

EUROPEAN COMMISSION  
DIRECTORATE-GENERAL  
HUMAN RESOURCES AND SECURITY  
Directorate HR.B - Career  
Unit B4 - Career and Performance Management

Brussels,  
HR/B4/BB/mb

02 MARS 2015

Your Excellency,

It is my pleasure to announce the launch of the second exercise 2015 for the European Commission's National Experts on Professional Training Programme. The Commission Decision C(2008)6866, which applies to NEPT under its Title II, can be found at:

[http://ec.europa.eu/civil\\_service/docs/regime\\_end\\_en.pdf](http://ec.europa.eu/civil_service/docs/regime_end_en.pdf)

For this exercise, NEPT will start their training period either on 1<sup>st</sup> or on 16<sup>th</sup> October 2015.

Annex 1, "**Dates and Figures**", shows the calendar for applications and selection confirmations. It also summarises figures from the previous exercise and specifies the number of applications allowed per country for this second exercise of the year.

Annex 2, "**Explanatory Note**", provides information on the current conditions of eligibility. We would appreciate if it were spread amongst the candidates for information.

Annex 3, "**Frequently Asked Questions**", is meant more particularly for candidates.

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.

The Permanent Representations are asked to send the applications and CVs along with the candidate list to the functional email box [HR-ENFP@ec.europa.eu](mailto:HR-ENFP@ec.europa.eu) at the latest by 22<sup>nd</sup> May 2015. Only applicants whose name is on the candidate list sent by the Permanent Representation and who have duly signed their application form will be considered as being officially submitted.

We are at your disposal for any question at the address: [HR-ENFP@ec.europa.eu](mailto:HR-ENFP@ec.europa.eu).

Thanking you in advance for your kind cooperation I remain,

Yours faithfully,

Géraldine DUFORT  
Head of Unit

- Enclosures:
1. Dates and Figures
  2. Explanatory Note
  3. Frequently Asked Questions
  4. Candidate List (template)
  5. Application Form
  6. Europass CV template

**PROFESSIONAL TRAINING FOR NATIONAL EXPERTS (NEPT) PROGRAMME  
INFORMATION FOR THE PERMANENT REPRESENTATIONS**

**2<sup>ND</sup> EXERCISE 2015 (OCTOBER) – CALENDAR**

<b>By 22.5.2015</b>	<b>Submission of applications via the Permanent Representations.</b>
	Internal selection procedure.
<b>06.07-10.07.2015</b>	In principle, first contact mail of hosting DG/Cabinet with candidate.
<b>By 31.7.2015</b>	Confirmation of the selections by DG Human Resources and Security to the Permanent Representations.
	Notification to those candidates who might not have been selected.
	Sending-out of invitation letters to the selected candidates.

**1<sup>ST</sup> EXERCISE 2015 (MARCH) – SELECTION – SUMMARY TABLE<sup>1</sup>**

Total proposed NEPT	147
Total non-selected/non-eligible	2
Total withdrawals	13
<b>Total actual NEPT</b>	<b>132</b>

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<sup>1</sup> State of play as of 18<sup>th</sup> February 2015, subject to subsequent changes due to possible additional withdrawals.

**DISTRIBUTION OF SELECTED CANDIDATES ACCORDING TO THE EMPLOYER'S COUNTRY**

The annual total is usually split in 2: half for the March session and half for the October session. If more/less NEPT have been seconded in March, that number is counted off from/added to those for October: the annual total is what counts.

	Authorised annual total for 2015	Actual number of NEPT 2015/1 <sup>2</sup>	Authorised number of NEPT 2015/2
AT	10	9	1
BE	12	3	9
BG	10	0	10
CH	6	4	2
CY	4	1	3
CZ	9	0	9
DE	29	14	15
DK	7	4	3
EE	4	2	2
ES	27	14	13
FI	7	3	4
FR	29	18	11
GB	29	10	19
GR	12	11	1
HR	3	2	1
HU	8	4	4
IE	6	2	4
IT	29	10	19
LT	8	0	8
LU	4	0	4
LV	4	0	4
MT	3	0	3
NL	13	3	10
NO	6	3	3
PL	14	3	11
PT	12	0	12
RO	14	1	13
SE	10	3	7
SI	4	0	4
SK	6	0	6

<sup>2</sup> State of play as of 18<sup>th</sup> February 2015, subject to subsequent changes due to possible additional withdrawals.

**PROFESSIONAL TRAINING FOR NATIONAL EXPERTS (NEPT) PROGRAMME  
INFORMATION FOR THE PERMANENT REPRESENTATIONS AND CANDIDATES**

• **Eligibility**

As of 1<sup>st</sup> of January 2009, the legal basis for the NEPT Programme is provided by the Commission Decision C(2008)6866 laying down rules on the secondment to the Commission (and to the European External Action Service) of national experts and national experts in professional training, modified by the Commission Decision of 1<sup>st</sup> of February 2010.

The Permanent Representations are kindly asked to carefully check the eligibility of the employer and the administrative status of the candidate; any inconsistency with the applicable conditions may lead to a refusal of the application.

NEPT are assimilated to cost-free Seconded National Experts and perceive no allowances from the Commission, except the refund of possible mission expenses.

**During the period of secondment a NEPT must receive the salary from his national employer and remains submitted to the national social security and pension rights system.**

The candidate must be employed by a public administration, as defined by Article 1.1 of the SNE Decision, under the following administrative status: 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 carefully check this point before validating the applications.

The Permanent Representation has to inform the NEPT sector about any change in the NEPT's administrative status with his/her employer during the secondment period at the Commission.

• **Proposals**

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

DG HR takes into account for the quota the actual number of candidates selected, not the number of proposed applications. The withdrawals are not taken into account neither. If for a particular March exercise, a Member state did not reach the number of authorised candidates according to the quota, an additional number will be added to the quota of the October exercise (only for the same calendar year).

If a Permanent Representation wishes to put forward several candidates for one Directorate-General, a range of candidates with different backgrounds and specialisations is recommended.

In case of a withdrawal, Permanent Representations are asked to inform the NEPT sector in DG HR ([HR-ENFP@ec.europa.eu](mailto:HR-ENFP@ec.europa.eu)) at the latest two weeks before the start of the session, so as to enable the Directorate-General hosting the NEPT to look for a replacement. The Permanent Representation may submit another application as substitute at the latest two weeks before the start of the session. This application has to be approved by the Directorate-General hosting the NEPT and there will be 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 their commitments once the candidates have been selected.

Candidates are kindly requested to assume responsibility of the application once submitted.

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

Applicants are invited to consult the different websites of the Directorates-General of the European Commission ([http://ec.europa.eu/dgs\\_en.htm](http://ec.europa.eu/dgs_en.htm)) in order to propose an optimal choice of preferences upon submission of their application. Generally, Directorates-General select applicants whose studies and/or professional experience are related to the activities in their services.

It is however possible that a candidate gets selected by a Directorate-General/Cabinet which was not among his/her preferences. The preferences indicated by the NEPT in the application form offer no guarantee of his/her assignment to those services but merely raise the chance.

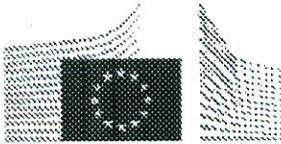
Before the start of the session, the selected candidate has to send a copy of the passport or identity card as well as the employer declaration to the NEPT sector.

• **Specific requirements**

- Specific requirements for NEPT to the European External Action Service (EEAS): Applicants have to send as soon as possible, via their Permanent Representation, a testimonial of their Security Clearance (level: SECRET) to [MDR-C3-TRAINEES-HQ@eeas.europa.eu](mailto:MDR-C3-TRAINEES-HQ@eeas.europa.eu) (+ copy to [mariana.major@eeas.europa.eu](mailto:mariana.major@eeas.europa.eu)) in order to allow the EEAS to make an appropriate selection. Such a testimonial should be issued by their National Security Authority.
- Specific requirements for NEPT to DG Communication (COMM): Candidates can choose amongst 2 possibilities when indicating their preference: either DG COMM in general, or DG COMM's Spokesperson's Service (COMM SPP).
- Specific requirements for NEPT to the Office for Infrastructure and Logistics (OIB): engineers, architects, lawyers specialised in property management; specialists in logistics (transport, catering); lawyers with experience in Calls for Tenders. Please consult [http://ec.europa.eu/oib/index\\_en.htm](http://ec.europa.eu/oib/index_en.htm).
- Specific requirements for NEPTs to the European Anti-Fraud Office (OLAF): strong legal profile, including good knowledge of EU law. An additional good knowledge of the national law of one of the following Member States would be an asset: Bulgaria, Romania, Greece, Austria, Poland or one of the Baltic States.
- Specific requirements for NEPT to DG Health and Food Safety (SANTE): Candidates with a background in food safety or health are equally welcome.

For all additional questions and contact, please use exclusively the following e-mail address:

[HR-ENFP@ec.europa.eu](mailto:HR-ENFP@ec.europa.eu).



**EUROPEAN COMMISSION**  
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**European Commission**  
**National Experts in Professional Training (NEPT) Programme**



**FREQUENTLY ASKED QUESTIONS**

**1. Before the secondment**

• Legal base	The base to this programme is provided by the Commission Decision C(2008)6866: <a href="http://ec.europa.eu/civil_service/docs/regime_end_en.pdf">http://ec.europa.eu/civil_service/docs/regime_end_en.pdf</a> .
• Eligibility	You must be employed by a public administration under the status of permanent official or contract staff member. No special amount of years of professional experience is requested. Your application ( <b>duly signed</b> application form + CV in Europass) must be transmitted by the Permanent Representation of your employer's country. You may not have benefited from any previous contract, employment or traineeship within a European institution or body (except the visiting programme "Erasmus for Officials").
• Selection procedure	There is a first phase during which the 3 Directorate-Generals (DGs) and/or Cabinets you indicated in your application form have priority on other services, in the order indicated. Then there is a second phase where remaining candidates are appointed to the first service requesting them. At the end of the selection period, in principle only the service that will host a candidate will contact that person (the services are not entitled to contact the candidates that are not appointed to them). The final appointment is communicated by the Directorate-General for Human Resources and Security to the Permanent Representations first, and then to the candidates individually. If that offer does not match the candidate's or the candidate's employer's expectations, he/she can withdraw the application and register again for the following exercise.
• Starting date/ duration	Is a change of dates/duration possible? Yes, provided that you still start either on 1st or 16th of March/October, and for a period of min. 3 and max. 5 months (6 months if appointed to a Cabinet). You also need your employer's and the hosting DG's approval and you have to inform the NEPT sector at the latest 2 weeks before the starting date. Any change requested at a later stage will not be accepted.
• Mandatory documents	<b>Before your taking-up duty</b> , you must have submitted a copy of your passport or identity card and your employer's declaration.
• Financial documents	The Legal Entities and Financial Identification forms can be sent either beforehand, or at the moment that a mission is being programmed (if any).
• Insurance	During the whole duration of the professional training, you must be covered by the social security legislation applicable to the civil service of your national administration, which will assume responsibility for expenses incurred abroad, and be insured against the risk of accidents, death and invalidity

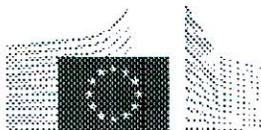
• Visa	- Nationals from a EU Member State: no. - Nationals from a non-Member State: yes, you should contact the Belgian Consulate in your country.
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## 2. During the secondment

• Remuneration	In accordance with article 37.2 of the Commission Decision C(2008)6866, NEPT receive no financial compensation from the Commission, except the reimbursement of possible mission expenses.
• Working hours	NEPT are working fulltime (40hrs/week). There is no possibility of working part-time. A core-time has to be respected, and there is a certain flexibility around that core-time (provided the hierarchy agrees).
• Access to buildings	The NEPT badge does not give access to the buildings of the other European institutions. This decision was not taken by the Commission, as each institution decides which type of personnel can have access to its buildings.
• Leave rights	At the start of your professional training, your leave rights will be fixed in the Commission system SYSPER. You are entitled to 2 days of leave per month of the total duration, as well as the Commission's public holidays. Any request of leave day(s) has to be introduced in the SYSPER system and approved by the Head of Unit. There is a possibility of so-called special days of leave, if requested beforehand and submitting justification documents. For any request related to your individual rights you should contact the Leave Manager (GECO) of your DG.
• Language classes	NEPT may not take the Commission's language classes.
• Other types of training	You are allowed to attend trainings or information sessions internal to your DG, provided that there are places available (priority being given to longer-term staff).
• Sickness	In case of sickness exceeding three days, you must send a medical certificate to the Medical Service.
• Missions	May I be sent on mission? Yes. A mission order, then a declaration of mission costs, will be entered into the appropriate database like for any type of Commission staff.
• Extension	Can my NEPT secondment be extended? No. In accordance with article 33 of the Commission Decision C(2008)6866, "The duration shall be fixed at the outset and may not be changed or extended." Furthermore, it is not possible to become an atypical trainee right after a NEPT secondment.

## 3. At the end of the secondment

• Badge	Can I keep my badge? No, it must be handed in at the Security Office (Rue Montoyer 34, ground-floor).
• End of training reports	- Where do I find the templates? They will be sent to you by the Human Resources correspondent of your DG. - How do I send you my own report and possibly the one filled in by my superior? The report should be sent in electronic format (word or pdf) to the functional mailbox <a href="mailto:HR-ENFP@ec.europa.eu">HR-ENFP@ec.europa.eu</a> .



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## EUROPEAN COMMISSION

### National Experts in Professional Training Programme

#### APPLICATION FORM

#### **1. Applicant's personal data**

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_  
 Maiden name: \_\_\_\_\_ Present nationality: \_\_\_\_\_  
 Gender:  Male  Female Language for correspondence:  EN  FR  
 Date of birth: \_\_\_\_\_ Country of birth: \_\_\_\_\_  
 Personal email: \_\_\_\_\_ Professional email: \_\_\_\_\_  
 Telephone number: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

#### **2. Administration of origin**

*Your current employer, who shall continue to remunerate you during the period of professional training*

Member State: \_\_\_\_\_ or Third Country: \_\_\_\_\_

Name of your Administration: *(i.e. Ministry, Agency, etc...)*

Address and telephone of your employer:

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#### **3. Requested starting date and duration of the professional training**

*Please note that candidates from non-EU countries should apply for a 3-months-duration, unless their country has signed a bilateral agreement with the Commission, as is the case for EFTA countries and Turkey.*

a) Starting date:  1<sup>st</sup> of October *or*  16<sup>th</sup> October *(no possibility of other dates)*

b) Duration:  3 months  4 months  5 months

**4. Preferences of DG or Cabinet**

- Please indicate, **in order of preference**, maximum **three** Directorates-General or Cabinets that interest you most, and explain why. (You can consult the list of DGs on [http://ec.europa.eu/dgs\\_en.htm](http://ec.europa.eu/dgs_en.htm)).

Due to practical constraints, **there is no guarantee of being appointed to the DGs indicated hereafter.**

- Please note that **candidates from non-EU countries should not apply for the Enlargement DG (ELARG), the Justice DG (JUST) or the Home Affairs DG (HOME), unless their country has signed a bilateral agreement with the Commission, as is the case for EFTA countries and Turkey.**

- Applicants interested in working in the **European External Action Service (EEAS)** are requested to send as soon as possible a testimonial of their Security Clearance (level: SECRET) issued by their National Security Authority to their Permanent Representation/Mission, which will forward it to the EEAS ([MDR-C3-TRAINEES-HQ@eeas.europa.eu](mailto:MDR-C3-TRAINEES-HQ@eeas.europa.eu), cc. [Marianna.Major@eeas.europa.eu](mailto:Marianna.Major@eeas.europa.eu)).

**First choice: Directorate-General/Cabinet:** \_\_\_\_\_

Personal motivation (please explain): \_\_\_\_\_

\_\_\_\_\_

**Second choice: Directorate-General/Cabinet:** \_\_\_\_\_

Personal motivation (please explain): \_\_\_\_\_

\_\_\_\_\_

**Third choice: Directorate-General/Cabinet:** \_\_\_\_\_

Personal motivation (please explain): \_\_\_\_\_

\_\_\_\_\_

**5. Emergency contact address**

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

Street/N°: \_\_\_\_\_

Postcode/Zip: \_\_\_\_\_ Town/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**6. Additional personal information**

Do you have a physical disability that may require special arrangements to be made if you are chosen?

Yes  No

If YES, please give details and indicate the special arrangements you believe would be necessary:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7. Enclosure: Detailed Curriculum Vitae in EUROPASS format**

(for help: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>)

**8. Declaration on the honour**

**I, the undersigned,**

**declare** that I have never benefited from any kind of contract, employment or traineeship within a European Institution or Body;

**declare** that throughout the period of my professional training I remain subject to the social security legislation applicable to the civil service of my employer which will assume responsibility for expenses incurred abroad and that I am insured against the risk of accidents, death and invalidity;

**affirm** that I am acquainted with the "Rules applicable to National experts on secondment to the Commission", approved by the Commission on 12-11-2008 [Decision C(2008)6866], which - especially under Title II - are applicable to me during the period of my professional training at the Commission and can be found on [http://ec.europa.eu/civil\\_service/job/sne/index\\_en.htm](http://ec.europa.eu/civil_service/job/sne/index_en.htm) (choose your language with the arrow on the right top of the screen, then click on Reference Document "Rules on the secondment of National Experts to the Commission"); I am aware that according to art. 37.2 of that Decision NEPT shall be regarded as cost-free Seconded National Experts who shall continue to be paid by their employer without any financial compensation being paid by the Commission.

**affirm** that I am acquainted with the provisions of Articles 6 and 7 of the Decision C(2008)6866 on tasks, rights and obligations, which by analogy (see Article 37) also apply to NEPT;

**undertake** to refrain from any unauthorised disclosure of information received in the line of duty, even to my employer, unless that information has already been made public or is accessible to the public;

**declare** that there is no risk of a conflict of interest between the functions I perform for my employer or the professional activities of my close family and the tasks entrusted to me as a NEPT;

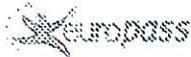
**undertake** to inform my hierarchical superiors immediately of any change in this respect during my professional training;

**undertake** to have a duty of loyalty to the European Union and be bound by the obligation to act with integrity and discretion after my professional training in the exercise of new duties assigned to me and in accepting certain posts or advantages;

**certify** that the statements made by me in answer to the above questions and in the Curriculum Vitae (in enclosure) are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements or any required information withheld from this form may provide grounds for my exclusion from the NEPT Programme, or cancellation of my training if my application has been accepted.

**Date:** \_\_\_\_\_ **Signature: (mandatory)** \_\_\_\_\_

The management of your professional training and its termination requires the Commission to process your personal data in accordance with the SNE Decision C(2008)6866 as well as the Regulation (EC) No 45/2001. Data is kept by the competent services for 5 years after the professional training (6 months after submission of applications for non-selected candidates). Data subjects may exercise their right of access to data concerning them and the right to rectify such data by applying to the controller, in accordance with Article 13 of the Regulation on the processing of personal data. The candidate may send complaints to the European Data Protection Supervisor [edps@edps.europa.eu](mailto:edps@edps.europa.eu). To the attention of candidates from third countries: your personal data can be used for necessary checks. More information is available on [http://ec.europa.eu/dgs/personnel\\_administration/security\\_en.htm](http://ec.europa.eu/dgs/personnel_administration/security_en.htm).



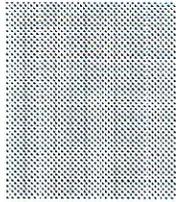
Curriculum Vitae

Replace with First name(s) Surname(s)

**PERSONAL INFORMATION**

Replace with First name(s) Surname(s)

[All CV headings are optional. Remove any empty headings.]



- 📍 Replace with house number, street name, city, postcode, country
- ☎️ Replace with telephone number 📱 Replace with mobile number
- ✉️ State e-mail address
- 🌐 State personal website(s)
- 💻 Replace with type of IM services Replace with messaging account(s)

Sex: Enter sex | Date of birth: dd/mm/yyyy | Nationality: Enter nationality/-ies

JOB APPLIED FOR  
POSITION  
PREFERRED JOB  
STUDIES APPLIED FOR

Replace with job applied for / position / preferred job / studies applied for (delete non relevant headings in left column)

**WORK EXPERIENCE**

[Add separate entries for each experience. Start from the most recent.]

Replace with dates (from - to)

- Replace with occupation or position held
- Replace with employer's name and locality (if relevant, full address and website)
- Replace with main activities and responsibilities
- Business or sector: Replace with type of business or sector

**EDUCATION AND TRAINING**

[Add separate entries for each course. Start from the most recent.]

Replace with dates (from - to)

- Replace with qualification awarded Replace with EDP (or other) level if relevant
- Replace with education or training organisation's name and locality (if relevant, country)
- Replace with a list of principal subjects covered or skills acquired

**PERSONAL SKILLS**

[Remove any headings left empty.]

Mother tongue(s)

Replace with mother tongue(s)

Other language(s)

Replace with language

Replace with language

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.				
Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.				

Levels: A1/2: Basic user - B1/2: Independent user - C1/2: Proficient user  
Common European Framework of Reference for Languages

Communication skills

Replace with your communication skills. Specify in what context they were acquired. Example:  
• good communication skills gained through my experience as sales manager

Organisational / managerial skills

Replace with your organisational / managerial skills. Specify in what context they were acquired. Example:  
• leadership (currently responsible for a team of 10 people)



Curriculum vitae

Replace with First name(s) Surname(s)

Job-related skills Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired.  
Example:  
• good command of quality control processes (currently responsible for quality audit)

Computer skills Replace with your computer skills. Specify in what context they were acquired. Example:  
• good command of Microsoft Office™ tools

Other skills Replace with other relevant skills not already mentioned. Specify in what context they were acquired.  
Example:  
• carpentry

Driving licence Replace with driving licence category/-ies. Example:  
• B

## ADDITIONAL INFORMATION

Publications Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.  
Presentations  
Projects Example of publication:  
Conferences • How to write a successful CV, New Associated Publishers, London, 2002.  
Seminars Example of project:  
Honours and awards • Devon new public library. Principal architect in charge of design, production, bidding and construction  
Memberships supervision (2006-2012).  
References