



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
HUMAN RESOURCES AND SECURITY
Directorate HR.B – Recruitment & mobility
Competitions & selections

Brussels,
HR.B.1/MSD/ch (2022)
File treated by C. Henrotte ☎ 60283

Your Excellency,

I am pleased to announce the launch of the March 2023 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 2023.

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 information relevant to this exercise.

Candidates should fill in and sign the application form (Annex 3) and draft their CV in 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 2022**.

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)
Mihai-Şerban DUMITRACHE
Head of Unit

Enclosures:

1. Explanatory note
2. Information on March 2023 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.1 (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 food safety or 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 2023 (March)**

CALENDAR

By 15.10.2022	Submission of applications via the Permanent Representations or Missions
November 2022	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 2022	DGs/Cabinets make an offer to their selected candidates (by email). The candidates advise the DGs/Cabinets whether they accept the offer.
January 2023	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 2023, 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.1 (HR-ENFP@ec.europa.eu).**
- In the first exercise of the year (March), the Permanent Representations and Missions could use the full quota set for the whole year. It was, 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 2023
AT	10
BE	12
BG	10
CY	4
CZ	12
DE	29
DK	7
EE	4
ES	27+14
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+5
SI	4
SK	7
	323+19

CH	6
IS	6
LI	6
NO	6
	24