

<p style="text-align: center;"><b>PROGRAM FOR NATIONAL EXPERTS IN PROFESSIONAL TRAINING (NEPT)</b> <b>Explanatory note</b></p>
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### **Introduction**

The Commission decision C(2008)6866 of 12.11.2008, modified by Commission decision C(2010)544 of 29.01.2010, that lays down rules on the secondment at the Commission of national experts and national experts in professional training is the legal basis for the NEPT Programme.

NEPTs are equivalent to cost-free seconded national experts. They do not receive any allowances from the Commission, except the refund of expenses for work-related travel.

### **Eligibility**

Candidates must be employed by a public administration and hold the administrative status of either permanent official or contract staff member.

No minimum period of professional experience is required.

Candidates who have already benefited from any kind of contract, employment or traineeship within a European institution are not eligible.

The national employer has to pay the salary to the NEPT during the whole period of secondment.

The national employer has to ensure that the NEPT remains subject to the national social security and pension rights scheme.

The Permanent Representations and Missions are requested to check the eligibility of the employer and the administrative status of the candidate before sending an application. Any inconsistency with the conditions applying may lead to an application being refused.

The Permanent Representations and Missions have to inform the NEPT team in DG HR of any change in an NEPT's administrative status with his/her employer during the secondment to the Commission.

### **Proposals of applications**

The total number of NEPTs submitted by the Permanent Representations or Missions may not exceed the quota set for the year.

For the first exercise of the year (March), the Permanent Representations or Missions can use the entire quota fixed for the year. It is however highly recommended to limit the number of proposals to half of the quota in order to have sufficient possibilities for the second exercise of the year.

For the second exercise of the year (October), DG HR sets the remaining quota for each country, by deducting the number of NEPT who started in March from the total quota available in each year.

The content of the application form cannot be changed by the candidate once it has been submitted.

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

The candidate can indicate up to three different Directorates-General as preference. It is highly recommended that the candidates target their preferences in order to enhance the chances to be selected. The candidates can consult the websites of the Commission's various Directorates-General ([http://ec.europa.eu/dgs\\_en.htm](http://ec.europa.eu/dgs_en.htm)) before indicating their preferences on their application form.

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.

## **Selection procedure of the candidates by the Commission services**

The preferences for Directorates-General indicated in the application form cannot be modified once the application has been submitted.

The Directorates-General will generally select the candidates whose professional experience and/or studies are relevant to their activities and who choose the DG as a preference.

During the selection procedure, the candidates should not be contacted by any of the Commission services. During this period, no confirmation can be given by anyone.

Directorates-General will also have the possibility to reserve other candidates who haven't been reserved by one of the Directorates-General indicated as preferences in the application forms.

There is no guarantee for the candidates to be selected by the Directorates-General indicated as preferences in the application form.

After finalisation of the selection period, the NEPT sector of DG HR ([HR-ENFP@ec.europa.eu](mailto:HR-ENFP@ec.europa.eu)) will confirm the NEPT and the DG which has selected them.

If the candidate or his/her employer does not agree with the final assignment communicated by the NEPT sector, the candidate may withdraw his/her application for the current exercise. He/she keeps then the possibility to apply for another exercise.

If a candidate withdraws, he/she has to inform the permanent representation or mission and the NEPT sector of DG HR ([HR-ENFP@ec.europa.eu](mailto:HR-ENFP@ec.europa.eu)) at last two weeks before the start of the assignment.

When a candidate has withdrawn, a proposal for a replacement candidate submitted by the Permanent Representation or Mission may be accepted by the NEPT sector. However, due to the tight time frame there is no guarantee that the replacement candidate will be selected.

The replacement candidate must however have the same profile and apply for the same Directorate-General to which the candidate who has withdrawn was assigned. The replacement will only be approved if the application is accepted by the Directorate-General hosting the NEPT.

## **Specific requirements for candidates seeking assignment to following services**

- **European External Action Service (EEAS)**

Applicants assigned to EEAS have to send as soon as possible a testimonial of their Security Clearance (level SECRET) issued by their National Security Authority to their Permanent Representation or Mission, which will forward it to the EEAS ([EEAS-TRAINEES-HQ@eeas.europa.eu](mailto:EEAS-TRAINEES-HQ@eeas.europa.eu) + copy to [marta.madej@eeas.europa.eu](mailto:marta.madej@eeas.europa.eu)).

- **DG Communication (COMM)**

Candidates can choose as preference between either DG COMM in general or DG COMM's Spokesperson's Service (COMM SPP).

- **Office for Infrastructure and Logistics (OIB)**

Only candidates with a profile as engineer, architect, lawyer specialised in property management, specialist in logistics (transport, catering), lawyer with experience of calls for tender.

- **European Anti-Fraud Office (OLAF)**

Only candidates with a 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.

- **DG Health and Food Safety (SANTE)**

Candidates with a background in food safety or health are also welcome.

**Before the start of the NEPT secondment**

**Successful candidates must send to 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.**

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

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