



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
HUMAN RESOURCES AND SECURITY
Directorate HR.DDG.B – Talent management & Diversity
Unit B4 – Career Management & Mobility

08 FEB. 2016

Brussels,
HR.DDG.B.4/BB

Your Excellency,

It is my pleasure to announce the launch of the second exercise 2016 for the European Commission's National Experts on Professional Training Programme. For this exercise, NEPTs will start their training period either on 1st or 16th October 2016.

Annex 1 "**Explanatory Note**", provides information on the NEPT programme. We would appreciate if it were spread amongst the candidates for information.

Annex 2 "**Calendar and Quota**", shows the calendar of the exercise and it also specifies the number of applications allowed per country for this second exercise of the year.

Candidates should fill in the application form herewith attached as well as a detailed Curriculum Vitae in EUROPASS format, of which a template is also attached in annexe 4.

The Permanent Representations are asked to send the list (see annexe 5), the application forms and CVs of candidates to the functional email box HR-ENFP@ec.europa.eu at the latest **by 16th March 2016**.

Only applicants whose name is on the candidate list sent by the Permanent Representation and who have duly signed their application form will be taken in consideration.

We are at your disposal for any question at the address: HR-ENFP@ec.europa.eu.

Thanking you in advance for your kind cooperation I remain,

Yours faithfully,

Christian LEVASSEUR
Acting Head of Unit

- Enclosures:**
1. Explanatory Note
 2. Calendar and quota
 3. Application Form
 4. Europass CV template
 5. Template of candidate list