

# Human Resources Briefing

**PREPARED FOR**  
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**PRESENTED BY**  
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**“ Recruit and administer NSPA staff in accordance with the NATO Civilian Personnel Regulations (NCPR) “**

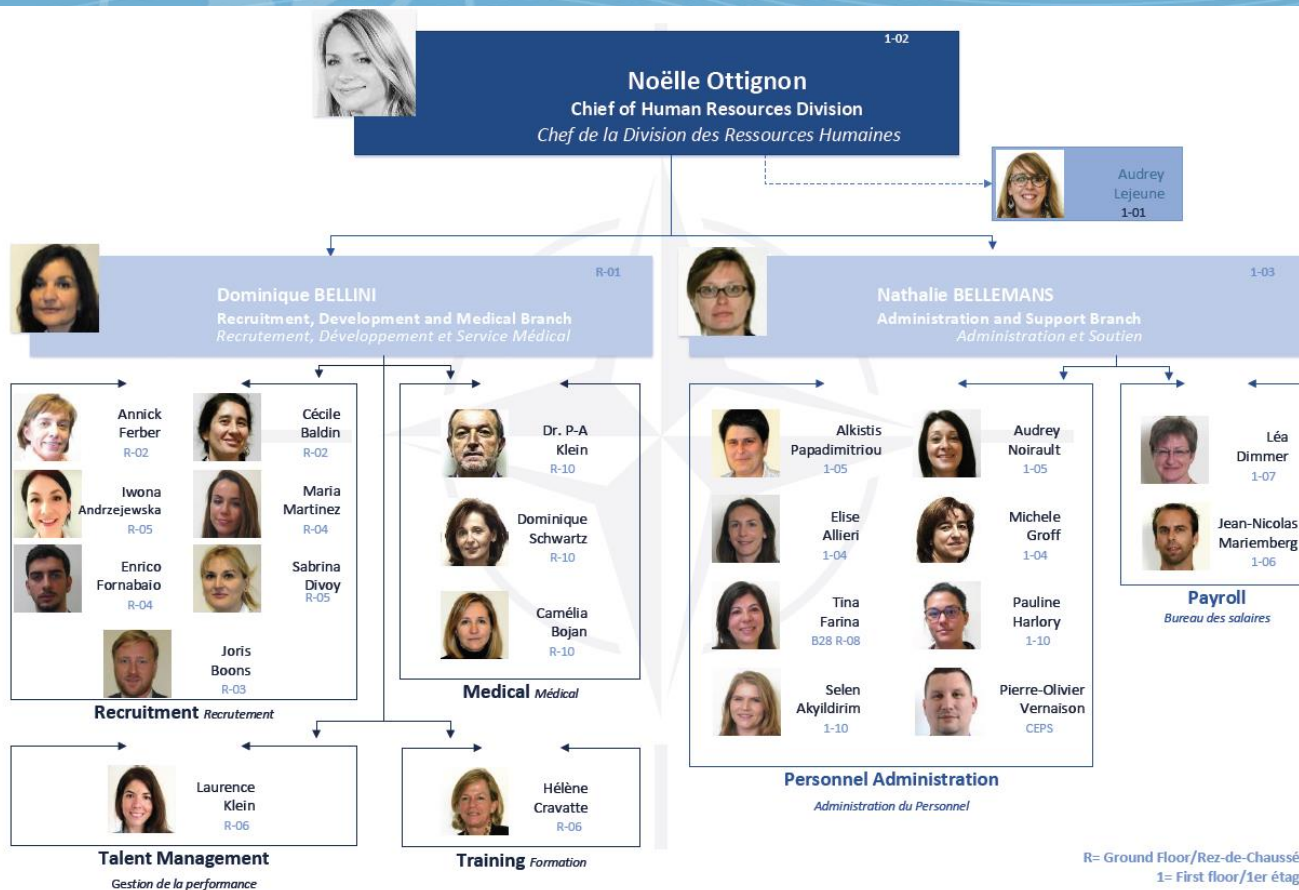


We are supporting our staff in all the locations of NSPA, mainly:

- Programmes and Divisions in Capellen
- CEPS in Versailles, France
- SOC in Tarento, Italy
- NAM in Papà, Hungary

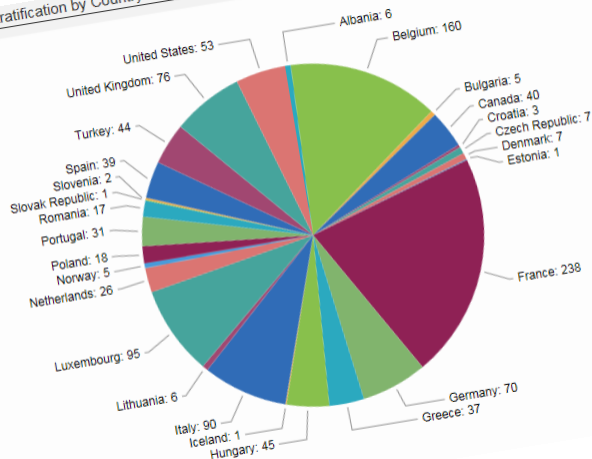
But also in other locations where our programmes need staff to be

# The Human Resources Division



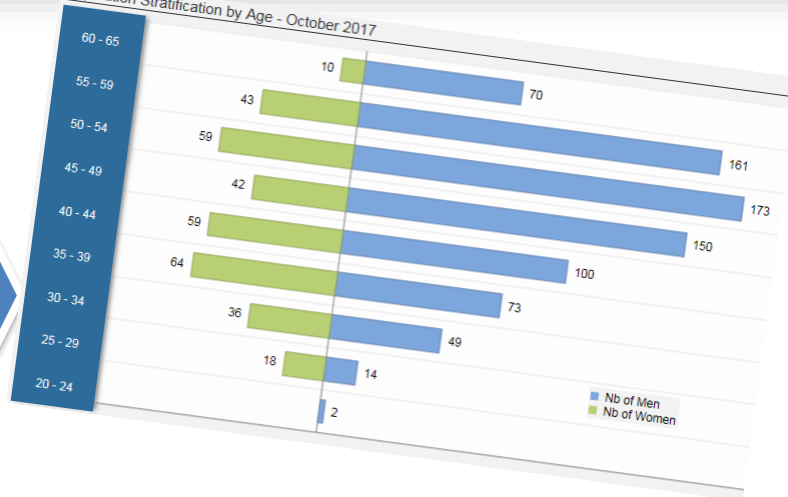
# NSPA active staff picture

Population Stratification by Country - October 2017



1123  
Civilian  
Personnel

Population Stratification by Age - October 2017



Average  
joining age  
is 39,3  
years old

Average  
staff age is  
47,3 years  
old

Average  
Length of  
service 11,5  
years

116  
newcomers  
since last  
October

- HR role is
  - To accompany the future retirees to prepare their departure
  - To prepare all the documentation needed and gently close the active file
  - To ensure the proper transfer of all appropriate data and documents to the NATO pension unit in Bruxelles
  - To liaise with personal demands that could occur after the departure (certificates, information...)