



### Proposal for the Annual ReSPA Publication

At the 12<sup>th</sup> SC meeting in Sarajevo it was discussed to link the ReSPA publication to the theme of the annual conference. The Secretariat was asked to draft a proposal for a title of the publication.

The annual conference that took place on 6-7 October 2009 was organised around the theme Human Resource Management. Topics that were presented and discussed were amongst others: Recruiting and selection, Staffing, performance management and performance appraisal, training, decentralization and deconcentration of HR tasks.

At the end of the conference an inventory round was made to identify specific HR training needs. This resulted in a list with topics like:

- Functional analysis
- Staff planning methods
- Job descriptions
- Selection in particular interview skills
- Career development
- Adapting HR to EU legislation
- Dealing with conflicts (role as mediator)

These needs were in particular mentioned with the purpose to learn how to apply systems and methods related to the topics and to make benefit of experiences in or outside the region.

When planning the publication and having some recent experiences in mind it is important to consider that

- duplications of publication that have been recently produced with more or less similar themes should be avoid;
- the content of the publication has any added value for the readers in the ReSPA region.

A check on these two points gives amongst others as a result:

- A publication is soon to be expected from UNPD on performance management and performance appraisal. Research on this topic had been done prior the Community of Practice which was organised around this theme and which took place in Tirana on 17-18 November 2009;
- There are several publications on human resource management and HR development that gives extensively and generally information about the various topics on HR.

Adding more of this kind would create an overlap and not really be a good investment.

Coming back to the publication it makes sense and it is suggested to follow the remarks made for HR training needs and to produce in this view a publication that has a more technical character and also takes the regional cultural aspects into consideration.

This publication then could get more the character of a manual that can be used for HR training either by ReSPA or by the National Institutes.

As a first draft the title and possible chapters in random order could be:

**Title: HR instruments in practice**

**Possible chapters:**

- **Staff planning (different practices and experiences, passivity's and limitations etc. )**
- **How to do a functional analysis (methods and examples**
- **Drafting Job descriptions (systems, structure and examples)**
- **Running selection interviews (structure, types of questions do's and don'ts, examples of interviews etc.**
- **Adapting to EU legislation on HR policies and implementation (experiences in the region etc.)**
- **The roles of an HR officer (concepts and practices)**

The content can be a mix of regional and international concepts and experiences and the challenge is to see how it can fit in the regional culture.