

**PROFESSIONAL TRAINING FOR NATIONAL EXPERTS (NEPT) PROGRAMME
INFORMATION FOR THE PERMANENT REPRESENTATIONS/MISSIONS 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 of national experts and national experts in professional training, modified by the Commission Decision of 1st of February 2010.

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

The condition that 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 continues to be applicable.

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. Any change of the NEPT's national employer during the secondment period at the Commission must be transmitted to the NEPT sector via the Permanent Representation/Mission.

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/Missions are kindly requested to carefully check this point before validating the applications.

- **Selection**

According to the same applicable Decision, Article 33 continues to apply: "**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.**

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

Candidates are kindly requested to assume responsibility of the application once submitted. In case of a withdrawal, Permanent Representations/Missions are asked to inform DG Human Resources and Security (HR-B2-ENFP@ec.europa.eu) at the latest two weeks before the session starts, to enable the hosting DG to look for a replacement. The Permanent Representation may submit another application as substitute at the latest two weeks before the session starts. 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.

The rule on quotas foresees that DG HR takes into account the actual number of candidates selected, not the number of applications proposed. If for a particular exercise the number of selected candidates of a particular Member State did not reach the quota, this gives a right to an additional number of applications, but only for the following exercise.

Generally, Directorates-General select National experts whose studies and/or professional experience are related to the activities in their services. 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 upon submission of their application.

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

As a reminder, the preferences of DG or Cabinet indicated by the NEPT in the application form offer no guarantee of his/her assignment to those Services but merely raise the chance.

- **Specific requirements**

- Applicants interested in working in the European External Action Service (**EEAS**) must, via their Permanent Representation/Mission, send as soon as possible a testimonial of their Security Clearance (level: SECRET) to MDR-C3-TRAINEES-HQ@eeas.europa.eu (+ copy to maria-virginia.teixeira-tavares@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 the Communication DG (**COMM**): Candidates can choose amongst 2 possibilities when indicating their preference: either DG COMM in general, or DG COMM's Spokesperson's Service (DG 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. The 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 the Directorate-General for Health and Consumers (G **SANCO**): Candidates with a background in consumer affairs, food safety or health are equally welcome.

For all additional questions and contact, please use exclusively the following e-mail address: HR-B2-ENFP@ec.europa.eu.