



**EUROPEAN COMMISSION**  
 DIRECTORATE-GENERAL  
 HUMAN RESOURCES AND SECURITY  
 Directorate HR.B - Career  
**Unit B4 – Career and Performance Management**

**European Commission  
 National Experts in Professional Training (NEPT) Programme**



**FREQUENTLY ASKED QUESTIONS**

**1. Before the secondment**

<ul style="list-style-type: none"> <li>• Legal base</li> </ul>	<p>The base to this programme is provided by the Commission Decision C(2008)6866: <a href="http://ec.europa.eu/civil_service/docs/regime_end_en.pdf">http://ec.europa.eu/civil_service/docs/regime_end_en.pdf</a>.</p>
<ul style="list-style-type: none"> <li>• Eligibility</li> </ul>	<p>You must be employed by a public administration under the status of permanent official or contract staff member. No special amount of years of professional experience is requested. Your application (<b>duly signed</b> application form + CV in Europass) must be transmitted by the Permanent Representation of your employer's country. You may not have benefited from any previous contract, employment or traineeship within a European institution or body (except the visiting programme "Erasmus for Officials").</p>
<ul style="list-style-type: none"> <li>• Selection procedure</li> </ul>	<p>There is a first phase during which the 3 Directorate-Generals (DGs) and/or Cabinets you indicated in your application form have priority on other services, in the order indicated. Then there is a second phase where remaining candidates are appointed to the first service requesting them.</p> <p>At the end of the selection period, in principle only the service that will host a candidate will contact that person (the services are not entitled to contact the candidates that are not appointed to them). The final appointment is communicated by the Directorate-General for Human Resources and Security to the Permanent Representations first, and then to the candidates individually. If that offer does not match the candidate's or the candidate's employer's expectations, he/she can withdraw the application and register again for the following exercise.</p>
<ul style="list-style-type: none"> <li>• Starting date/ duration</li> </ul>	<p>Is a change of dates/duration possible?                  Yes, provided that you still start either on 1st or 16th of March/October, and for a period of min. 3 and max. 5 months (6 months if appointed to a Cabinet). You also need your employer's and the hosting DG's approval and you have to inform the NEPT sector at the latest 2 weeks before the starting date. Any change requested at a later stage will not be accepted.</p>
<ul style="list-style-type: none"> <li>• Mandatory documents</li> </ul>	<p><b>Before your taking-up duty</b>, you must have submitted a copy of your passport or identity card and your employer's declaration.</p>
<ul style="list-style-type: none"> <li>• Financial documents</li> </ul>	<p>The Legal Entities and Financial Identification forms can be sent either beforehand, or at the moment that a mission is being programmed (if any).</p>
<ul style="list-style-type: none"> <li>• Insurance</li> </ul>	<p>During the whole duration of the professional training, you must be covered by the social security legislation applicable to the civil service of your national administration, which will assume responsibility for expenses incurred abroad, and be insured against the risk of accidents, death and invalidity</p>

<ul style="list-style-type: none"> <li>• Visa</li> </ul>	<ul style="list-style-type: none"> <li>- Nationals from a EU Member State: no.</li> <li>- Nationals from a non-Member State: yes, you should contact the Belgian Consulate in your country.</li> </ul>
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## 2. During the secondment

<ul style="list-style-type: none"> <li>• Remuneration</li> </ul>	In accordance with article 37.2 of the Commission Decision C(2008)6866, NEPT receive no financial compensation from the Commission, except the reimbursement of possible mission expenses.
<ul style="list-style-type: none"> <li>• Working hours</li> </ul>	NEPT are working fulltime (40hrs/week). There is no possibility of working part-time. A core-time has to be respected, and there is a certain flexibility around that core-time (provided the hierarchy agrees).
<ul style="list-style-type: none"> <li>• Access to buildings</li> </ul>	The NEPT badge does not give access to the buildings of the other European institutions. This decision was not taken by the Commission, as each institution decides which type of personnel can have access to its buildings.
<ul style="list-style-type: none"> <li>• Leave rights</li> </ul>	At the start of your professional training, your leave rights will be fixed in the Commission system SYSPER. You are entitled to 2 days of leave per month of the total duration, as well as the Commission's public holidays. Any request of leave day(s) has to be introduced in the SYSPER system and approved by the Head of Unit. There is a possibility of so-called special days of leave, if requested beforehand and submitting justification documents. For any request related to your individual rights you should contact the Leave Manager (GECO) of your DG.
<ul style="list-style-type: none"> <li>• Language classes</li> </ul>	NEPT may not take the Commission's language classes.
<ul style="list-style-type: none"> <li>• Other types of training</li> </ul>	You are allowed to attend trainings or information sessions internal to your DG, provided that there are places available (priority being given to longer-term staff).
<ul style="list-style-type: none"> <li>• Sickness</li> </ul>	In case of sickness exceeding three days, you must send a medical certificate to the Medical Service.
<ul style="list-style-type: none"> <li>• Missions</li> </ul>	May I be sent on mission? Yes. A mission order, then a declaration of mission costs, will be entered into the appropriate database like for any type of Commission staff.
<ul style="list-style-type: none"> <li>• Extension</li> </ul>	Can my NEPT secondment be extended? No. In accordance with article 33 of the Commission Decision C(2008)6866, "The duration shall be fixed at the outset and may not be changed or extended." Furthermore, it is not possible to become an atypical trainee right after a NEPT secondment.

## 3. At the end of the secondment

<ul style="list-style-type: none"> <li>• Badge</li> </ul>	Can I keep my badge? No, it must be handed in at the Security Office (Rue Montoyer 34, ground-floor).
<ul style="list-style-type: none"> <li>• End of training reports</li> </ul>	<ul style="list-style-type: none"> <li>- Where do I find the templates?</li> <li>- How do I send you my own report and possibly the one filled in by my superior?</li> </ul> They will be sent to you by the Human Resources correspondent of your DG. The report should be sent in electronic format (word or pdf) to the functional mailbox <a href="mailto:HR-ENFP@ec.europa.eu">HR-ENFP@ec.europa.eu</a> .