

Minutes of HR & Strategy Committee March 17th, 2020 at FTCC

Participants:

Aline Boulom (Accor) – Co-Chairwoman
Papornrach (Jeab) Passonnobporn (Revima)
Laurent Perot (BRED-IT)
Kaewta Sricha Petit (Storehub)

Lucas Zimmerman (My Internship Asia)
Alexandra Costet Albertin (FTCC)

Reminder: Committee Objective

The aim of the HR Committee is to dedicate specific moment and space for Members to exchange on HR and Strategy topics, share challenges and best practices, and support and stimulate HR actions.

The HR committee is a neutral group, and is not a place to promote any products, services nor company business.

FTCC' HR Committee can organise HR events if the event aims to provide information or skill improvement:

- There should be at least 2 speakers talking about different point of view of one topic;
- If there was to be only one speaker, representing one company, then this person should be an expert, deliver information and share experience, not only promote his/her own company business.

1. HR Committee: new member, format, and value proposition

- Welcome of a new HR Committee Member, Papornrach Passonnobporn (K. Jeab), HR Manager at Revima Asia Pacific Ltd. (wholly owned subsidiary of Revima Group, dedicated to the repair and overhaul of landing gears and associated accessories for commercial and regional passenger aircraft).
 - FTCC Members are welcome to join HR Committee meetings, whether for a one-time meeting or permanently (provided the room is able to welcome everyone).
 - Adoption of a fix date for HR & Strategy Committee meetings, that will be held on Tuesday every second week of the month, 8:00 to 9:30 AM. We aim to get more attendance as yearly planning will be known.
- => Alexandra will send according invitation to Committee Members.
- HR Committee meetings value proposition: present members appreciate a lot the coming of Guest Speakers on a specific topic; or discussion with a frame.
- => Alexandra will contact absent members to have their feedback and identify axes of improvement.

2. Guest Speaker and Q&A / Discussion with frame on specific topic

20-30 minutes are dedicated during each meeting to present a HR or Strategy topic. Innovation, disruptive... Each member of the committee is welcome to suggest guests and topics for following sessions.

Topic: **HR best practices and challenges facing Covid-19 impacts**

Business trips abroad

- Forbidden by all members

Personal trips abroad

- All members have asked staff to inform management of personal trips abroad;
- One member has set it up as new internal regulation article whose violation would be consider as severe and followed by immediate dismissal without severance fee;

- Another member has set up as new process that personal trips abroad have to be authorized by COO in person (provided they are absolutely necessary).

Quarantine (remote work from home for 14 days after return)

- One member needs to instruct young staff that remote work means work (not holiday), no matter it is from home, and set up specific rules (being reachable during working hours, ...);
- Members set up quarantine for people coming from / transiting / living with people coming from risky country (whether disease infected zone or country with ongoing local transmission as stated by Department of Disease Control);
- Implementation of remote work can be perceived as offensive/punishment for some staff; HR and Managers have to be careful and caring.

Work organization

- Members have set up remote work: for half-staff every week (team A on even week 1, team B on odd week) or every 3 days/2 days per week, whether permanently or to rehearse so staff is ready when time comes (to check connections specifically);
- One member is also thinking to divide staff between two separated premises.

Controlling measures at office entrance

- All buildings have implemented temperature check and alcoholic gel at the entrance;
- Sometimes people coming from parking are not checked;
- To avoid absenteeism, one member has specified that staff who would not be authorized to come in have to be listed by the building security team as denied;

Covid-19 symptoms, confirmed cases and process to follow

- One Member pays Covid-19 test to staff with accurate symptoms;
 - All members ask staff with symptoms to stay at home: if they can work, they work remotely until they feel better; if not they take sick leave;
 - In case of a confirmed case of employee infected by Covid-19: companies have to inform Department of Disease Control that will monitor close of office and cleaning;
- ⇒ Dear Members, should you have more information on the legal process to follow in case an employee is diagnosed with Covid-19, *please share with us*.

Communication/information

- Members find difficult to get official information on protective measures to implement, and have to find their one way;
- Members inform staff on a regular basis using social media like their Facebook Page, team meetings, live video, internal emails or line chat;
- All Members have updated staff personal phone number to be able to reach out to anyone anytime

Staff feelings/reactions

- HR notice they have to provide more caring support to managers and employees because of Covid-19;
- Some new joiners fear their probation period will be ended to help the Company make savings.

Financial impacts for Companies and savings

- One member has defined for general managers purpose the steps they would follow if savings are needed: 1st - voluntary unpaid leave, 2nd - compulsory unpaid leave (still have to be accepted by employees), 3rd - termination without cause with full severance fees, 4th - redundancy/force majeure that would require a legal qualification

Fake news and conspiracy theory

A lot of stories are passed on the web; to quote a few:

- Fake Unicef email telling Covid-19 fear heat so people have to drink hot to protect themselves;
- Conspiracy theory concerning China, Iran and the USA;
- Wuhan scientific laboratory that would have accidentally created and released the virus to humans;

- Covid-19 due to Wuhan 5G coverage and electromagnetic waves.

3. Planning of topics / Guest Speakers for next HR Committees meetings & breakfast talks

Event	Date	Leader	Comments	Speakers
HRCM	Tuesday 7th April	Alexandra	Topic: Intergenerational management	Guest: EArise – Martine/Jean Chaillet
HRCM Then HR breakfast talk	Tuesday 12th May ?	Anu	Topic: Leadership models in disruptive world; real practices from Members	3 different companies + 1 Committee Member acting as coach (10 min) - Michelin - Accor
HRCM	TBD	Jérôme?	Topic: Engagement Assessment, Employee Satisfaction survey and various providers on the market	?
HRCM	TBD	Jamila? Kaewta?	Topic: Millennials engagement (Successful HR breakfast talk in 2019)	K. Karn (Accor) Anne-Marie Another Cie 2 millenials
			Topic: Managing lack of engagement	
			Topic: Managing excess of engagement, workaholism, burnout (especially on very connected young generations)	
			Topic: Going beyond cultural bias and supporting managers in giving feedbacks and managing poor performance	
			Topic: How to support employees to manage their own stress / sleep / health?	