

ABOUT US

Founded in 2010, the European Sectoral Social Dialogue Committee for Central Government Administrations is one of the 44 Sectoral Committees which contribute to the European social model, with the support of the European Commission.

The objectives of this new committee, which brings together trade union (TUNED) and employer (EUPAE) representatives from this sector, are to improve the functioning of administrations and standards on working conditions, to promote social dialogue at national level, and to contribute by its opinions to the preparation of European policies affecting central government administrations.

With this Framework Agreement, trade unions and public employers of the committee make 20 concrete commitments to improve the quality of public services for citizens.

Read the full text on
<http://ec.europa.eu/social/>

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European framework agreement EUPAE/TUNED

for a quality service
in Central Government
Administrations



TUNED

Trade Unions' National and
European Administration Delegation

EUPAE

European Public
Administration Employers

Values & commitments

SERVICE AND RESPECT OF THE RULE OF LAW

- 1 Public employees and employers shall implement public policies aimed at the **general interest, serving the common good**.
- 2 The action of public services shall operate under the authority and leadership of governments, in respect of applicable national and European legislations and international standards.

WELCOME

- 3 Public employees and employers must be committed to **welcoming** the users in the best conditions. To this effect, public employers must ensure a **sufficient level of staff and competence** and provide suitable offices and equipment. The key words are **availability** and **courtesy**. Public employees shall adopt an appropriate attitude and appearance.
- 4 Users' needs will be anticipated and whenever possible taken into account by implementing a **proximity-based** approach. **Accessibility** will be maximized, including in terms of office opening hours, premises arrangement, single contact points, phone hotlines or internet sites.
- 5 The **responsiveness** of the services will be measured through the rapidity in implementing commitments and respecting deadlines within the public service.
- 6 Public employers shall clearly define the **responsibilities** of public employees towards users, in the framework of the global responsibility which they primarily assume themselves.

EQUITY

- 7 Public employers and employees shall handle the dossiers and situations in full **impartiality**. On the basis of the necessary **solidarity** between members of our society, services are accessible and adapted to everyone's needs and difficulties.
- 8 Public employers and employees shall ensure that services reflect the **diversity** of society. Public employers are attentive to this in recruitment, career and in the organization of services.

INTEGRITY

- 9 Public employees shall undertake not to allow private interests and personal or political links jeopardize public decisions and management.
- 10 Public employers and employees must be alert so that to prevent and signal any violations of the values included in the present document including **integrity**. To this effect, public employers will protect employees efficiently against any negative consequence of their involvement in the fight to maintain these values.

EFFICIENCY

- 11 The service to users shall be provided in the best conditions of **quality, efficiency, rapidity and optimal use of resources** on the basis of transparent and reliable indicators. The users will be involved in the analysis of needs and assessment of the outcomes of the services.
- 12 The activity of the public institutions shall operate in respect for the environment and for its preservation, out of concern for an **eco-responsible** management of natural resources and the preservation of the health of citizens.

QUALITY OF LIFE AT WORK

- 13 The first element of well-being of public employees, regardless of their function, is the meaning of their work, i.e. the contribution to the best organization of living together in society.
- 14 Public employers will take great care in ensuring **competence development**, notably through training, with a view to ensuring **attractiveness of career paths**. They are mindful of the quality of management, which is the essential link between the overall organisation and the work unit, and of the best use of employees' competences by striving for the best match between profiles and jobs.

- 15 Just as public employees are committed to their organization and to carrying out most efficiently their public service tasks, public employers shall commit equally to their employees, particularly in terms of **good working conditions** including correct, sufficient and gender neutral remuneration, social protection, work-life balance, and fight against all forms of discrimination. In addition, public employers shall commit to **combatting, in as much as possible, precarious work**.

- 16 Public employers shall respect and facilitate **trade union freedom** and the resulting rights and duties as a guarantee of justice and **social cohesion**.

COMMUNICATION AND TRANSPARENCY

- 17 Public employers and employees shall give priority to efficient and regular **communication** to the users, in compliance with their expectations, as well as to internal communication and through the most appropriate channels.
- 18 Public employers and employees shall be mindful of the maximum **transparency** of administrative procedures, in order to allow a better understanding of the public action and its objectives.

- 19 Users will have access to all their personal data which are protected by the public employees and employers. They receive clear **information** on their use.

FOLLOW-UP

- 20 The commitments contained in the present agreement will be subject to a **monitoring** at least **every two years** within the European social dialogue committee for central government administrations.