

**Information Circular – Circulaire d'information**

Ref. ICC/INF/2006/009

Date: 27 March 2006

**Staff Training and Development - Guidelines****1. Introduction**

- 1.1 The purpose of the Staff Training and Development Guidelines is to ensure that the International Criminal Court ("the Court") maximizes the benefits of its investment in training and development activities for its staff members and that specific needs of the different areas are taken into account. The Court recognizes that the work of its staff members is the key to the Court's fulfilment of its mandate. Also, the ability of the Court to meet its strategic objectives rests partially on the technical expertise of its staff members. The Court evolves fast and it faces new challenges every day. It is therefore of utmost importance that its staff members keep up with those developments and that staff members are trained properly to encounter those challenges. Therefore, the Human Resources Section ("HRS"), having recognized the importance to provide staff members with opportunities to keep abreast with the Court's shifting needs and to improve the required skills to face the daily challenges, establishes the following Training and Development Guidelines:

**2. General principles**

- 2.1 Training for the purposes of these guidelines includes, *inter alia*, training courses, programmes, seminars, workshops, individual lessons, and on the job training /coaching under the guidance of a trainer /facilitator to improve performance of individual staff members and of the Court as a whole.
- 2.2 Training provided by resources within the organisation should always be given preference before drawing on external resources.

- 2.3 Unless the circumstances require otherwise, training shall always take place in the Netherlands. This does not exclude the Court from engaging training providers outside the Netherlands.
- 2.4 Supervisors shall support their staff members in participating in training whenever such training is relevant for the discharge of their duties.
- 2.5 Training approved by the staff member's supervisor shall be considered as part of the staff member's official duties. The supervisor shall be responsible for ensuring the participation of the staff member in the training. The supervisor shall not prevent the attendance of training to which he/she has given prior approval.
- 2.6 Participation of a staff member in a training requires the staff member to sign an agreement with the Court setting forth the terms and conditions of such participation.
- 2.7 These guidelines do not apply to training related to outside career interests or personal interests of a staff member. Such training shall be undertaken outside official working hours or during annual leave.
- 2.8 All required forms, i.e., Learning Agreement, External Training Request Form, Learning Agreement for External Training, etc., are available on the intranet.

### **3. Types of Training Activities**

#### **3.1 In-house Training**

The Training and Development Unit ("TDU") shall conduct an annual Training Needs Assessment in order to determine the Court's staff training needs and develop the Court's Training Programme. The Training Needs Assessment will primarily be based on the development needs which are part of the performance appraisal form. Trainings to be organised by the TDU may be of the following natures:

- General skills training –General skills training is aimed at providing staff members (regardless of their specific job) with an opportunity to develop their competencies. General skills training will be offered regularly and subject to demand and budget availability.

- **Technical training** – Technical training is aimed at the development of the technical skills specific for the job. It may be organised either by the TDU or by a specific Section. When different Sections have common needs, the TDU shall organise the training to maximize the use of resources.

Technical training organised by the Sections shall be part of the training plan previously approved. At the end of the year, Sections will send a report to the TDU on training undertaken by their staff during the year.

- **Mandatory training** - some training shall be mandatory to all staff members of the Court, e.g., induction, integrity awareness, respect for diversity, or to specific groups of staff members, e.g., staff members travelling to the field. Mandatory training shall be organised and coordinated by the TDU.

Information Technology training shall be provided by the Information and Communication Technologies Section ("ICT").

### **3.2 External Training**

External training entails training over a period of 10 days or less offered by an external provider and taking place outside the ICC premises.

The cost for external training shall not exceed € 4000. Subject to prior approval by the Chief, HRS, exceptions to such maximum costs may be made in justified circumstances.

External training will only be organised if a similar training is not available to the staff member at the ICC.

External training shall complement in-house training and shall be undertaken in conjunction with bi-annual discussions concerning the staff member's performance and career planning.

### **3.3 Language training**

Language training is regulated in separate guidelines.

#### **4. Eligibility for Training**

##### **4.1 General**

- 4.1.1 Participation in training is subject to the exigencies of the staff member's duties and to the prior approval of his/her supervisor. Participation in training shall normally not exceed ten (10) working days per calendar year. Unused days cannot be carried over from one year to another.
- 4.1.2 Interns, visiting professionals, contractors and consultants are not eligible for training activities.

##### **4.2 In-house Training**

- 4.2.1 All staff members are eligible for in-house training. Priority shall be given to staff members holding a fixed term appointment against a regular budgeted post.

##### **4.3 External Training**

- 4.3.1 External training shall only be provided to staff members who have been working with the Court for at least one year by the commencement day of the training. Priority shall be given to staff members holding a fixed term appointment against a regular budgeted post.
- 4.3.2 Staff members holding a short term appointment may be eligible for external training if their appointment does not expire within six months after the day of completion of the training.

#### **5. Selection Criteria for training**

- 5.1 Training and development needs (both job-specific and competency related) shall be part of the Performance Appraisal of each staff member.
- 5.2 Information about training shall be available to all staff members and the selection process shall be transparent. All interested staff members shall have the opportunity to apply for training.

5.3 The final selection of participants for both in-house and external training will be made by the TDU, in consultation with the Section Chiefs or Division Heads (as applicable), based on the following criteria:

- Relevance of training to the official duties of the staff member (specific course needs to be a part of the development plan of the staff member);
- The length of employment with Court; and
- Previous participation in training organised by the Court.

## **6. Application and approval procedure/Withdrawal**

### **6.1 In-house Training**

6.1.1 In order to participate in in-house training, the Learning Agreement has to be completed and signed both by the staff member and his/her immediate supervisor and submitted to the TDU.

6.1.2 Once a staff member's participation in in-house training has been confirmed, he/she may only withdraw from the training by submitting a justification by email to the TDU.

- In case such withdrawal is made less than one week prior to the commencement of in-house training, the Section of the staff member will be charged 100% of the training fee if no replacement is found for the withdrawing staff member.
- If the staff member fails to attend the training either on the first day or any subsequent days without submitting a valid justification to the TDU that staff member shall be charged 100% of the training fee.

### **6.2 External Training**

6.2.1 In order to participate in external training, the External Learning Agreement has to be completed and signed both by the staff member and his/her immediate supervisor and submitted to the TDU. In addition, the immediate supervisor has to justify as to how such training will benefit the staff member and the Court, as well as how such training will be implemented on the job.

6.2.2 Applications for external training have to be submitted to the TDU as early as possible.

- 6.2.3 Funding for external training shall be covered by self-managed training budget of the trainee's Section.
- 6.2.4 The Court will not fund full-time developmental studies and the Court will not grant special leave with pay for such purposes.
- 6.2.5 Staff members who fail to complete any external training have to reimburse the Court for the costs of the training, unless such absence can be justified (compelling circumstances can be such as illness, death of a close family member, unforeseen/urgent work related travel, etc.)
- 6.2.6 Participation in external training costing € 5000 or more (up to € 9999) requires the staff member to commit him/herself to stay employed with the Court for at least one year after the day of completion of the external training.
- 6.2.7 Participation in exceptional external training costing € 10,000 or more requires the staff member to commit him/herself to stay employed with the Court for at least two years after the day of completion of the external training.
- 6.2.8 If a staff member decides, on their own initiative, to leave within the abovementioned periods in section 6.2.6 and 6.2.7, he/she shall reimburse the Court for the costs of the training. This reimbursement shall be proportional to the duration elapsed from the completion date of training and to the date of his/her resignation. The ICC is authorized to withhold the corresponding amount from the final emoluments of the resigning staff member.
- 6.2.9 Upon finalization of the external training, the staff member may be requested to share newly-acquired knowledge and/or skills gained through external training by acting as a coach or a mentor to other staff members.
- 6.2.10 The staff member, together with his/her supervisor, shall evaluate the external training and its effect on the staff member's performance. This evaluation shall be communicated to the TDU within 90 days of the completion date of the training.

**Bruno Cathala**