

PROGRAM FOR NATIONAL EXPERTS IN PROFESSIONAL TRAINING (NEPT)

Explanatory note

Introduction

- The Commission Decision C(2008)6866 of 12/11/2008 , modified by Commission Decision C(2010)544, that lay down the rules for the secondment of national experts (SNEs) and national experts in professional training (NEPTs) 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 specific amount of professional experience is required.
- Candidates who have already benefited from any kind of contract, employment or traineeship within a European institution are not accepted.
- 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 remain subject to the national social security and pension rights system.
- The Permanent Representations and Missions have to check carefully 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 their employer during their secondment to the Commission.

Proposals of applications

- The total number of NEPTs submitted for the two exercises of a year by the Permanent Representations may not exceed the quota set for the year.
- For the first exercise of the year (March), the Permanent Representations can use the whole 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 fixes the quota for each country, by deducting the number of NEPT who started in March from the total quota of the year.
- The content of the application form can't 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 candidate list sent by the Permanent Representation.
- The candidate can indicate up to three different Directorates-General as preference. It is highly recommended that the candidates target properly their preferences of Directorates-General 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) 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 of Directorates-General as indicated in this application form can't 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.
- During the selection procedure, the candidates are supposed to not be contacted by any of the Commission services. And during this period, no confirmation can be given by anyone.
- At the end of the selection procedure, the NEPT sector for DG HR will give the possibility to the other Directorate Generals to reserve the candidates who haven't been reserved by one of the Directorate Generals indicated as preferences in the application forms. So, there is no guarantee for the candidates to be appointed to one of the Directorate Generals indicated as preferences in the application form.
- After the finalisation of the selection period, only the formal outcomes communicated by the NEPT sector of DG HR (e-mail address: HR-ENFP@ec.europa.eu) can be taken into account.
- If the candidate or his employer does not agree with the final assignment communicated by the NEPT sector, the candidate has to withdraw his/her application for the current exercise. He keeps then the possibility to apply for another exercise.
- If a candidate withdraws, he has to inform the Permanent Representations and the NEPT sector of DG HR (HR-ENFP@ec.europa.eu) at last two weeks before the start of the session.
- When a candidate has withdrawn, a proposal for a replacement candidate submitted by the Permanent Representation/Mission may be accepted by the NEPT sector within a very limited time, depending on the state of progress of the process as long as a proper conduct of the exercise can be ensured.

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 finally only be approved if the application is accepted by the Directorate-General hosting the NEPT.

Specific requirements for candidates seeking assignment to following services

- **The European External Action Service (EEAS):** Applicants assigned to EEAS has 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 (e-mail address: MDR-C3-TRAINEES-HQ@eeas.europa.eu + copy to marianna.major@eeas.europa.eu).
- **The DG Communication (COMM):** candidates can choose as preference between either DG COMM in general or DG COMM's Spokesperson's Service (COMM SPP).
- **The Office for Infrastructure and Logistics (OIB):** candidates with a profile as engineer, architect, lawyer specialised in property management, specialist in logistics (transport, catering), lawyer with experience of calls for tender.
- **The European Anti-Fraud Office (OLAF):** 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 NEPT secondment

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.

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

HR-ENFP@ec.europa.eu