

PROFESSIONAL TRAINING FOR NATIONAL EXPERTS (NEPTs) PROGRAMME

INFORMATION FOR THE PERMANENT REPRESENTATIONS AND CANDIDATES

- **Eligibility**

Since 1 January 2009, the legal basis for the NEPT Programme is Commission Decision C(2008)6866, as modified by Commission Decision C(2010)544. These decisions lay down the rules for the secondment to the Commission (and to the European External Action Service) of national experts (SNEs) and national experts in professional training (NEPTs).

Before approving an application, the Permanent Representations are kindly requested to carefully check the eligibility of the employer and the administrative status of the candidate. Any inconsistency with the conditions applying may lead to an application being refused.

NEPT are equivalent to cost-free Seconded National Experts and receive no allowances from the Commission, except the refund of expenses for work-related travel.

During the period of secondment NEPTs must receive their salary from their national employer and remain subject to the national social security and pension rights system.

Candidates must be employed by a public administration, as defined by Article 1.1 of the SNE Decision, and hold the administrative status of either permanent official or contract staff member. No specific amount of professional experience is required.

Applications will not be accepted from candidates who have already benefited from any kind of contract, employment or traineeship within a European institution. The Permanent Representations are kindly requested to check this point carefully before approving the applications.

The Permanent Representation must inform the NEPT team in DG HR of any change in an NEPT's administrative status with their employer during their secondment to the Commission.

- **Proposals**

The number of applications submitted by the Permanent Representations should not exceed the quota set for the exercise.

In setting the quota, DG HR takes into account the actual number of candidates selected, not the number of proposed applications or withdrawals. If a Member State does not take up its full quota of authorised candidates in the March exercise, the balance is added to the quota of that year's October exercise.

If a Permanent Representation wishes to put forward several candidates for one Directorate-General, we recommend that it present a range of candidates with different backgrounds and specialisations.

If a candidate withdraws, Permanent Representations are asked to inform the NEPT team in DG HR (HR-ENFP@ec.europa.eu) no later than two weeks before the start of the session so that the Directorate-General hosting the NEPT can look for a replacement. The Permanent Representation may submit an application for a replacement candidate at the latest two weeks before the start of the session. This replacement has then to be approved by the Directorate-General hosting the NEPT and it will have no effect on the total quota of applications allowed.

- **Selection**

Article 33 of the applicable Commission Decision specifies: **‘The duration of the training shall be fixed at the outset and may not be changed or extended’.** Candidates and their employers are therefore asked to keep to their commitments once the candidates have been selected.

Candidates are kindly requested to take over responsibility for the application once it has been submitted. Applicants are invited to consult the websites of the Commission’s various Directorates-General (http://ec.europa.eu/dgs_en.htm) and to indicate on their application form which one(s) they would prefer to be assigned to. Directorates-General generally select applicants whose studies and/or professional experience are relevant to their activities.

It is not always possible to grant the candidates’ preferences, so sometimes a candidate may be selected by a Directorate-General or a Commissioner’s private office that they did not choose. If the candidate or his employer don't agree with the final assignment, the candidate has to withdraw his/her application for the current exercise and apply for another exercise.

The application will only be accepted if it is duly signed by the candidate and the applicant’s name appears on the candidate list sent by the Permanent Representation.

Before their secondment starts, successful candidates must send the NEPT team a copy of their passport or identity card and a declaration by their employer saying that the NEPT shall continue to receive his/her remuneration during the period of professional training.

Specific requirements

- Specific requirements for candidates seeking assignment to the European External Action Service (**EEAS**): To allow the EEAS to select appropriate candidates, applicants must send, via their Permanent Representation, a testimonial of their Security Clearance (level: SECRET) issued by their National Security Authority. The testimonial should be sent as soon as possible to MDR-C3-TRAINEES-HQ@eeas.europa.eu (+ copy to marianna.major@eeas.europa.eu).

- Specific requirements for candidates seeking assignment to DG Communication (**COMM**): When indicating their preference, candidates can choose between either DG COMM in general or DG COMM’s Spokesperson’s Service (COMM SPP).

- Specific requirements for candidates seeking assignment to the Office for Infrastructure and Logistics (**OIB**): engineers, architects and lawyers specialised in property management; specialists in logistics (transport, catering); lawyers with experience of calls for tender. Please consult http://ec.europa.eu/oib/index_en.htm.

- Specific requirements for candidates seeking assignment to the European Anti-Fraud Office (**OLAF**): strong legal profile, including good knowledge of EU law. Good knowledge of the national law of one of the following Member States would be an additional asset: Bulgaria, Greece, Austria, Poland, Romania or one of the Baltic States.

- Specific requirements for candidates seeking assignment to DG Health and Food Safety (**SANTE**): Candidates with a background in food safety or health are equally welcome.

For any questions, and for further contact, please use exclusively the following e-mail address:

HR-ENFP@ec.europa.eu.