



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
HUMAN RESOURCES AND SECURITY
Traineeships, Recruitment & Mobility
Competitions, Selections & Secondments

ΠΑΡΑΡΤΗΜΑ Ι

Brussels
HR.B.1/KC

File treated by G. Kharbouch ☎ 59867

Dear Ambassador,

I am pleased to announce the launch of the October 2024 exercise of the Commission's National Experts in Professional Training (NEPT) Programme.

In this exercise, participants have the possibility to begin their training either on the 1st or 16th of October 2024. Further details can be found in annex.

I would be grateful if you could send the complete application package (i.e. list of candidates, their application forms and CVs) to the mailbox HR-ENFP@ec.europa.eu no later than the **30th of April 2024**. Only applications submitted through the Permanent Representation, or the Mission will be taken into consideration.

Thank you in advance for your assistance in this matter.

Yours sincerely,

Electronically signed

Kyriacos CHARALAMBOUS
Head of Unit

Enclosures:

1. Specific information relating to the exercise
2. Explanatory note for candidates
3. Application form
4. Candidates' list (template)



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NATIONAL EXPERTS IN PROFESSIONAL TRAINING (NEPT) PROGRAMME

Explanatory note for candidates

Introduction

The Commission organises twice a year a professional training for national experts. This training ⁽¹⁾ offers a unique opportunity to gain practical experience and understanding of the Commission's working methods and policies as well as the day-to-day work in a Commission department in a multicultural, multilingual environment.

Eligibility

To be eligible, you must:

- be employed as an official or contract staff member by a public administration;
- have a thorough knowledge of one of the EU languages and a satisfactory knowledge of another EU language to the extent necessary for the performance of your duties;
- not have been seconded as a national expert (SNEs) or benefited from any kind of contract or employment within a European institution. This does not include having participated in the ERASMUS+ programme for professionals or having been a BlueBook trainee.

During the full duration of the professional training, your employer must continue to pay your salary and has to ensure that you remain subject to your social security and pension rights scheme.

If you do not meet these eligibility criteria, your application cannot be taken into consideration.

Application procedure

To apply for a professional traineeship, please fill out the application form (available through your employer or the Permanent Representation / Mission to the European Union) and provide a recent CV.

You can indicate up to three different Directorates-General in order of preference. We recommend choosing those Directorates-General most in line with your expertise and experience to increase the chances of being selected. Directorates-General generally look for candidates whose professional profile is most relevant to their work. For more information, you can always consult the websites of the different Directorates-General (https://ec.europa.eu/info/index_en).

⁽¹⁾ The professional training is covered by Commission decision C(2008) 6866 of 12.11.2008, as amended by 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

Be careful when indicating the duration of the professional training. You have different possibilities but once you have chosen and submitted your application, the duration can no longer be modified ⁽²⁾.

Do not forget to sign the application form. Your application will only be accepted if it is duly signed and your name appears on the list of candidates sent by your Permanent Representation / Mission.

Selection procedure by Commission services

Once the Commission has received your application and considered it eligible, we will transmit it to the three Directorates-General which you have indicated. First priority goes to the first Directorate-General on your list; second priority to the second one and the third Directorate-General may choose you if the first two have not done so.

Although the Commission will do its best to ensure that you will be working in one of the three Directorates-General which you have indicated, there is no absolute guarantee that this will always happen. In case, none of the three Directorates-General has chosen you, your application becomes open to the other Directorates-General in the Commission who may offer you a place instead.

Once a Directorate-General has made its choice, it will contact you to see whether you want to accept the offer. If you or your employer do not agree with this offer, you may withdraw your application for the current exercise et apply again for another exercise.

If you want to withdraw, please inform the Commission (DG Human Resources & Security: HR-ENFP@ec.europa.eu) and your Permanent Representation / Mission as soon as possible. This could allow the Directorate-General concerned to look for another candidate or for your Permanent Representation / Mission to propose a replacement.

The selection process is formalised once the Commission has sent the full list of selected candidates and their hosting Directorates-General to your Permanent Representation / Mission.

Specific requirements for some Directorates-General

- **DG Communication (COMM):** candidates must choose as a preference DG COMM (in general) or DG COMM's Spokesperson's Service (COMM SPP).
- **Office for Infrastructure and Logistics (OIB):** 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):** 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.

⁽²⁾ The Decision governing the professional traineeship stipulates that its duration shall be fixed at the outset and may not be changed or extended. If you apply for a professional training in a private office of one of the Members of the Commission, the duration may, by way of derogation, be extended to 6 months.

- **DG Health and Food Safety (SANTE):** candidates must have a background in food safety or health.
- **European External Action Service (EEAS):** applicants who would like to follow their professional training in the EEAS, should send as soon as possible proof of their Security Clearance (level SECRET) issued by their National Security Authority to their Permanent Representation or Mission who will transmit this to the EEAS.



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**PROGRAMME FOR PROFESSIONAL TRAINING FOR NATIONAL EXPERTS (NEPT)
 CALENDAR AND QUOTA FOR APPLICATIONS**

October 2024 Exercise

CALENDAR

By 30.04.2024	Submission of applications via the Permanent Representations / Missions
May 2024	Internal selection procedure by Directorates-General / Cabinets. During this period, candidates should not contact their selected DGs.
June 2024	Directorates-General / Cabinets contact selected candidate with an offer. Candidates inform whether they accept the offer.
July 2024	DG Human Resources & Security provides Permanent Representations / Missions with the finalised list of the selected candidates and their DG.
	DG Human Resources & Security confirms candidates their participation in the NEPT programme.

QUOTAS

- The annual total number of participants in the NEPT programme should not exceed the quota set out for each participating state.
- A quota may be increased by 50% for a full yearly exercise at the request of a EU Member State holding the Presidency of the Council within the next 2 years. The request must be submitted to DG Human Resources & Security (HR-ENFP@ec.europa.eu).
- Quotas cover the two exercises (March and October) of the year. It is therefore recommended not to use the full quota during the first exercise (March) in order to have positions available for the second one (October).

	Annual quota for 2024	Quota used during the March exercise 2024	Quota available for October exercise 2024
AT	15	9	6
BE	12+6	0	18
BG	10	1	9
CY	6	4	2
CZ	15	10	5
DE	35	22	13
DK	10+5	7	8
EE	6	1	5
EL	12	6	6
ES	27	17	10
FI	10	6	4
FR	30	13	17
HR	8	0	8
HU	15+8	3	20
IE	8+4	6	6
IT	29	6	23
LT	8	0	8
LU	6	1	5
LV	4	0	4
MT	5	0	5
NL	18	9	9
PL	30	4	26
PT	15	1	14
RO	14	1	13
SE	21	2	19
SI	6	0	6
SK	10	1	9
	408	130	278

CH	6	1	5
IS	6	0	6
LI	6	0	6
NO	6	3	3
	24	4	20

