



ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΟΙΚΟΝΟΜΙΚΩΝ



Τμήμα Δημόσιας Διοίκησης
και Προσωπικού

ΤΜΗΜΑ ΔΗΜΟΣΙΑΣ ΔΙΟΙΚΗΣΗΣ
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29 Σεπτεμβρίου, 2021

ΕΓΚΥΚΛΙΟΣ ΕΠΙΣΤΟΛΗ

Θέμα: Πρόσκληση για συμμετοχή στο Πρόγραμμα Επαγγελματικής Εκπαίδευσης Εθνικών Εμπειρογνομόνων (National Experts in Professional Training Programme - NEPT) στην Ευρωπαϊκή Επιτροπή

Η Διευθύντρια Τμήματος Δημόσιας Διοίκησης και Προσωπικού ενημερώνει για τη δυνατότητα παραχώρησης σε υπαλλήλους της κυπριακής δημόσιας υπηρεσίας μέχρι τεσσάρων (4) θέσεων για Επαγγελματική Εκπαίδευση στην Ευρωπαϊκή Επιτροπή για το πρώτο εξάμηνο του 2022. Το εκπαιδευτικό πρόγραμμα θα είναι διάρκειας τριών μέχρι πέντε μηνών και θα αρχίσει την 1^η ή 16^η Μαρτίου 2022. Σχετικό ενημερωτικό υλικό επισυνάπτεται (Παράρτημα Ι).

2. Παρακαλείστε όπως, αν υπάρχει ενδιαφέρον από υπαλλήλους σας, υποδείξετε μέχρι δύο (2) κατάλληλους υποψήφιους για συμμετοχή στο εν λόγω εκπαιδευτικό πρόγραμμα μέχρι τη Δευτέρα 11 Οκτωβρίου 2021, αποστέλλοντας την αίτηση συμμετοχής τους (Παράρτημα ΙΙ), μαζί με το βιογραφικό τους σημείωμα, το οποίο θα πρέπει να ετοιμαστεί στη μορφή Europass (<https://europa.eu/europass/en>), τόσο σε έντυπη όσο και σε ηλεκτρονική μορφή, στην ηλεκτρονική διεύθυνση: jhadjiadamou@papd.mof.gov.cy. Σημειώνεται ότι, προτεραιότητα επιλογής θα έχουν μόνιμοι δημόσιοι λειτουργοί, ενώ σύμφωνα με τα κριτήρια επιλογής και συμμετοχής της Ε.Ε. δεν θα γίνονται αποδεκτές αιτήσεις από λειτουργούς που έχουν επωφεληθεί στο παρελθόν μέσω άλλης εκπαίδευσης/ συμβολαίου/ εργοδότησης σε Ευρωπαϊκή Υπηρεσία/ Οργανισμό.

3. Οι υποψήφιοι μπορούν να δηλώσουν ενδιαφέρον σε μέχρι τρεις Γενικές Διευθύνσεις της ΕΕ (κατά σειρά προτίμησης), νοουμένου ότι σχετίζονται με τις αρμοδιότητες του Υπουργείου/ Υφυπουργείου/ Υπηρεσία που υπηρετούν. Περισσότερες πληροφορίες σχετικά με την κάθε Γενική Διεύθυνση μπορούν να εξασφαλιστούν μέσω

του διαδικτύου, στις ηλεκτρονικές διευθύνσεις https://ec.europa.eu/commission/index_en και https://ec.europa.eu/info/departments_en. Επισημαίνεται ότι, για την Ευρωπαϊκή Υπηρεσία Εξωτερικής Δράσης (European External Action Service - EEAS), τη Γενική Διεύθυνση Επικοινωνίας (COMM), το Γραφείο Υποδομών και Λογιστικής Υποστήριξης (OIB), την Ευρωπαϊκή Υπηρεσία Καταπολέμησης της Απάτης (OLAF) και τη Γενική Διεύθυνση Υγείας και Ασφάλειας Τροφίμων (SANTE), ισχύουν ειδικές οδηγίες/προϋποθέσεις που περιγράφονται στην σελ.3 του εντύπου πληροφοριών.

4. Για σκοπούς μέγιστης αξιοποίησης της ευκαιρίας που προσφέρεται από την Ε.Ε., ο υπάλληλος, με την επιστροφή του στην Κύπρο θα πρέπει να υποβάλει τεχνική έκθεση προς την οικεία αρμόδια αρχή, με αντίγραφο στο Τμήμα Δημόσιας Διοίκησης και Προσωπικού.

5. Σημειώνεται ότι κατά τη διάρκεια της εκπαίδευσης των λειτουργών, δε θα γίνεται αντικατάστασή τους ούτε θα είναι δυνατή η καταβολή αποζημιώσεων λόγω υπερωριών που οφείλονται στην απουσία τους. Νοείται επίσης ότι μετά την επιστροφή των λειτουργών θα ανατεθούν όπου είναι δυνατό σε αυτούς συναφή καθήκοντα ώστε η εμπειρία που θα έχει αποκτηθεί να αξιοποιηθεί στο μεγαλύτερο δυνατό βαθμό.

6. Η δαπάνη της πιο πάνω εκπαίδευσης (δηλ. μηνιαίο επίδομα διαμονής και διατροφής, κόστος αεροπορικού εισιτηρίου και μεταφορικά έξοδα για μετάβαση στο/από αεροδρόμιο) καλύπτεται από το Υπουργείο/ Υφυπουργείο/ Υπηρεσία σας. Ως εκ τούτου, πριν την υποβολή αίτησης για συμμετοχή λειτουργού στο πρόγραμμα, θα πρέπει να επιβεβαιώσετε ότι είναι διαθέσιμες οι απαραίτητες πιστώσεις στον Προϋπολογισμό σας.

7. Τέλος, κατά την εξέταση του θέματος παρακαλείστε όπως λάβετε σοβαρά υπόψη το συνημμένο Σημείωμα του Υπουργείου Εξωτερικών (**Παράρτημα ΙΙΙ**), αναφορικά με τη συμμετοχή δημόσιων λειτουργών σε εκπαιδευτικά προγράμματα πρακτικής εξάσκησης της ΕΕ. Τονίζεται για ακόμη μια φορά ότι, η υποβολή οποιασδήποτε υποψηφιότητας συνεπάγεται και τη δέσμευση της Υπηρεσίας των υποψηφίων και των ιδίων για αποδοχή της συμμετοχής στο πρόγραμμα, σε περίπτωση που προσφερθεί τέτοια θέση.

Γενικό Εισαγγελέα της Δημοκρατίας,
Πρόεδρο Επιτροπής Δημόσιας Υπηρεσίας,
Πρόεδρο Επιτροπής Εκπαιδευτικής Υπηρεσίας,
Γενικό Ελεγκτή,
Επίτροπο Διοικήσεως και Προστασίας Ανθρωπίνων Δικαιωμάτων,
Επίτροπο Εποπτείας (ΓΕΣΥ),
Επίτροπο Νομοθεσίας,
Επίτροπο Προστασίας Δεδομένων Προσωπικού Χαρακτήρα / Επίτροπο Πληροφοριών,
Πρόεδρο Επιτροπής Προστασίας του Ανταγωνισμού,
Επίτροπο Προστασίας των Δικαιωμάτων του Παιδιού,

Διοικητή Κυπριακής Υπηρεσίας Πληροφοριών,
Γενικούς Διευθυντές Βουλής των Αντιπροσώπων,
Υπουργείων, Υφυπουργείων, Γενικής Διεύθυνσης Ευρωπαϊκών
Προγραμμάτων, Συντονισμού και Ανάπτυξης,
Αρχιπρωτοκολλητή,
Γενικό Λογιστή,
Έφορο Εσωτερικού Ελέγχου,
Έφορο Υπηρεσίας Συνεργατικών Εταιρειών,
Πρόεδρο Εφοριακού Συμβουλίου,
Πρόεδρο Αναθεωρητικής Αρχής Προσφορών,
Έφορο Ελέγχου Κρατικών Ενισχύσεων,
Πρόεδρο Αναθεωρητικής Αρχής Προσφύγων,
Προϊστάμενο Διοίκησης Προεδρίας,
Γραμματέα Υπουργικού Συμβουλίου.



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

Brussels,
HR.DDG.B.4/GL/ch (2021)
File treated by C. Henrotte ☎ 60283

Your Excellency,

I am pleased to announce the launch of the March 2022 exercise of the European Commission's National Experts in Professional Training (NEPT) Programme.

In this exercise, the NEPTs will start their training either on the 1st or 16th of March 2022.

Annex 1 provides an explanatory note with an overview of the NEPT programme. I would be grateful if you could forward this note to the candidates.

Annex 2 sets out specific information relevant to this exercise.

Candidates should fill in and sign the application form (Annex 3) and draft their CV in the Europass format (<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>).

I would be grateful if the Permanent Representations and Missions send the full application package (i.e. the list of candidates, their application forms and CVs) to the mailbox HR-ENFP@ec.europa.eu no later than the **15th of October 2021**.

Only applicants whose names are on the candidates' list (Annex 4) sent by the Permanent Representations and Missions and who have signed their application form will be considered for the programme.

Thank you in advance for your assistance in this matter.

Yours faithfully,

(e-signed)
Guillaume LAPLATTE
Head of Unit

Enclosures:

1. Explanatory note
2. Information on March 2022 exercise
3. Application form
4. Candidates' list (template)



PROGRAMME FOR NATIONAL EXPERTS IN PROFESSIONAL TRAINING (NEPT)

Explanatory note

Introduction

The Commission decision C(2008)6866 of 12.11.2008, as amended by the Commission decision C(2010)544 of 29.01.2010, laying down rules on the secondment to 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 been seconded as national experts (SNEs), or benefited from any kind of contract or employment within a European institution are not eligible.

The national employer must continue to pay the salary to the NEPT during the whole period of secondment and 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. An application will be rejected if the candidate and/or employer do not meet all eligibility conditions.

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

Submission of applications

The total number of NEPTs seconded to the Commission may not exceed the quota set for a given year.

This quota may be increased by 50% for a Member State that will hold the Presidency of the Council during 2 years preceding its Presidency. The request must be submitted in writing to DG HR.B.4 (HR-ENFP@ec.europa.eu).

In the first exercise of the year (March), the Permanent Representations and Missions may use the full quota set for the whole year. It is, however, recommended to limit the number of candidates and use only a half of the annual quota in the first exercise in order to have positions available for the second exercise.

For the second exercise of the year (October), the quota for each Member State comprises the remaining positions after the first March exercise (i.e. annual quota minus quota used in March).

The candidate may not change the content of the application form once the application 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 a preference. It is highly recommended that the candidates select Directorates-General relating to their expertise to enhance their chances to be selected. The candidates should consult the websites of the Commission's Directorates-General (https://ec.europa.eu/info/index_en) before indicating their preferences on their application form.

Article 33 of the SNE/NEPT Decision stipulates: **‘The duration of the training shall be fixed at the outset and may not be changed or extended’. The secondment shall last between three and five months¹.** We request that candidates and their employers do not change the agreed-to timeline 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 the DG's work and who chose the DG as a preference.

During this period, the Commission services will not contact the candidates and the candidates should not attempt to contact their selected DGs.

Directorates-General may also select candidates who have not been selected by one of the Directorates-General indicated by the candidates as preferences in their application forms. There is no guarantee for the candidates to be selected by the Directorates-General indicated as a preference in the application form.

Only the list of the selected candidates and their hosting Directorates-General that DG HR's NEPT Sector (HR-ENFP@ec.europa.eu) sends to the Permanent Representations and Missions at the end of the selection period is final.

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 may apply for another exercise.

If a candidate withdraws, he/she has to inform his/her Permanent Representation or Mission and the NEPT Sector of DG HR (HR-ENFP@ec.europa.eu) at least two weeks before the start of the programme.

¹ By way of derogation from Article 33, NEPTs seconded to Cabinets may be seconded for a period that may be extended up to a maximum of 6 months. For ease of management, it is strongly recommended to set the appropriate duration of the secondment at the outset of the secondment. Any extension may only be effected by exchange of letters between Unit HR.B.4 and the Permanent Representation concerned.

When a candidate withdraws, the Permanent Representation or Mission may submit a replacement candidate to the NEPT Sector. However, due to the tight timeframe, there is no guarantee that the replacement candidate will be selected.

The replacement candidate must have a similar 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 secondment at the following services

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

Applicants seconded to the EEAS have to send as soon as possible proof of their Security Clearance (level SECRET) issued by their National Security Authority to their Permanent Representation or Mission (to be sent to the EEAS - EEAS-TRAINEES-HQ@eeas.europa.eu + copy to brigitte.kabuta@eeas.europa.eu).

- **DG Communication (COMM)**

Candidates may choose as a preference DG COMM (in general) or DG COMM's Spokesperson's Service (COMM SPP).

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

Only candidates with the following profiles may apply: engineer, architect, lawyer specialised in property management, specialist in logistics (transport, catering), and lawyer with experience of calls for tender.

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

Only experienced lawyers with good knowledge of EU law may apply. Good knowledge of the national law of one of the following Member States is an asset: Bulgaria, Greece, Austria, Poland, Romania or one of the Baltic States.

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

Candidates must have a background in the area of food safety or in the area of health.

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 stating that the NEPT candidate shall continue to receive his/her remuneration during the period of professional training.

Please feel free to contact us with any questions at HR-ENFP@ec.europa.eu.

PROGRAMME FOR PROFESSIONAL TRAINING FOR NATIONAL EXPERTS (NEPT)

Calendar and quota for applications - 1st exercise 2022 (March)

CALENDAR

By 15.10.2021	Submission of applications via the Permanent Representations or Missions
November 2021	Internal selection procedure. During this period, the Commission services will not contact the candidates and the candidates should not attempt to contact their selected DGs.
December 2021	DGs/Cabinets make an offer to their selected candidates (by email). The candidates advise the DGs/Cabinets whether they accept the offer.
January 2022	The NEPT Sector of DG HR provides the Permanent Representations and Missions the finalised list of the selected candidates and the candidates' hosting DGs.
	The NEPT Sector of DG HR sends an email to the selected candidates confirming their participation in the NEPT programme.

MAXIMUM QUOTA FOR EACH MEMBER STATE

- The total number of NEPTs participating in the NEPT programme may not exceed the quota set for a given year. For 2022, the quota for each Member State is set out on page 2.
- **This quota may be increased by 50% for a Member State that will hold the Presidency of the Council during 2 years preceding its Presidency. The request must be submitted in writing to DG HR.B.4 (HR-ENFP@ec.europa.eu).**
- In the first exercise of the year (March), the Permanent Representations and Missions may use the full quota set for the whole year. It is, however, recommended to limit the number of candidates and use only a half of the annual quota in the first exercise in order to have positions available for the second exercise.
- For the second exercise of the year (October), the quota for each Member State comprises the remaining positions after the first (March) exercise (i.e. annual quota minus quota used in March).

	Annual quota for 2022
AT	10
BE	12
BG	10
CY	4
CZ	12+6
DE	29
DK	7
EE	4
ES	27
FI	7
FR	29
GR	12
HR	7
HU	12
IE	7
IT	29
LT	7
LU	4
LV	4
MT	3
NL	13
PL	27
PT	12
RO	14
SE	10
SI	4
SK	7
	323+6

CH	6
IS	6
LI	6
NO	6
	24



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 Unit HR.DDG.B.4 - Career Management & Mobility

NATIONAL EXPERTS IN PROFESSIONAL TRAINING PROGRAMME

APPLICATION FORM

1. Applicant's personal data

Family name /Surname: _____

Forename: _____ 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: ☐ 1st of March **or** ☐ 16th 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).
- 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.

1st choice: Directorate-General or Cabinet: _____

Personal motivation : _____

2nd choice: Directorate-General or Cabinet: _____

Personal motivation : _____

3rd 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) 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, cc. brigitte.kabuta@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

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.

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/dpo-register>



ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΕΞΩΤΕΡΙΚΩΝ

ΕΚΠΑΙΔΕΥΤΙΚΑ ΠΡΟΓΡΑΜΜΑΤΑ ΠΡΑΚΤΙΚΗΣ ΕΞΑΣΚΗΣΗΣ
ΓΙΑ ΔΗΜΟΣΙΟΥΣ 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 κακοχαρακτηρίζει 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 παράκληση όπως:

1. Εφόσον λειτουργός της Υπηρεσίας σας υποβάλλει 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.
3. Κοινοποιείται στους ενδιαφερόμενους η επιλογή τους από σχετική υπηρεσία της Ευρωπαϊκής Επιτροπής για συμμετοχή, ώστε να τους δίνεται επαρκής χρόνος για κατάλληλη προετοιμασία.
4. Υποβάλλονται έγκαιρα και μέσα στα πλαίσια των προθεσμιών οι αιτήσεις των λειτουργών που ενδιαφέρονται να συμμετάσχουν στα προγράμματα αυτά.
