

Reference No: E109/93/85; **Date:** 03/07/86

Circular 12/1986:- Assignment of Administrative Officers (AOs) to departments other than their parent department on a temporary basis

A Dhuine Uasail

1. I am directed by the Minister for the Public Service to refer to paragraph 4.8 of the White Paper on the Public Service "Serving the Country Better" which states:

* "In order to ensure adequate experience for the job and for promotion future Administrative Officers will be required to serve in another department before they are promoted under internal procedures in their own department".

2. Consultation on this matter has taken place with the Staff Side at General Council and the Minister for the Public Service has accepted the recommendations of the Council (General Council Report 1063) and I now request you to make arrangements for the implementation of the White Paper decision in your Department/Office on the basis set out in the remainder of this circular.

Date of Commencement

3. The White Paper decision applies to AOs appointed from competition 13/75/85 (advertised 6 November 1985) run by the Civil Service Commission and subsequent competitions.

Duration

4. The period of temporary assignment to another department/office will be not less than one year and normally not more than two years in duration and must occur between the end of the first year and the end of the third year of service in the parent department.

Location

5. AOs serving in central departments (Finance, Public Service, Taoiseach) should as far as possible be assigned to non-central departments while AOs serving in non-central departments/offices should as far as possible be assigned to central departments.

6. Assignments can be organised on a one-way or an exchange basis. Where a one-way assignment is envisaged it can be on a supernumerary basis provided overall staff numbers in the civil service are not increased. Proposals for one way assignments should be discussed in advance with this Department.

7. Departments/Offices which do not have AOs at present are expected to participate in the temporary assignment programme by accepting AOs and providing them with appropriate good quality work experience.

Preparation for and Initiation of Assignment

8. During the AO's first year of service consideration should be given in conjunction with his/her supervisor to the kind of experience which might profitably be obtained in another department/office e.g. experience which complements the AO's work in the parent department. The Staff Appraisal Scheme should be used to record the preferences expressed and account should be taken of these preferences in

organising the assignment. The proposed temporary assignment should form part of the development plan for the AO.

9. The responsibility for organising the temporary assignment of an AO to another department/office rests with the parent department. Sufficient notice of the assignment must be given to the AO and his/her supervisor(s) so that adequate preparation can be made _ for it. The assignment must be regularly monitored by the Personnel Sections in the parent and receiving departments. At the end of the assignment the receiving department must forward to the parent department a report on the performance of the AO during the assignment. The AO may also submit a report to the parent department setting out his/her views on the assignment.

10. Proposals submitted to this Department for internal promotion of AOs appointed from competition 13/75/85 and subsequent competitions should set out details of their work experience. Promotion proposals should not be submitted unless the officers concerned have at least one year's work experience in a department other than their parent department. It is therefore essential that departments and offices ensure that AOs appointed from competition 13/75/85 and subsequent competitions receive the requisite experience in another department or office prior to promotion.

Monitoring the Programme

11. The role of the Department of the Public Service will be to assist departments and offices in the operation of this programme. A monitoring committee consisting of Official and Staff Side representatives will be established to review the operation of the programme at regular intervals.

Circular 10/79

12. This circular complements circular 10/79: Temporary Staff Transfers (Lateral Mobility) within the Public Sector and does not preclude AOs from participating in transfers as envisaged in Circular 10/79.

13. AO assignments organised in accordance with the terms of this circular are not to be regarded as meeting the exchange quotas introduced as a result of Government decision S17002 (7 July 1983) and applicable to some departments/offices.

Circulation

14. Please bring this circular to the attention of the appropriate staff in your Department/Office.

Enquiries

15. Any queries about this circular should be referred to this Department.

Mise le meas
John Gallagher
Assistant Secretary Personnel and Remuneration Division