

Annex: Guidelines on the conditions and requirements relating to forms of teleworking or mobile working¹.

When you are evaluating the opportunity to use teleworking for the first time, it is recommended to take the following points into consideration (non-exhaustive list):

Relevant conditions for forms of mobile working

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		Tasks with established deadlines and objectives
		Tasks requiring long periods of concentration on the same topic
		Tasks which can be carried out using IT resources
		Tasks which do not require a physical presence in the workplace
		No unforeseeable events or events in the short term which require a physical presence in the workplace
		No voluminous paper documents required
		Majority of tasks requiring autonomy and a flexible schedule
		Work which can be checked depending on the results obtained

The following tasks are not suitable for forms of mobile working:

- Tasks permanently requiring a physical presence in the workplace
- Tasks for which it is very often necessary to refer to non-electronic documents
- Tasks involving a lot of unforeseeable aspects
- Tasks requiring face-to-face collaboration with other employees
- Tasks which can only be carried out with excessively specific and non-mobile infrastructure (e.g. double 32-inch screen for architects, etc.)

Requirements and conditions relating to managers

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		Leadership which evaluates work in terms of the results obtained
		Capacity to exercise managerial functions in a goal-oriented and result-oriented manner
		Good relationship of trust with employees
		Capacity to manage projects
		Clear expectations regarding reachability and response times

Requirements and conditions relating to employees

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		Minimum of six months in the same activity
		Good command of the IT tools necessary for carrying out their tasks, in order to allow for autonomous working
		Ability to carry out tasks autonomously and in a goal-oriented manner
		Good time management, organization and self-leadership
		Flexibility in the organisation of work and working hours
		Respect of deadlines and agreements
		Loyalty and reliability
		Workplace and working environment allowing the employee to work in a concentrated manner

¹ Document inspired by the checklist relating to forms of mobile working in the federal administration.