

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

- **Eligibility**

As of 1st 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 1st 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) 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) 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 (+ copy to marianna.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.

- 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.