

## **‘Title II BIS**

### **SHORT-TERM PROFESSIONAL TRAINING FOR NATIONAL OFFICIALS**

#### *Article 38b*

##### *General provisions and definitions*

- (1) National officials taking part in short-term professional training are staff of the Member States' public administrations or, depending on the number of places available, of countries with which the Council has decided to open accession negotiations.
- (2) With the exception of the payments specified in Article 38g, the Commission does not grant any remuneration or allowance to national officials taking part in the short-term professional training described under this heading.
- (3) The European School of Administration (EUSA) is authorised to organise the professional training of such officials under the responsibility of the Directorate-General for Human Resources and Security with a view to meeting the objectives set in Article 38c and ensuring that such training covers all aspects of the EU's decision-making processes.

#### *Article 38c*

##### *Objective of the short-term professional training*

The objective of this short-term professional training is to:

- (a) increase knowledge and understanding of the EU's institutions, decision-making processes and policies;
- (b) promote administrative cooperation between the participating public administrations and the EU institutions and so contribute to deeper mutual understanding;
- (c) give participants the chance to make contacts and create networks, both among themselves and with officials of the EU institutions and, in that way, derive benefit in all areas of their professional life;
- (d) promote mutual understanding between the participating public administrations.

#### *Article 38d*

##### *Eligibility*

In order to be eligible, candidates must:

- (a) be a national of one of the countries referred to in Article 38b;

- (b) be employed by a national, regional or local administration in one of the countries referred to above;
- (c) have been recruited within the five years preceding the deadline specified in the call for applications and have completed at least six months' service;
- (d) work at a level equivalent to that of an administrator in the EU institutions and in a field involving particular aspects of the EU;
- (e) in general, never have been employed by, or completed a period of work experience in, any of the EU institutions or another body.

*Article 38e*  
*Selection of candidates*

The EUSA will periodically inform the permanent representations of the countries referred to in Article 38b that the programme is being organised and will ask them to submit candidates' applications.

On the basis of an analysis by the EUSA of applications submitted by the permanent representations of the countries referred to in Article 38b, the EUSA will decide which candidates are to be admitted to each session, as far as possible taking into account any order of priority that may have been indicated and the need to ensure geographical and gender balance. In principle, a maximum of 45 candidates will be admitted to each session.

The permanent representations and the candidates will be duly informed of the results of their applications.

*Article 38f*  
*Duration of the short-term professional training*

- (1) In principle, the short-term professional training will last for a week and a half.
- (2) The candidates may take part in only one short-term professional training course.
- (3) Professional training is organised, in principle, three times a year.

*Article 38g*  
*Assumption of organisational and logistical costs*

- (1) The Commission will assume responsibility for participants' accommodation costs throughout the programme, for the fees of external trainers for a portion of the training and for logistical expenditure, for example on transport to institutions outside Brussels, refreshments and occasional meals. For all these costs, the existing framework contracts will be used as far as possible, and where these cannot be used, recourse will be made to the negotiated procedures under Article 137 of Commission Delegated Regulation (EU) No 1268/2012.
- (2) In view of the nature of these costs, they will be charged to the budget article entitled 'other management expenditure of the institution'.
- (3) During the programme, the participants will continue to be paid by their employer and will maintain their administrative status throughout the training. The participants will also remain subject to the social security legislation applicable to the public administration that employs them.

*Article 38h*  
*Certificate of attendance*

Individuals who have taken part in such short-term professional training will receive a certificate specifying the dates of the short-term professional training.'

Done at Brussels on 18.8.2014,

*For the Commission*  
*Maroš ŠEFČOVIČ*  
*Vice-President*