

WORKING IN TAXUD

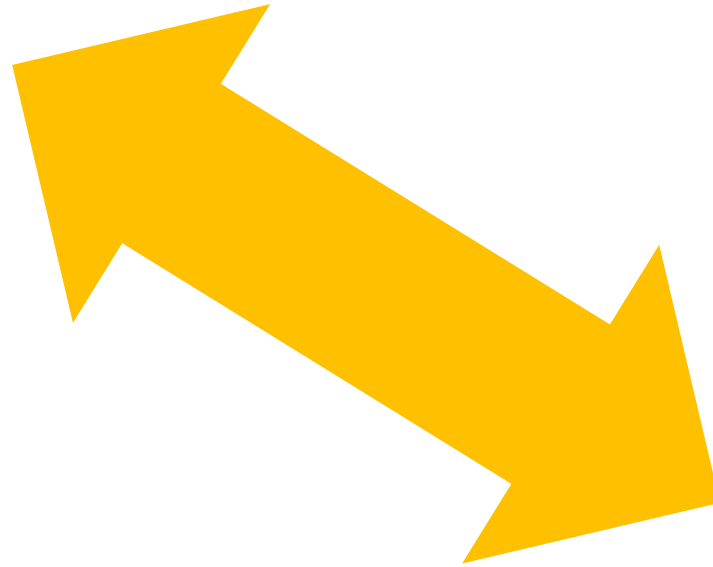
*More info:
TAXUD UNIT E2*



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CONCEPT

WHAT



HOW

PROCEDURES





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INFO SOURCES

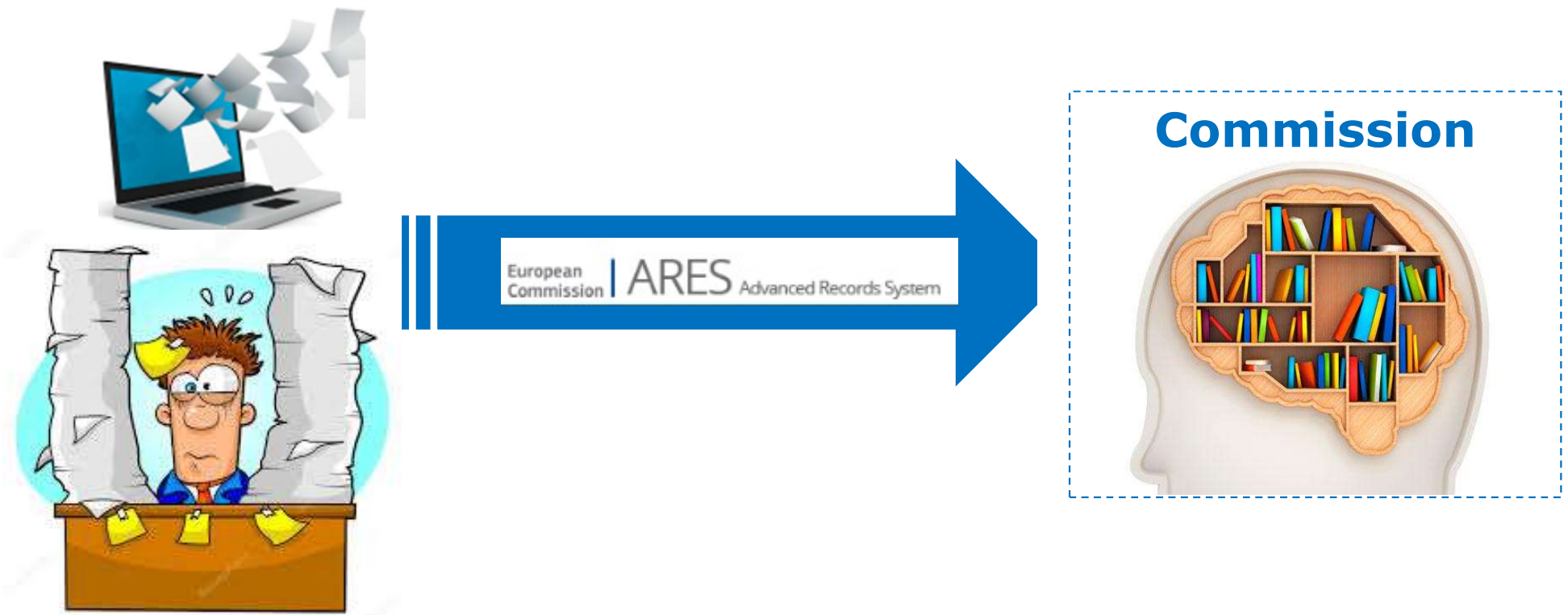


My TAXUD Home	
Our DG	>
Policies & Activities	>
My Work	>
Staff Matters	>
Information Technology	>
Press & Communication	>
Information Sources	>





CORPORATE MEMORY

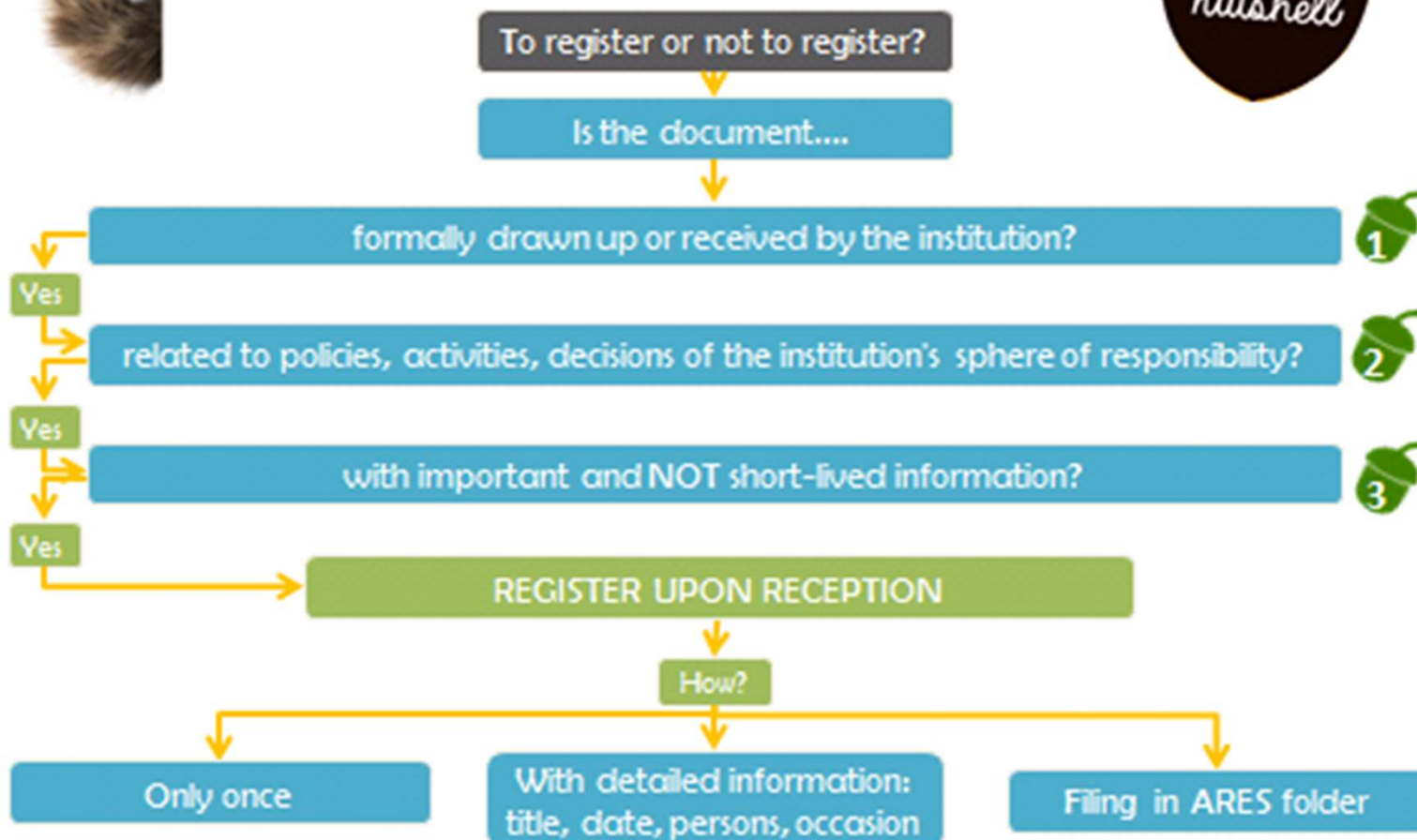




REGISTRATION



Registration of documents





CORRESPONDENCE

- **REGISTER**

- **ATTRIBUTION REPLY**

- Don't sit back and wait if wrongly addressed!

- **LEVEL OF THE REPLY**

As a principle, the reply is always done at the level of the recipient.

- **ARES SIGNATAIRE**

- Visa chain
- DG Assistants
- Build-in workflows

- **Know what you are writing**
 - A briefing is different from a press release
 - Lines to take are different from a GRI Fiche
 - Technical annex for a request for offer
 - ...
- **Think about your audience**
 - Adapt messages/style
 - Some need more strategic info, some more technical
- **Use the right format**
 - Legiswrite/eEDIT/EUROLOOK/Other templates



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Legislative Work

Planning

Preparation

Consultation

Decision

- **Political validation**
 - Type of initiative
- Better Regulation
- InterService Steering Group
- Comitology Committees/Expert Groups
- Drafting (Legiswrite/eEdit/Style Guide)
- **Inter-Service Consultation**
- Data Protection (EDPS)
- **Adoption by College**



- Press release – communication
 - **Prepare timely**
- Inter-Institutional Negotiations
 - **"GRI" procedure**
- Briefings - Parliamentary questions
- Meetings with lobbyists (EMTool)
- Development of customs/tax systems
- Publication of studies
- Contracts – finance
- Collaboration tools

MY RESPONSIBILITIES

- to be aware of the contents of the Business Continuity Plan (BCP) and of the consequences when my activities are interrupted;
- to update my contact details in Sysper, to know how the telephone cascade in my unit works and to follow the instructions of my hierarchy;
- to know the location of the nearest exit in case of evacuation.

Benefitting from Coaching@work



□ *What is Coaching all about?*

Learning, Self-improvement, Self-awareness, Growing, Actualizing Your Potential

□ *What kind of issues can you get Coaching for?*

- **You want develop your capacity to manage change and challenges**
- **You would like a better work/life balance; better manage/deal with your workload**
- **You want to use your strengths in a more focused way**
- **You want to contribute in a way which is more fulfilling and uses best your talents**
- **You would like to be better understood by others/influence others**
- **You would like to improve your relationship with hierarchy/peer colleagues**

□ *How would you ideally like to feel at work? What do you think you would need to get there? Coaching can support you in your work and wellbeing@work.*

Circa 80 Internal Coaches @COM – Do not hesitate to reach out:

Commission's corporate website [Coaching \(europa.eu\)](https://ec.europa.eu/coaching) or Internal TAXUD Coaches:

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- **SUBJECT:** Add a clear subject title
Use « FOR INFO », « FOR ACTION », ...
- **TO/CC:** not too few, not too many
- **MESSAGE:** be concise, clear and re-read
- **MEETING INVITATIONS**
 - Check outlook calendars
 - Explain the purpose of your invitation
- **KEEP TALKING TO EACH OTHER**
- new year greetings and asking for help



- [My TAXUD Intranet](#) and [EUROPA pages](#)
- [Annual Activity Report](#) and [Management Plan](#)
- [GoPRO](#); [Better Regulation](#)
- DECIDE tool (via [Intracomm](#))
- **Comitology Register** [internal](#), [external](#), [manual](#)
- Expert Register [internal](#), [external](#)
- [TAXUD Intranet on Document Management](#)
- TAXUD's [Studies' Management Tool](#)
- [Business continuity/Crisis Management](#)
- [Coaching](#)



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