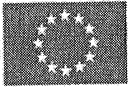


## ΠΑΡΑΡΤΗΜΑ Ι



EUROPEAN COMMISSION  
 DIRECTORATE-GENERAL  
 HUMAN RESOURCES AND SECURITY  
 Directorate HR.DDG.B – Talent management & Diversity  
 Unit HR.DDG.B4 – Career Management & Mobility

Brussels, **27 JUL. 2019**  
 HR.DDG.B.4/CL/ch (2019)  
 File treated by C. Henrotte ☎ 60283

Your Excellency,

It is my pleasure to announce the launch of the first exercise 2020 for the European Commission's National Experts on Professional Training (NEPT) Programme.

For this exercise, the NEPTs will start their training period either on 1<sup>st</sup> or 16<sup>th</sup> March 2020.

Annex 1 is an explanatory note with important information on the NEPT programme. I would be grateful if you could forward it to the candidates.

Annex 2 shows the specific information on the exercise.

Candidates should fill in and sign the application form (annex 3) and draft their CV in Europass format in English, French or German according to the form (annex 4).

The Permanent Representations and Missions are asked to send the applications - application forms, CVs of the candidates as well as the candidates' list (annex 5) - to the mailbox [HR-ENFP@ec.europa.eu](mailto:HR-ENFP@ec.europa.eu) at the latest on the **1<sup>st</sup> of October 2019**.

Only applicants whose name is on the candidates' list sent by the Permanent Representations and Missions and who have duly signed their application form will be taken in consideration.

Thank you in advance for your assistance in this matter.

Yours faithfully,

Christian LEVASSEUR  
 Director  
 Acting Head of Unit  
 HR.DDG.B.4

- Enclosures:
1. Explanatory note
  2. Specific information on the exercise
  3. Application form
  4. Europass CV (template)
  5. Candidates' list (template)

# 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 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)

**PROGRAM OF PROFESSIONAL TRAINING FOR NATIONAL EXPERTS (NEPT)  
Calendar and quota of applications 1<sup>st</sup> exercise 2020 (March)**

**CALENDAR**

By 01.10.2019	Submission of applications via the Permanent Representations or Missions
November 2019	Internal selection procedure. During this period, the candidates should not be contacted by any of the Commission services.
December 2019	First contact email of the selected DG/Cabinet to the candidate.
January 2020	Confirmation by the NEPT sector of DG HR to the permanent representations or missions of the selected candidates and their hosting DG.
	Confirmation email with invitation from NEPT sector to the selected candidates.

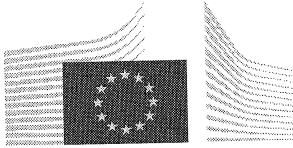
**MAXIMUM QUOTA FOR EACH COUNTRY**

- The number of proposals by the permanent representations or missions cannot exceed the quota mentioned below.
- 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 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 from the total quota of the year the number of NEPT who really started in March.

	<b>Total Quota for 2020</b>	<b>Number NEPT 2020/1</b>	<b>Number NEPT 2020/2</b>
<b>AT</b>	10		
<b>BE</b>	12		
<b>BG</b>	10		
<b>CH</b>	6		
<b>CY</b>	4		
<b>CZ</b>	9+5		
<b>DE</b>	29+8		
<b>DK</b>	7		
<b>EE</b>	4		
<b>ES</b>	27		
<b>FI</b>	7		
<b>FR</b>	29		
<b>GR</b>	12		
<b>HR</b>	3		
<b>HU</b>	8		
<b>IE</b>	6		
<b>IT</b>	29		
<b>LT</b>	8		
<b>LU</b>	4		
<b>LV</b>	8		
<b>MT</b>	3		
<b>NL</b>	13		
<b>NO</b>	6		
<b>PL</b>	14		
<b>PT</b>	12		
<b>RO</b>	14		
<b>SE</b>	10		
<b>SI</b>	4		
<b>SK</b>	6		
	<b>335</b>		

## ΠΑΡΑΡΤΗΜΑ ΙΙ





**NATIONAL EXPERTS IN PROFESSIONAL TRAINING PROGRAMME**

**APPLICATION FORM**

**1. Applicant's personal data**

Family name /Surname: \_\_\_\_\_ Forename: \_\_\_\_\_  
Maiden name: \_\_\_\_\_ Date of birth: (DD/MM/YYYY) \_\_\_\_\_  
Present nationality: \_\_\_\_\_ City of birth: \_\_\_\_\_  
Gender:  Male  Female Language for correspondence:  EN  FR  
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*)

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

\_\_\_\_\_

Country: \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

**3. Requested start date and duration of the professional training**  
(with the agreement of the employer)

Start date:  1<sup>st</sup> of March *or*  16<sup>th</sup> of March (*select only one, not possible for other dates*)

Duration:  3 months  4 months  5 months (*select only one*)

- *It is not possible to modify the duration.*

- *The candidates from non-EU countries should apply for a 3-months-duration, unless their country has signed a bilateral agreement with the Commission, such as EFTA countries or Turkey.*

**4. Preferences of Directorate-General (DG) or Cabinet**

- Please indicate, **in order of preference**, maximum **three** Directorates-General or Cabinets that interest you most, and give a detailed motivation. (You can consult the list of DGs on [https://ec.europa.eu/commission/index\\_en](https://ec.europa.eu/commission/index_en)).
- Please note that **candidates from non-EU countries** should **not** apply for the Neighbourhood and Enlargement Negotiations DG (NEAR), 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.

**1<sup>st</sup> choice:** Directorate-General or Cabinet: \_\_\_\_\_

Personal motivation : \_\_\_\_\_

\_\_\_\_\_

**2<sup>nd</sup> choice:** Directorate-General or Cabinet: \_\_\_\_\_

Personal motivation : \_\_\_\_\_

\_\_\_\_\_

**3<sup>rd</sup> choice:** Directorate-General or Cabinet: \_\_\_\_\_

Personal motivation : \_\_\_\_\_

\_\_\_\_\_

**Important information on the selection procedure**

- Your preferences, as indicated in this application form, will influence the selection and definitive choice of the DGs. These preferences can't be modified once your application has been submitted.
- There is no guarantee of being selected by one of these DGs.
- Only outcomes communicated by the NEPT sector of DG HR.B.4 (e-mail address: [HR-ENFP@ec.europa.eu](mailto:HR-ENFP@ec.europa.eu)) after finalisation of the selection period are binding. During the selection procedure, you should not be contacted by any of the Commission departments.
- If the candidate or his 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 can apply for a following exercise.
- Applicants selected for the European External Action Service (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/Mission, which will forward it to the EEAS ([EEAS-TRAINEES-HQ@eeas.europa.eu](mailto:EEAS-TRAINEES-HQ@eeas.europa.eu), cc. [marta.madej@eeas.europa.eu](mailto:marta.madej@eeas.europa.eu)).

**5. 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:

\_\_\_\_\_

\_\_\_\_\_

## 6. Emergency contact address

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

Phone number: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

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

Street/N°: \_\_\_\_\_

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

## 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", Commission Decision C(2008)6866 of 12/11/2008, which are applicable to me during the period of my professional training at the Commission and can be found on [https://myintracomm.ec.europa.eu/staff/Documents/talent-management/staff/sne/regime\\_end\\_2009\\_en.pdf](https://myintracomm.ec.europa.eu/staff/Documents/talent-management/staff/sne/regime_end_2009_en.pdf)

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: \_\_\_\_\_

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.

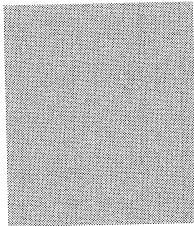
Data is kept by the competent services for 5 years after the professional training (6 months after submission of applications for non-selected candidates).

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/info/departments/human-resources-and-security\\_en](http://ec.europa.eu/info/departments/human-resources-and-security_en)







## **ΠΑΡΑΡΤΗΜΑ ΙΙΑ**

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 service 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

Replace with dates (from - to)

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

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

Replace with dates (from - to)

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

Replace with qualification awarded

Replace with EQF  
(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

Mother tongue(s)

[Remove any headings left empty.]

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)

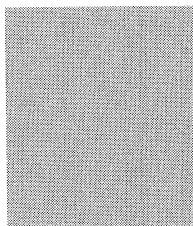
- Job-related skills Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired.  
Example:  
▪ good command of quality control processes (currently responsible for quality audit)
- Computer skills Replace with your computer skills. Specify in what context they 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 Example of publication:  
▪ How to write a successful CV, New Associated Publishers, London, 2002.
- Projects Example of project:  
▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).
- Conferences
- Seminars
- Honours and awards
- Memberships
- References

ANGABEN ZUR PERSON



**Vorname(n) Nachname(n)**

[Alle Überschriften sind optional. Falls nicht relevant, bitte löschen.]

- Straße, Hausnummer, PLZ, Ort (Staat) angeben
- Telefon angeben
- E-Mail Adresse(n) angeben
- Eigene Webseite(n) angeben
- Instant Messaging Service Konto angeben

Geschlecht MW angeben | Geburtsdatum TT/MM/JJJJ | Staatsangehörigkeit hier angeben

ANGESTREBTE STELLE  
BERUF  
ANGESTREBTE TÄTIGKEIT  
ANGESTREBTES STUDIUM

**Angestrebte Stelle / Beruf / Angestrebte Tätigkeit / Angestrebtes Studium (falls nicht relevant, Überschrift in linker Spalte löschen)**

BERUFSERFAHRUNG

Hier Datum eingeben (von - bis)

[Jeden Arbeitsplatz separat angeben. Beginnen Sie mit der Aktuellsten.]

**Aktuelle Stelle / Position angeben**

Arbeitgeber und Arbeitsort angeben (falls relevant, vollständige Adresse und Webseite)

- Wichtigste Tätigkeiten und Zuständigkeiten

Tätigkeitsbereich oder Branche Tätigkeitsbereich oder Branche hier angeben

SCHUL- UND BERUFSBILDUNG

[Fügen Sie für jeden relevanten (Aus-)Bildungs einen separaten Eintrag hinzu. Beginnen Sie mit der Aktuellsten.]

Hier Datum eingeben (von - bis)

**Erworbene / zu erwerbende Qualifikation angeben**

EQR-Einstufung, falls bekannt

Name, Art und ort der Bildungs- oder Ausbildungseinrichtung (falls relevant, Staat)

- Hauptfächer oder erworbene berufliche Fähigkeiten

PERSÖNLICHE FÄHIGKEITEN

[Alle nicht zutreffenden Überschriften bitte löschen.]

Muttersprache(n)

Muttersprache(n) eingeben

Weitere Sprache(n)

	VERSTEHEN		SPRECHEN		SCHREIBEN
	Hören	Lesen	An Gesprächen teilnehmen	Zusammenhängendes Sprechen	
Sprache angeben	Sprachniveau	Sprachniveau	Sprachniveau	Sprachniveau	Sprachniveau
Sprachzertifikat und Einstufung, falls bekannt.					
Sprache angeben	Sprachniveau	Sprachniveau	Sprachniveau	Sprachniveau	Sprachniveau
Sprachzertifikat und Einstufung, falls bekannt.					

A1/2: elementare Sprachverwendung - B1/2: selbstständige Sprachverwendung - C1/2: kompetente Sprachverwendung  
Gemeinsamer Europäischer Referenzrahmen für Sprachen

Kommunikative Fähigkeiten

Tragen Sie hier Ihre kommunikativen Fähigkeiten ein und beschreiben Sie, in welchem Zusammenhang sie erworben wurden, z.B.:

- Erwerb guter Kommunikationsfähigkeiten während meiner Tätigkeit im Verkauf

Organisations- und Führungstalent

Tragen Sie hier Ihr Organisations- und Führungstalent ein und beschreiben Sie, in welchem Zusammenhang sie erworben wurden, z. B.:

- Führungsaufgaben (gegenwärtig Verantwortung für ein 10-köpfiges Team)



Berufliche Fähigkeiten Tragen Sie hier alle arbeitsbezogenen Fähigkeiten ein, die sonst nirgends erwähnt sind und beschreiben Sie, in welchem Zusammenhang sie erworben wurden, z. B.:

- Guter Überblick über Qualitätskontrollprozesse (gegenwärtig verantwortlich für Audits)

Computerkenntnisse Tragen Sie hier Ihre Computerkenntnisse ein und beschreiben Sie, in welchem Zusammenhang sie erworben wurden, z. B.:

- Gute Kenntnisse von Microsoft Office™

Sonstige Fähigkeiten Tragen Sie hier Ihre sonstigen Fähigkeiten ein, die noch nicht erwähnt wurden und beschreiben Sie, in welchem Zusammenhang sie erworben wurden, z. B.:

- Tischlern in der Freizeit

Führerschein Tragen Sie hier die Klasse Ihres Führerscheins ein, z. B.:

- Klasse B

#### ZUSÄTZLICHE INFORMATIONEN

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Publikationen Geben Sie hier relevante Publikationen, Präsentationen, Projekte, Konferenzen, Seminare, Auszeichnungen und Preise, Mitgliedschaften, Referenzen an. Entfernen Sie in der linken Spalte Überschriften, die nicht relevant sind.

Präsentationen

Projekte

Konferenzen

Seminare

Auszeichnungen und Preise

Mitgliedschaften

Referenzen

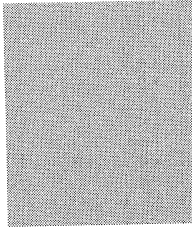
Beispiel für eine Publikation:

- Wie schreibe ich einen erfolgreichen Lebenslauf, New Associated Publishers, London, 2012.

Beispiel für ein Projekt:

- Europass Mobilität - Nachhaltigkeitsstudie, Ergebnisse einer Direktbefragung bei Inhaberinnen und Inhabern des Europass Mobilität in Deutschland; ConLogos, 25.10.2011

INFORMATION PERSONNELLE



Remplacer par Nom(s) Prénom(s)

[Tous les champs du CV sont facultatifs. Supprimer les champs non remplis.]

- Remplacer par numéro de rue, nom de rue, code postal, localité, pays
- Remplacer par numéro de téléphone Remplacer par numéro de portable
- Inscrire l'adresse(s) courriel
- Inscrire le nom du/des site(s) web personnel(s)
- Remplacer par type de service MI Remplacer par compte(s) messagerie

Sexe Indiquer sexe | Date de naissance jj/mm/aaaa | Nationalité Indiquer nationalité(s)

POSTE VISÉ  
PROFESSION  
EMPLOI RECHERCHÉ  
ÉTUDES RECHERCHÉES

Remplacer par le nom du poste visé / de l'emploi recherché / des études recherchées (supprimer les intitulés non pertinents de la colonne de gauche)

EXPÉRIENCE  
PROFESSIONNELLE

[Décrire séparément chaque expérience professionnelle. Commencer par la plus récente.]

Remplacer par dates (de - à)

Remplacer par la fonction ou le poste occupé

Remplacer par le nom et la localité de l'employeur (au besoin, l'adresse et le site web)

- Remplacer par les principales activités et responsabilités

Type ou secteur d'activité Remplacer par le type ou secteur d'activité

ÉDUCATION ET FORMATION

Remplacer par dates (de - à)

[Décrivez séparément chaque action. Commencez par la plus récente.]

Remplacer par la qualification obtenue

Inscrire le niveau du CEC (ou autre) le cas échéant

Remplacer par le nom et la localité de l'établissement d'enseignement ou de formation (au besoin le pays)

- Remplacer par la liste des principales matières couvertes ou compétences acquises

COMPÉTENCES  
PERSONNELLES

Langue(s) maternelle(s)

[Supprimer les champs non remplis.]

Remplacer par votre/vos langue(s) maternelle(s)

Autre(s) langue(s)

	COMPRENDRE		PARLER		ÉCRIRE
	Écouter	Lire	Prendre part à une conversation	S'exprimer oralement en continu	
Remplacer par la langue	Spécifier niveau	Spécifier niveau	Spécifier niveau	Spécifier niveau	Spécifier niveau
Remplacer par le nom du diplôme de langue. Spécifier le niveau s'il est connu.					
Remplacer par la langue	Spécifier niveau	Spécifier niveau	Spécifier niveau	Spécifier niveau	Spécifier niveau
Remplacer par le nom du diplôme de langue. Spécifier le niveau s'il est connu.					

Niveaux: A1/2: utilisateur élémentaire - B1/2: utilisateur indépendant - C1/2: utilisateur expérimenté  
Cadre européen commun de référence pour les langues

Compétences en communication

Remplacer par vos compétences en communication. Indiquer dans quel contexte elles ont été acquises. Exemple:

- bonnes compétences en communication acquises grâce à mon expérience de responsable des ventes

Compétences organisationnelles /  
managériales

Remplacer par vos compétences organisationnelles / managériales. Indiquer dans quel contexte elles ont été acquises. Exemple:

- leadership (actuellement responsable d'une équipe de 10 personnes)

Compétences liées à l'emploi

Remplacer par les compétences professionnelles non décrites ailleurs. Indiquer dans quel contexte elles ont été acquises. Exemple:

- bonne maîtrise des processus de contrôle qualité (actuellement chargé des audits qualité)

Compétences informatiques

Remplacer par vos compétences informatiques. Indiquer dans quel contexte elles ont été acquises. Exemple:

- bonne maîtrise de la suite Microsoft Office™

Autres compétences

Remplacer par les compétences non mentionnées plus haut. Indiquer dans quel contexte elles ont été acquises. Exemple:

- menuiserie

Permis de conduire

Remplacer par la ou les catégorie(s) de permis de conduire dont vous êtes titulaire. Exemple:

- B

INFORMATION  
COMPLÉMENTAIREPublications  
Présentations  
Projets  
Conférences  
Séminaires  
Distinctions  
Affiliations  
Références

Remplacer par vos publications, présentations, projets, conférences, séminaires, distinctions, affiliations, références. Supprimer les titres non pertinents de la colonne de gauche.

Exemple de publication:

- Article: « Les Jurassiens parlent aux Jurassiens - Fragments du discours épilinguistique sur la diglossie franco-suisse ». Dans Présence transfrontalières. La Brévine, 2003.

Exemple de projet:

- Nouvelle bibliothèque de Cabourg: architecte en chef, responsable des plans, des appels d'offre et de la supervision des travaux (2008-2012).

## ΠΑΡΑΡΤΗΜΑ ΙΙΙ

**ΠΑΡΑΡΤΗΜΑ ΙΙΙ**

**Structural Traineeship Programme**

ΠΕΡΙΟΔΟΣ	DG	ΟΝΟΜΑ/ΥΠΟΥΡΓΕΙΟ
Φεβρουάριος - Ιούλιος 2005	DG External Relations	Στέλιος Μακρυγιάννης Υπουργείο Εξωτερικών
	DG Enlargement	Ιωάννης Μπουρομάτης Τμήμα Γεωργίας, Υπουργείο Γεωργίας, Φυσικών Πόρων και Περιβάλλοντος
	DG External Relations	Πέτρος Ζένιου Αστυνομία, Υπουργείο Δικαιοσύνης και Δημοσίας Τάξεως
Σεπτέμβριος 2005- Φεβρουάριος 2006	DG Agriculture	Ευτυχία Χαραλάμπους Σνω Τμήμα Γεωργίας, Υπουργείο Γεωργίας, Φυσικών Πόρων και Περιβάλλοντος
	DG Health and Consumer Protection, Λοιζμοβιολογία	Δρ. Σκευούλα Μισσούρη Τμήμα Ιατρικών Υπηρεσιών και Υπηρεσιών Δημόσιας Υγείας, Υπουργείο Υγείας
	DG FISH/2, Maritime Policy Task Force	Χρίστος Χ' Χρίστον Τμήμα Εμπορικής Ναυτιλίας, Υπουργείο Συγκοινωνιών και Εργών
Μάρτιος - Ιούλιος 2006	DG Personnel and Administration	Γιάννης Κασουλίδης Τμήμα Δημοτικής Εκπαίδευσης Υπουργείο Παιδείας και Θρησκείας
	DG Health and Consumer Protection	Μαρία Νεοκλέους Τμήμα Γεωργίας, Υπουργείο Γεωργίας και Φυσικών Πόρων
	DG Justice, Liberty and Security	Αρετή Αμυξέρη Αστυνομία, Υπουργείο Δικαιοσύνης και Δημοσίας Τάξεως
Οκτώβριος 2006- Φεβρουάριος 2007	DG Legal Service	Μαρίν Χατζηγεωργίου Νομική Υπηρεσία

ΠΕΡΙΟΔΟΣ	DG	ΟΝΟΜΑ/ΥΠΟΥΡΓΕΙΟ
	DG Health and Consumer Protection	Ιφιγένεια Κουδοβανά Υπουργείο Γεωργίας, Φυσικών Πόρων και Περιβάλλοντος - Κτηνιατρικές Υπηρεσίες
Μάρτιος - Ιούλιος 2007	DG Personnel and Administration	Βίκυ Βασιλείου Υπουργείο Οικονομικών - Τμήμα Δημόσιας Διοίκησης και Προσωπικού
	DG Employment and Social Affairs	Νάγια Ποσπορίη Υπουργείο Οικονομικών
Οκτώβριος 2007- Φεβρουάριος 2008	DG Environment	Μηνάς Παπαδόπουλος Υπουργείο Γεωργίας, Φυσικών Πόρων και Περιβάλλοντος - Τμήμα Δασών
Μάρτιος - Ιούλιος 2008	DG Justice, Liberty and Security	Αλέσκινα Μιχαήλ Υπουργείο Δικαιοσύνης και Δημοσίας Τάξεως - Δ/ση Ε.Ε. και Λιμενούς Αστυνομικής Συνεργασίας
	DG Internal Audit Service	Αικατερίνη Χριστοφίδου Υπηρεσία Εσωτερικού Ελέγχου
Οκτώβριος 2008- Φεβρουάριος 2009	DG Secretariat General	Αθανασία Διανυσίου Γραφείο Επιτρόπου Διοικήσεως
	DG Secretariat General	Ιάκωβος Αβρααμίδης Γραφείο Προγραμματισμού
	DG Agriculture	Δέσποινα Κουκκουλαρίδου Υπουργείο Γεωργίας, Φυσικών Πόρων και Περιβάλλοντος/ Τμήμα Γεωργίας
	DG Education and Culture	Ειρήνη Γιωργαλλά Γραφείο Προγραμματισμού
Μάρτιος-Ιούλιος 2009	DG Agriculture and Rural Development	Αντώνης Σιδήμης Υπουργείο Γεωργίας, Φυσικών Πόρων και Περιβάλλοντος- Τμήμα Γεωργίας
	DG Environment	Σάββας Ανδρέα Υπουργείο Γεωργίας, Φυσικών Πόρων και Περιβάλλοντος- Τμήμα Γεωργίας
	DG External Relations	Δάφνη Μαυραμαμάτη Γραφείο Προγραμματισμού

ΠΕΡΙΟΔΟΣ	DG	ΟΝΟΜΑ/ΥΠΟΥΡΓΕΙΟ
Οκτώβριος 2010- Φεβρουάριος 2011	DG Human Resources and Security	Χρυσόστομος Παπαγιάννης, Υπουργείο Οικονομικών- Υπηρεσία Χορηγίων και Επιδότησεων
	DG Secretariat General	Μαρία Λαυτίδου, Υπουργείο Εσωτερικών- Γραφείο Τύπου και Πληροφοριών
	DG Environment	Λάκης Κωνσταντίνου, Υπουργείο Γεωργίας, Φυσικών Πόρων και Περιβάλλοντος- Τμήμα Δασών
	DG Enterprise and Industry	Μαρία Παύλου, Υπουργείο Εμπορίου, Βιομηχανίας και Τουρισμού
Φεβρουάριος - Ιούλιος 2011	DG Competition	Αρίστη Αριστοτέλους, Υπ. Εμπορίου, Βιομηχανίας και Τουρισμού/ Υπηρεσία Ανταγωνισμού και Προστασίας Καταναλωτών
	DG Regional Policy	Οιρηνία Μενελάου, Υπ. Γεωργίας, Φυσικών Πόρων και Περιβάλλοντος/Τμήμα Γεωργίας
	DG Human Resources and Security	Γιώργος Καλλιγός, Υπ. Συγκοινωνιών και Έργων
	DG Justice, Freedom and Security	Μαριλένα Πελεκάνου, Υπ. Εργασίας και Κοιν. Ασφαλίσεων Τμήμα Εργασίας
Οκτώβριος 2011- Φεβρουάριος 2012	DG Health and Consumer- SANCO	Πόπη Κυριακίδου Υπ. Γεωργίας, φυσικών Πόρων και Περιβάλλοντος/Τμήμα Κτηνιατρικών Υπηρεσιών
	DG Employment, Social Affairs and Equal Opportunities (EMPL)	Γιολάντας Ιωαννίδου Υπ. Εργασίας και Κοιν. Ασφαλίσεων Τμήμα Εργασίας

ΠΕΡΙΟΔΟΣ	DG	ΟΝΟΜΑ / ΥΠΟΥΡΓΕΙΟ
Οκτώβριος 2014 - Φεβρουάριος 2015	Economic and Financial Affairs ECFIN.SG.CY	<b>Μαρίνος Άνιφτος</b> Υπηρεσία Συνεργατικών Εταιρειών
1 Οκτωβρίου 2014 μέχρι 28 Φεβρουαρίου 2015	Regional and Urban Policy (REGIO.C.1)	<b>Μαίρη Ιωάννου</b> Γενικό Λογιστήριο
16 Οκτωβρίου 2014 μέχρι 15 Μαρτίου 2015	Home Affairs (HOME .PA)	<b>Τάνια Χαραλαμπίδου</b> Γραφείο Επίτροπου Μεταρρύθμισης Δημόσιας Υπηρεσίας
Μάρτιος 2015 - Ιούλιος 2015	Regio Dir G Unit 5	<b>Μαρίνα Πιερή</b> Γενικό Λογιστήριο
1 Οκτωβρίου 2016 μέχρι 31 Δεκεμβρίου 2016	Directorate-General Human Resources and Security Unit B4	<b>Ειρήνη Αναξαγόρα</b> Υπουργείο Παιδείας και Πολιτισμού



ΠΕΡΙΟΔΟΣ	DG	ΟΝΟΜΑ	ΥΠΟΥΡΓΕΙΟ/ΤΜΗΜΑ/ ΥΠΗΡΕΣΙΑ
1.10.2018 - 31.12.2018	SANTE	ΔΗΜΗΤΡΑ ΠΑΠΑΣΤΕΦΑΝΟΥ	ΝΟΜΙΚΗ ΥΠΗΡΕΣΙΑ
16.3.2019 - 15.6.2019	EPSO.02	ΕΛΕΝΗ ΣΕΡΓΙΟΥ	ΕΠΙΤΡΟΠΗ ΔΗΜΟΣΙΑΣ ΥΠΗΡΕΣΙΑΣ
16.3.2019 - 15.6.2019	IAS.C.4	ΔΗΜΗΤΡΙΑ ΔΡΥΜΙΩΤΟΥ	ΥΠΗΡΕΣΙΑ ΕΣΩΤΕΡΙΚΟΥ ΕΛΕΓΧΟΥ
16.3.2019 - 15.6.2019	REGIO.G.3	ΑΝΝΙΤΑ ΣΙΑΚΑΛΛΗ	ΥΠΟΥΡΓΕΙΟ ΕΝΕΡΓΕΙΑΣ, ΕΜΠΟΡΙΟΥ ΚΑΙ ΤΟΥΡΙΣΜΟΥ
16.3.2019 - 15.6.2019	REGIO.G.1	ΚΩΝΣΤΑΝΤΙΑ ΚΩΝΣΤΑΝΤΙΝΟΥ	ΓΕΝΙΚΗ ΔΙΕΥΘΥΝΣΗ ΕΥΡΩΠΑΙΚΩΝ ΠΡΟΓΡΑΜΜΑΤΩΝ, ΣΥΝΤΟΝΙΣΜΟΥ ΚΑΙ ΑΝΑΠΤΥΞΗΣ

## **ΠΑΡΑΡΤΗΜΑ IV**

**E.C.S.T.P**

EUROPEAN COMMISSION  
Structural Traineeships Programme

**Guidelines applicable to Structural Trainees**

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## 1. Definition

### 1.1. Description

These rules govern the in-service information programme for structural trainees of the European Commission. This programme is primarily addressed to Member States. However, a limited number of staff and nationals from Third countries and International Organisations may be accepted.

Structural trainees are staff employed by national administrations and remunerated by them on a monthly basis.

Chapter IV of Commission Decision of 1 June 2006 on National Experts seconded to the Commission services (Annex) establishes the legal framework applicable to structural traineeships.

### 1.2. Aims

The aims of in-service training are:

- To provide the trainees with a first hand experience of the working methods and policies of the European Commission.
- To enable them to acquire practical experience and knowledge of the day to day work of the Commission departments and services. To provide them with the opportunity to work in a multicultural, multilingual and multiethnic environment.
- To provide the opportunity to national staff to put into practice knowledge acquired during their studies, and in particular in their specific areas of competence.

The European Commission, through the programme:

- Has the benefit of receiving people who can provide a different point of view and up-to-date outside knowledge, which will enhance the everyday work of the European Commission.
- Creates a pool of people with first-hand experience in European Commission procedures.

## 2. Eligibility

### 2.1. Nationality

Structural trainees are selected from staff of the Member States of the European Union. However, a number of staff of Third countries and International Organisations may be accepted.

## 2.2 *Qualifications*

### 2.2.1. *Potential candidates*

The structural traineeship programme is addressed in particular to staff of national, regional or local public authority of Member States belonging to categories equivalent to those of function group AD as defined in the Staff Regulations of officials of the European Communities. However, a limited number of staff from Third countries and International Organisations can also benefit from the programme.

### 2.2.2. *Languages*

In order for the trainee to fully profit from the traineeship and to be able to follow meetings and perform adequately, all candidates from Member States must have a very good knowledge of at least two Community languages, of which one should be one of the working languages of the Commission (English, French or German).

Candidates from Third countries and from International Organisations need to have very good knowledge of at least one working language of the European Commission (English, French or German).

### 2.3. *Prior employment*

In order that as many people as possible have the opportunity of in-service training with the European Commission, applications will not be accepted from candidates who have already benefited from any kind of contract or employment within an European Institution or body.

## 3. *The application process*

### 3.1. *Submission*

Applications should be made through Permanent Representations in accordance with the procedure and means established by the responsible service of the Directorate-General for Personnel and Administration (DG ADMIN) of the Commission.

### 3.2. *Selection procedure*

The service, after consulting the departments and examining the current conditions, determines the number of structural trainees to be attached to Directorates-General and Services for each period.

### 3.3. *Structural Traineeships in Commissioners' Cabinets*

Traineeships in Commissioners' Cabinets will be managed by DG ADMIN. Dates, duration, and procedures will be decided according to the Cabinets requirements. Cabinets will accommodate structural trainees within the available office space attributed to each Cabinet.

#### 4. Rights and duties of trainees

##### 4.1. *The Duration of Traineeship*

Training periods last at least three and at most five months. The duration of training periods is established from the outset, and cannot be modified. They are organised twice on a yearly basis. Training periods start on either the 1<sup>st</sup> or the 16<sup>th</sup> of the month. Training periods may not be repeated or extended beyond the maximum length laid down in these rules.

##### 4.2. *The Traineeship itself*

Throughout the period of their traineeship, structural trainees are placed under the responsibility of a supervisor. The supervisor should notify the competent service of any significant events occurring during the traineeship (in particular absences, sicknesses, accidents, or interruption of the traineeship) which have come to his/her attention or of which the trainee has informed him/her.

Trainees shall be required to comply with the instructions given by their supervisors and by the superiors of the DG or Service to which they are assigned and with the instructions issued by DG ADMIN. They must also comply with the internal rules governing the functioning of the European Commission, in particular the rules concerning security and confidentiality.

Trainees are entitled to attend meetings unless these meetings are restricted or confidential, receive documentation and participate in the work of the department to which they are attached.

##### 4.3. *Interruption/Termination*

On the written request of the trainee, or of the employer, DG ADMIN may authorise an interruption of training for a very limited period or the early termination of the traineeship. In the case of interruption, the trainee may return to complete the unfinished part of the training, but only up to the end of the same training period. No extension is possible.

##### 4.4. *Future Employment*

Admission to a structural traineeship shall not confer on trainees the status of officials or that of other servants of the European Commission, nor does it entail any right or priority with regard to an appointment in the services of the European Commission.

Should a structural trainee become a seconded national expert (SNE) within six years from the end of the traineeship, the period of traineeship will be deducted from the total possible duration of the secondment.

## 5. Work hours - Absences

### 5.1. *Work hours*

Trainees should keep the same hours of work and have the same official public holidays, if they fall during their traineeship, as Commission officials.

Trainees are entitled to 2 day vacation per month. The training coordinators of the Directorate General or Services should keep a record of all trainees' absences and report them to DG ADMIN.

### 5.2. *Absences in case of sickness*

In case of sickness, trainees must notify their supervisor immediately; and if absent more than two days they must produce a medical certificate, indicating the probable length of absence, which must be forwarded to DG ADMIN.

## 6. Confidentiality

### 6.1. *General*

Structural trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their training. They must not, in any manner whatsoever, disclose to any unauthorised person any document or information not already made public. They will continue to be bound by this obligation after the end of their training. The Commission reserves its legal right to terminate the traineeship and to pursue any person who does not respect this obligation.

Trainees must not have any professional connections with third parties which might be incompatible with their traineeship. If a conflict of interest should arise during their assignment, trainees should immediately report this to their supervisors, and to DG ADMIN in writing.

### 6.2. *Contact with the Press*

Trainees must respect the same rules for contact with the Press as Commission staff and follow the instructions provided. The Commission reserves the right to terminate the traineeship and to pursue any person who does not respect this obligation.

### 6.3. *Publications*

Trainees must not, either alone or with other, publish or cause to be published any matter dealing with the work of the European Commission without the permission of DG ADMIN. Such permission is subject to the conditions in force for Commission staff. All rights, in any writings or other work done for the Commission, are the property of the Commission.



## 7. Financial Matters

### 7.1. Salary

Structural trainees should continue to be employed by their employer. They are accepted in the Commission services on a completely "cost-free" basis. No grants, fees, travel reimbursements, and other expenses whatsoever, should be requested from the Commission.

## 8. Insurance

### 8.1. Social security

Before the period of traineeship begins, the trainee's employer shall certify to the Commission that the trainee will remain subject throughout the period of the traineeship to the social security legislation applicable to that civil service and will assume responsibility for expenses incurred abroad.

### 8.2. Accidents Insurance

Structural trainees, must be insured against the risk of accident, death and invalidity.

## 9. Missions

Structural trainees can be sent on missions. The related costs will be charged to missions financial appropriations of the Service where they perform their activities.

## 10. Reports and Certificates

### 10.1. End of training reports

Structural trainees who have completed the required training period should complete the evaluation reports requested by DG ADMIN at the end of their traineeship. The supervisor must also complete the relevant evaluation report.

### 10.2. Certificates

In the light of these reports, structural trainees who have completed the traineeship period are entitled to receive, at the end of the training period, a certificate specifying the dates of the training period and the department in which they were employed.

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Working document of DG ADMIN established to manage Structural trainees in the Commission services in compliance with the legal framework indicated under Chapter 1.1. of the present Guidelines.

## **ΠΑΡΑΡΤΗΜΑ V**

ΚΥΠΡΙΑΚΗ



ΔΗΜΟΚΡΑΤΙΑ

ΥΠΟΥΡΓΕΙΟ ΟΙΚΟΝΟΜΙΚΩΝ  
ΤΜΗΜΑ ΔΗΜΟΣΙΑΣ ΔΙΟΙΚΗΣΗΣ  
ΚΑΙ ΠΡΟΣΩΠΙΚΟΥ  
1443 ΛΕΥΚΩΣΙΑΑρ. Φακ.: 16.18.002  
Αρ. Τηλ.: 22601557  
Αρ. Φαξ: 22602763

10 Μαρτίου, 2005

Γενικό Διευθυντή  
Γραφείου ΠρογραμματισμούΕκπαιδευτικά Προγράμματα Πρακτικής Εξάσκησης  
(Structural Traineeships) στην Ευρωπαϊκή Επιτροπή

Έχω οδηγίες να αναφερθώ στην επιστολή σας με αρ. φακ. Γ.Π. 160/89/15 και ημερ. 28.1.2005, σχετικά με το θέμα της ασφαλιστικής κάλυψης που παράχεται στους δημόσιους υπαλλήλους για τις περιπτώσεις ατυχημάτων, αναπηρίας ή ακόμα και θανάτου όταν ο υπάλληλος βρίσκεται στο εξωτερικό για σκοπούς που εξυπηρετούν την Υπηρεσία του και να σας πληροφορήσω ότι οι περιπτώσεις αναπηρίας ή θανάτου καλύπτονται από πρόνοιας της υφιστάμενης νομοθεσίας που αφορά τα συνταξιοδοτικά δικαιώματα των δημοσίων υπαλλήλων. Συγκεκριμένα, τα άρθρα 28 και 31 των περί Συντάξεων Νόμων του 1997 έως 2001, προνοούν για την παραχώρηση αυξημένων συνταξιοδοτικών ωφελημάτων στις περιπτώσεις που οποιοσδήποτε δημόσιος υπάλληλος καταστεί μόνιμα ανάπηρος ή πεθάνει χωρίς δική του αμέλεια κατά την ενεργό εκτέλεση του καθήκοντός του.

2. Περαιτέρω, στην περίπτωση ατυχημάτων, το θέμα της κάλυψης των εξόδων ιατροφαρμακευτικής περίθαλψης υπαλλήλου που ευρίσκεται εκτός Κύπρου για καθήκον ή για σπουδές ή για σειρά εκπαιδευτικών μαθημάτων, καλύπτεται από τους περί Δημόσιας Υπηρεσίας (Ιατρικές Εξετάσεις και Ιατρική Περίθαλψη) Κανονισμούς του 1988 (άρθρο 5(2)).

Χ. Ψ. Ν. Ξ.

(Χρ. Νικολαΐδης)

για Διευθυντή  
Τμήματος Δημόσιας Διοίκησης  
και Προσωπικού

ΧΩΝ/ΒΠ

(Γραφείο/Μεγάλη Επιστολή/Επιστ. 193)

## ΠΑΡΑΡΤΗΜΑ VI



ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ  
ΥΠΟΥΡΓΕΙΟ ΕΞΩΤΕΡΙΚΩΝ

ΕΚΠΑΙΔΕΥΤΙΚΑ ΠΡΟΓΡΑΜΜΑΤΑ ΠΡΑΚΤΙΚΗΣ ΕΞΑΣΚΗΣΗΣ  
ΓΙΑ ΛΗΜΝΩΣΙΟΥΣ ΛΕΙΤΟΥΡΓΟΥΣ ΣΤΗΝ ΕΥΡΩΠΑΪΚΗ ΕΠΙΤΡΟΠΗ

Παρατηρείται ότι δημόσιοι λειτουργοί που έχουν επιλεγεί για να συμμετάσχουν στα Εκπαιδευτικά Προγράμματα Πρακτικής Εξάσκησης για δημόσιους λειτουργούς αδυνατούν να το πράξουν για διάφορους λόγους, υπηρεσιακούς ή και προσωπικούς.

Το φαινόμενο αυτό κακοχορακτοποιεί τη δημόσια υπηρεσία της Κύπρου και αφήνει αρνητικές εντυπώσεις για την Κύπρο στους κόλπους της Ευρωπαϊκής Επιτροπής και μπορεί να έχει ως αποτέλεσμα να διακινδυνεύσει μελλοντικές συμμετοχές Κυπρίων στα εκπαιδευτικά αυτά προγράμματα.

Ως εκ τούτου, παράλληλα όπως:

1. Εφόσον λειτουργός της Υπηρεσίας σας υποβάλει αίτηση για συμμετοχή στα πιο πάνω προγράμματα και εγγράφεται στον κατάλογο προεπιλογής του Γραφείου Πρακτικής Εξάσκησης της Ευρωπαϊκής Επιτροπής, θα πρέπει, εάν επιλεγεί, να είναι σε θέση να λάβει μέρος στο πρόγραμμα για περίοδο τριών μηνών στις προκαθορισμένες ημερομηνίες.
  2. Γίνεται με ιδιαίτερη προσοχή η επιλογή των υποψηφίων ούτως ώστε να μην δημιουργούνται προβλήματα για συμμετοχή τους στη συνέχεια.
- Κοινοποιείται στους ενδιαφερόμενους η επιλογή τους από σχετική Υπηρεσία της Ευρωπαϊκής Επιτροπής για συμμετοχή, ώστε να τους δίνεται επαρκής χρόνος για κατόλιηλη προετοιμασία.
- Υπαβάλλονται εγκρίματα και μέσα στα πλαίσια των προδιαβιμών δεξιοτήτων των λειτουργών που ενδιαφέρονται να συμμετάσχουν στα προγράμματα αυτά.