# AFTER EC ON YAMMER

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## EUROPEAN COMMISSION USAGE POLICY CONCERNING THE USE OF THE COMMISSION'S SOCIAL MEDIA PLATFORM "Yammer After EC"

Yammer After EC is a social network for former officials from all European Institutions on retirement, an extension of the Commission's internal Yammer network. Therefore, upon requesting to join the platform, potential members must be able to prove they are a pensioner from one of the European Institutions. **The use of *Yammer After EC* implies that Members accept the Usage policy & Privacy statement.**

Certain Commission and other European Institutions staff working in the domain of Human Resources (DG HR, PMO, etc.) are also members of the network and are available to answer questions and/or offer feedback on difficulties encountered by retirees.

If you need assistance on Yammer After EC, you can request the support of the administrators of the Commission's network, identifiable by the "Admin" tag on their profile picture. Contact first Micheline Bruyninckx, specifically available for the Retirees, or as last resort, for technical issues only, the other administrators of the Commission, Sophie Bland and Taline Yerganyan.

## SOME BASIC PRINCIPLES

On Yammer After EC, you can decide to engage with others in the community at large *(the All Network Group)* or within a specific community *(the "Groups" e.g. Help RCAM/JSIS, EP Survivors, etc.)*. You can support others and they, in turn, can support you, either by clicking on the *"Like"* button or even better by sharing a *"conversation"*. You can share, connect and receive help.

This platform allows you to have your say but your activity is governed by the following principles:

- This platform is not suitable for posting or discussing sensitive documents. You must stick to non-sensitive information.

- You need to remember that what you write will stay online (read the Commission Yammer privacy statement regarding your right to have your data logically deleted or rectified). Exercise good judgment and common sense whenever you write.

- You need to respect the Staff Regulations, even as a retired member of staff. You should also be aware of the Commission's social media guidelines, posted in Yammer After EC.

## SUGGESTIONS FOR USE

***Getting started*** All new users are invited to join the group "Help Yammer After EC". It contains useful documentation on how to use Yammer and is the place to ask more experienced users any questions you have about getting started.

***Effectiveness*** Social media are efficient working tools if you learn how to use them. Remember that we are evolving in a multicultural and multilingual environment, and, as such, the

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potential for being misunderstood is high: so keep your language simple and as unambiguous as possible.

• Specifying your notifications preferences in your profile will allow you to get only those messages posted by the people you follow or that include the topics you follow. It helps to reduce "noise" and only get the information that is really significant to you.

• Adding topics to your messages, using hashtags "#" (or doing it afterwards using the link below your post) will facilitate the search for information and make content more relevant to the other users. Avoid using acronyms as topics, (e.g. #knowledge management and not #km).

• Using @mentions to notify your recipient. If one colleague @mentions you, you automatically receive an e-mail notification (note that you can change your notifications settings on Yammer After EC – click on the three dots at the top right of the page to access the settings menu).

***Group management***       In the specific groups, you can share focused information on a specific topic, competence, knowledge, or retirees' issues.

• Join groups you are interested in.

• Post messages in the appropriate group.

• If you want to create a new group, please first check the Groups Directory to verify whether a similar group exists already.

• If you decide to create a group, you become the administrator for that group. As administrator, you are responsible for ensuring that you set out clearly the purpose of the group and members can easily tell whether the group is open or closed; and that you pass on ownership of the group to another member if you leave the group or if you are not anymore empowered to administrate it. Finally, you are responsible for the deletion or the migration of content created in these groups when the activity is completed and the group shuts down.

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