

**REGULATION**  
**ON TRAINING AND CAPACITY BUILDING**  
**OF THE PERSONNEL OF THE COUNCIL FOR RESEARCH IN**  
**AGRICULTURE AND ECONOMICS**

**Article 1**

**General principles and scope of this Regulation**

The Council for research in agriculture and economics, hereinafter CREA, promotes training of its staff with a view to professional growth and valorisation of its human resources, and recognizes the right of all staff members to access training opportunities at any time, while guaranteeing equal opportunities in this respect.

The purpose of this Regulation is to determine, in compliance with other regulations in force on the subject, with the collective labor agreements in force and, more generally, under the criteria of equal opportunities and fairness related to access and participation in courses by the organisation's staff, the entire training process (planning, management, monitoring and possible final evaluation), starting from screening of gaps and the identification of training needs, with a view to professional growth and operational awareness.

**Article 2**

**Eligibility**

All CREA employees, working either with permanent or fixed-term contracts, full or part-time, are beneficiaries of training and professional development.

The financial resources intended for the training of all CREA staff are specified in articles 51 and 61 of the National Collective Work Agreement (*Contratto Collettivo Nazionale del Lavoro*, CCNL) of 21/02/2002.

Funds destined to training courses, if not used during the financial year of reference, remain tied to the same purpose in subsequent financial years.

**Article 3**

**Three-year Training Plan**

The Three-year training plan (TTP) identifies the skills to be strengthened according to CREA's mission and its strategic and operational objectives for the three-year period and constitutes the programmatic document on which to plan the training activities in the reference time frame. The proposal of the Plan is managed by the Central Administration Office responsible for training, in collaboration with all Office Managers and Directors of Centers. The preparation of the Plan must be drawn up in accordance with the Three-year Activity Plan, the Performance Plan and the Three-year plan for the prevention of corruption and transparency. To this end, the Office in charge of training consults itself with the Office responsible for Programming and management control. The Plan is officially proposed by the General Director who transmits it to the Board of Directors for approval, after informing the trade unions, and will be published on the Organisation's website.

The Plan is set up according to the following structure:

- Assessment and analysis of strategic and operational objectives;
- Identification of the activities necessary to be carried out to achieve the objectives;
- Analysis and identification of priority areas/activities for intervention;
- Definition of specific training objectives;
- Formulation of the programming proposal.

#### **Article 4**

##### **Annual training plan and assessment of training needs**

For the purpose of updating the Three-year training plan, the Central Administration Office responsible for training has the task to annually elaborate the training interventions by identifying needs, taking into account available financial resources, the time frames necessary for the implementation of the activities and the identified priorities.

The identification of training needs prior to the preparation of the annual plan also involves the Directors of the Centers and the Office Managers of the Central Administration, and foresees informing the trade unions.

Concerning training related to scientific subjects, CREA also uses the expertise of the Scientific Committees of its Centres, in line with what is indicated in the Three-Year Research Plan and the European Charter for Researchers.

Where necessary, upon reasoned proposal made by the managers of the single structures and on the basis of emerging needs or requirements, the provision of further courses or other training measures may be authorized, in addition to those envisaged in the Three-year training plan and the Annual Plan.

#### **Article 5**

##### **Type of training**

The following types of training are offered to CREA staff:

- Mandatory training and training of newly assigned staff and/or staff members having change Office or Center;
- Training on specific technical topics;
- Training on cross-cutting issues

**Mandatory training** is prescribed by specific internal regulatory provisions defining the topics, training measures and their recipients. The Office responsible for training, in agreement with the single Offices responsible for the subject matter, identifies the staff members eligible to participate in these courses, in compliance with applicable regulations. This training is provided by qualified bodies registered in the Institution's Register of teachers and training tutors or, in their absence, by external trainers.

By way of example and not exhaustively, the following topics fall under the category of mandatory training: Safety in the workplace; Defense and protection of privacy; Code of conduct for public employees; Transparency, integrity and anti-corruption; Equality and equal opportunities between male and female staff in public administrations.

The **training of newly hired staff** has the aim of providing employees with basic knowledge regarding the employment relationship, as well as general knowledge relating to our Organisation and/or the Center of assignment.

**Training of staff members having changed Office or Center** aims at providing employees with knowledge of all processes related to the assigned structure.

**Training on specific technical topics**, given the Organisation's wide range of skills, is carried out in line with the training needs identified in each structure or office, with the aim of encouraging the professional growth of the staff involved, also with a view of performance improvement.

**Training on cross-cutting issues** concerns topics that are of interest to all employees and is open to all those who intend to participate with a view to improving the Organisation's performances. The Three-year training plan defines the modes of delivery of these types of training.

## **Article 6**

### **Selection of teachers**

In order to take advantage of and enhance the professionalism existing at CREA, and to efficiently utilize financial resources dedicated to training, priority in the implementation of the courses will be given to internal staff qualified and registered in the appropriate Register of teachers and training tutors.

The Administration, after consultation with the Directors of the Centers and the Office Managers, identifies the appropriate staff who carry out teaching and/or training and tutoring activities, based on their specific competence in relation to the training subjects and in compliance with the principles of rotation and of equal opportunities.

Alternatively, the courses may be carried out by entrusting external subjects, selected in accordance with applicable law.

## **Article 7**

### **Training delivery methods**

Training courses can be delivered in person and/or in the form of Distance Learning. Teachers and Training tutors plan the course in consultation with the Office responsible for training. Planning comprises the preparation of the structure of the course and of the material, as well as the definition of any final assessments.

In case of need or given opportunity, the Organization may activate "in house" trainings, meaning a training activity provided on the Institution's premises, after purchasing a training package provided by an external training company. The topics of this kind of training are usually related to regulatory updates, process innovations and the use of new software for compliance with legal provisions.

The Administration encourages access to training by all the staff of the Organisation, giving communication on the courses to all employees well in advance. Participation in courses, with the exception of those mandatory for all employees, which are organized

by training companies external to CREA, takes place subject to authorization by the General Director, after consultation with the Manager of the Office responsible for training, or by the Directors of the relative structures. Any exclusion from participation by the Director/Manager must be justified.

## **Article 8**

### **External training**

External training means training provided by an external party at its own headquarters or office designated for this purpose.

Participation in each external course is, as a rule, limited to a maximum number of 3 participants for each CREA structure and who are involved in activities subject to the training topic, except in extraordinary cases, expressly authorized by the Managers or Directors of the Center and concerning topics of particular interest.

Participation in external courses free of charge that are offered by both Public Administrations and private individuals working on the topics of the courses must be encouraged.

Each employee can normally participate in a maximum number of three courses per year and, in any case, within a total annual cost limit of €3,000.00 for registration fees.

Staff members interested in participating in external courses send their request to the Office responsible for training within fifteen days before the deadline of registration. The request must bear the approval of the manager of the relevant structure and be complete with all necessary information.

The registration fees for participation in external courses are charged to the funds referred to in articles 51 and 61 of the CCNL 21/02/2002.

Employees who participate in external courses are entitled, where the conditions exist, to claim reimbursement of mission expenses, according to the methods defined in the specific Regulation of the Institution.

## **Article 9**

### **Regulation of working hours**

Training courses are normally provided during working hours.

If the duration of the courses exceeds the number of normal working hours, the employee may use these surplus hours to benefit from recovery time permits in line with the relative contractual regulations in force.

## **Article 10**

### **Participation of external staff**

Regarding internal training, in the event of training needs emerging related to the performance of the work activity, the Organization may also provide for the participation in the training activity of temporary workers and individuals other than those referred to in article 2. The participation of these staff members in the training activities, however,

cannot entail any additional expenses to be borne by CREA, nor the organization of additional editions of the courses.

As part of the internal training offered by CREA, the participation of staff belonging to external organisations, both affiliated and non-affiliated with CREA, may be permitted.

## **Article 11**

### **Telematic and information tools for delivery of training**

The Office responsible for training is in charge of the registration to the courses by employees, monitoring and follow-up on the evaluation of the courses, through evaluation questionnaires distributed to participants with the aim of analyzing their opinions and further improving the quality of the training offer to be provided.

In line with the best practices in place in the research sector, the Office responsible for Training may activate, in coordination with the Office that manages the Organisation's information systems:

- A web portal for the delivery of training contents and for the evaluation of learning ([www.formazionecrea.it](http://www.formazionecrea.it)) utilizing the international standard Moodle package);
- A management portal, with the following functions: assessment of training needs, register to courses, register of teachers, certificates of participation, evaluation of the training provided and its impact on the functioning of the Organisation. Through this portal also the release and delivery of documentation to employees in electronic format are managed.

## **Article 12**

### **Entry into force – publication**

This regulation enters into force on the day following its official publication on the CREA website.

## **Article 13**

### **Further references**

Any other matter not expressly addressed in this Regulation, is prescribed in national laws in force on the matter and in the provisions of the National Collective Work Agreement.