



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

## NATIONAL EXPERTS IN PROFESSIONAL TRAINING (NEPT) PROGRAMME

### Explanatory note for candidates

#### **Introduction**

The Commission organises twice a year a professional training for candidates from a public administration in one of the Member States or a third country to which the secondment is open, hereinafter referred to as ‘national experts in professional training (NEPT)’. This training <sup>(1)</sup> offers you a unique opportunity to gain practical experience and understanding of the Commission’s working methods and policies as well as the day-today work in a Commission department, in a multicultural and 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.  
*For non-EU participants:* have a thorough knowledge of one of the EU languages necessary for the performance of your duties.
- not have been seconded as a national expert (SNE) or benefited from any kind of contract or employment within a European institution. However, if you have participated in the ERASMUS + programme or if you have been a Blue Book trainee, you can apply to the NEPT programme.

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. The Commission does not pay any financial compensation.

Only eligible applications will be considered.

#### **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. We strongly recommend using the [Europass](#) template.

You can indicate up to three different Directorates-General or cabinets in order of preference. We recommend choosing those Directorates-General or cabinets most in line with your expertise and experience to increase the chances of being selected, as they 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 and Commissioners’ cabinets

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<sup>(1)</sup> 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

([https://ec.europa.eu/info/index\\_en](https://ec.europa.eu/info/index_en)). Please note that you can also apply for the European External Action Service (EEAS), but **you cannot apply for European Agencies**.

Please note that, once you have chosen and submitted your application, **the duration of your professional training can no longer be modified** <sup>(2)</sup>.

**The application form should be signed by you and your employer.** 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, DG HR will share it with the three Directorates-General and cabinets which you have indicated. First priority goes to the first Directorate-General or cabinet on your list; second priority to the second one and the third Directorate-General or cabinet 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 or cabinets which you have indicated, there is no absolute guarantee that this will always happen. In case, none of the three Directorates-General or cabinets has chosen you, your application becomes open to the other services in the Commission who may offer you a place instead.

Once a Directorate-General or cabinet 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 and apply again for another exercise.

Please note however that, if you want to withdraw, you need to inform the Commission (DG Human Resources & Security: [HR-ENFP@ec.europa.eu](mailto: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.

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<sup>(2)</sup> 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.
- **DG Competition (COMP):** exclusively candidates from EU Member States.
- **DG Climate Action (CLIMA):** welcomes candidates from EU Member States and non-EU countries. Candidates from enlargement countries are encouraged to apply for DG CLIMA.