany, possible working time credits).
- How can potential exchange staff be motivated to actually participate in exchange?
- What are the costs that will incur in the context of any model for the offices and the exchange staff (cost units, budgetary issues, separation allowance and travel expenses)?
- How can the work performed by the staff members be documented in a qualified manner?
- How should the staff representation bodies be involved in the exchange procedure?

For the further handling of the above items of the staff exchange concept, the working group formed the following work packages, assigning them to the members:

| goal, target group, and responsibilities (personnel department / specialised departments) in the context of staff exchange; "task-related employments" model | Schleswig-Holstein (Dr. Saebetzki) |
| "hosiptation" and "traineeship" models | Thuringia (Mr. Derx) |
| "exchange" model | North Rhine-Westphalia / Saxony (Mr. Schröder / Mr. Sondermann) |
| "extended traineeship" model | Federal Statistical Office (Mr. Kühner) |

The drafts of the work packages handled will be submitted to the working group members by 15 December 2001 and further discussed in the next working group meeting to take place at the Federal Statistical Office in January 2002. Procedural issues of staff exchange will be further examined after the various exchange models have become more concrete. The work results will be discussed in the 2002 workshop of the specialists in the personnel sections.

Jürgen Kern