



Decision No 3/2019

of 17 October 2019

of the Management Board

laying down rules on the secondment to the European Labour Authority of national experts and national experts in professional training

THE MANAGEMENT BOARD OF THE EUROPEAN LABOUR AUTHORITY,

Having regard to Regulation (EU) 2019/1149 of the European Parliament and of the Council of 20 June 2019 establishing a European Labour Authority, amending Regulations (EC) No 883/2004, (EU) No 492/2011, and (EU) 2016/589 and repealing Decision (EU) 2016/344¹, and in particular Articles 32 and 33 therein,

Whereas:

- (1) Seconded national experts (SNEs) should enable the European Labour Authority (the 'Authority') to benefit from the high level of their professional knowledge and experience, in particular in areas where such expertise is not readily available.
- (2) It is highly desirable to foster the exchange of professional experience in and knowledge of, European policies by temporarily assigning experts from the administrations of the Member States to the Authority, even for short periods. For the same reason, steps should also be taken to facilitate the use of experts drawn from the administrations of Member States of the European Free Trade Area (EFTA), candidate countries that have reached an agreement with the Authority on personnel matters, and public intergovernmental organisations (IGOs).
- (3) In order to ensure that the Authority's independence is not compromised by private interests, it should be stipulated that SNEs must come from a national, regional or local public administration or an IGO. The secondment of an SNE by an employer other than a national, regional or local public administration or an IGO should be authorised only on a case-by-case basis, once it has been ascertained that the SNE's employer is part of the public sector or is an independent university or research organisation that does not seek to make profits for redistribution.
- (4) In order to avoid any conflict of interests, the rights and obligations of SNEs, as set out in this Decision, should ensure that they carry out their duties solely in the interests of the Authority.
- (5) In view of their special status, it should be stipulated that SNEs acting alone will not exercise any of the responsibilities that belong to the Authority by virtue of the powers conferred upon it, unless specially empowered to do so in writing by the Executive Director of the Authority.
- (6) It is desirable to consolidate the Rules applicable to SNEs in a single text, preserving their specific features while also simplifying them and, in the case of working conditions and the

¹ OJ L 186, 11.7.2019, p.21 .

granting of subsistence allowances, by bringing them as much as possible into line with the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities, but without actually assimilating SNEs to these categories.

HAS ADOPTED THIS DECISION:

TITLE I

SECONDED NATIONAL EXPERTS

Chapter I

General provisions

Article 1 ***Scope and definitions***

1. These Rules shall apply to national experts seconded to the Authority (hereinafter referred to as SNEs or seconded national experts).

Seconded national experts are staff of the public administration employed by:

- a) a Member State of the EU;
- b) a country with which the Council has decided to open accession negotiations and which has concluded a specific agreement on staff secondments for participation in the Authority's work;
- c) a public IGO,

who are seconded to the Authority so that it can use their expertise in a particular field.

For the purposes of this Decision, the public administration means all State administrative services at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities.

The persons covered by these Rules must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment.

The SNE's employer shall thus undertake to continue to pay his or her salary, to maintain his or her administrative status (permanent official or contract staff member) throughout the period of secondment and to inform the Authority of any change in the SNE's situation in this regard. The SNE's employer shall also continue to be responsible for all social rights of the SNE, particularly social security and pension.

The termination of or change in the SNE's administrative status (permanent official or contract staff member) may lead to the termination of his or her secondment by the Authority, without notice, in accordance with Article 10(2)(c).

2. Notwithstanding the second subparagraph of paragraph 1, the Executive Director may, on a case-by-case basis, authorise the secondment of an SNE from an employer other than a State public administration or an IGO if the interests of the Authority warrant bringing in specific expertise as a temporary measure, provided that the SNE's employer:

- is an independent university or research organisation which does not set out to make profits for redistribution; or
- is in fact part of the public sector.

For the purposes of this Decision, to qualify as being part of the public sector the SNE's employer must meet all the following conditions:

- it must be attached to a public administration, as defined in paragraph 1, and specifically it must have been created by legislation or regulation;
- its resources must come primarily from public funding;
- any activities in which it competes against other private or public entities on the market must represent less than half of its activities.

3. Except where the Executive Director grants a derogation, an SNE must be a national of an EU or EFTA Member State or a country with which the Council has decided to open accession negotiations and which has concluded a specific agreement with the Authority on staff secondments.

4. When a secondment is being planned, the Authority shall ensure the geographical and gender balance and compliance with the principle of equal opportunities, in accordance with the principles set out in Article 1d and Article 27 of the Staff Regulations.

Article 2

Cost-free seconded national experts

1. For the purposes of this Decision, “cost-free SNEs” means SNEs for whom the Authority does not pay any of the allowances provided for in Chapter III or cover any of the expenses provided for in this Decision, other than those related to the performance of their duties during their secondment.

2. Cost-free SNEs may be seconded from the public administration, as defined in Article 1, subject to the same requirements for authorisation by the Executive Director where appropriate.

3. Cost-free SNEs shall be taken into account in the Authority's final allocation of human resources and on its budget.

Article 3

Selection procedure

1. SNEs shall be selected according to an open and transparent procedure, taking account of the Authority's rules governing the selection and engagement of the Authority's staff.
2. The secondment shall be authorised by the Authority's Executive Director and effected by an exchange of letters between the Authority's Executive Director and the SNE's employer.

Article 4
Period of secondment

1. The initial period of secondment may not be less than six months or more than two years. It may be renewed once or more, up to a total period not exceeding four years. Exceptionally, at the request of the Unit concerned and where the interests of the service warrant it, the Executive Director may authorise one or more extensions of the secondment for a maximum of two more years at the end of the four-year period.

In cases where an SNE has been seconded as a national expert in professional training within the meaning of Title II during the six years preceding his secondment as an SNE, the period of the traineeship shall be deducted from the maximum period of six years provided for in the previous paragraph.

2. The initial duration of the secondment shall be specified in the exchange of letters referred to in Article 3. Any extension of the period of secondment shall be the subject of a new exchange of letters.

Article 5
Place of secondment

SNEs may be seconded to the seat of the Authority unless decided otherwise by the Executive Director.

Article 6
Tasks

1. SNEs shall assist the Authority statutory staff members. They may not perform middle or senior management duties, even when deputising for their immediate superior.
2. SNEs shall take part in missions or external meetings only as part of a delegation led by an Authority statutory staff member or, if on their own, as an observer or for information purposes.
3. In all other cases, by way of derogation from paragraph 2, the Executive Director may give a specific mandate to the SNE to participate on his or her own in one or more missions or external meetings, after having ensured that there is no potential conflict of interest.
 - a. In such cases the Executive Director shall give the SNE clear and specific written instructions on the position to be adopted during the missions or meetings in question.
 - b. The Executive Director may delegate his power to derogate to the Head of Unit concerned.
 - c. Under no circumstances may an SNE on his or her own represent the Authority with a

view to entering into commitments, whether financial or otherwise, or negotiating on its behalf.

- d. An SNE may, however, represent the Authority in legal proceedings as co-agent with a statutory staff member.
4. The Authority shall remain solely responsible for approving the results of any tasks performed by an SNE and for signing any official documents arising from them.
5. The Unit concerned, the SNE's employer and the SNE must ensure that there is no conflict of interest in relation to the SNE's duties while seconded to the Authority.

For this purpose, the Unit to which the SNE is to be seconded shall inform the SNE and their employer before the start of the secondment about the intended duties and ask them to confirm in writing that they do not know of any reason why the SNE should not be assigned to those duties.

The employer and the SNE shall also undertake to inform the Head of Unit to which the SNE is seconded of any change of circumstances during the secondment which could give rise to any such conflict.

The Unit to which the SNE is seconded shall keep a copy of all such exchanges of correspondence in its records and shall hand it over to the Executive Director on request.

6. In cases where the Unit to which an SNE is to be seconded considers that the nature of its activities requires particular security precautions, security clearance shall be obtained prior to recruitment.
7. Failure on the part of the SNE to comply with his or her obligations arising from this Decision shall entitle the Authority, if it sees fit, to terminate the secondment of the SNE pursuant to Article 10(2)(c).

Article 7 **Rights and obligations**

1. During the period of secondment:
 - SNEs shall carry out their duties and conduct themselves solely with the interests of the European Union in mind. They shall neither seek nor take instructions from any government, authority, organisation or person outside the Authority. They shall carry out the duties assigned to them objectively, impartially and in keeping with their duties of loyalty to the European Union.
 - SNEs wishing to engage in an outside activity, whether paid or unpaid, or to carry out any assignment outside the Authority shall be subject to the Authority's rules on prior authorisation for staff members². The department concerned shall consult the SNE's employer before issuing an authorisation.
 - SNEs shall refrain from any action or behaviour which might reflect adversely upon

² Article 12b of the Staff Regulations and the provisions implementing this Article shall apply mutatis mutandis

their position and from any form of psychological or sexual harassment³.

The SNEs shall not, in the performance of their duties, deal with a matter in which, directly or indirectly, they have any personal interests such as to impair their independence, and, in particular, family and financial interests. If they have occasion in the performance of their duties to deal with such a matter, they shall immediately inform their Head of Unit, who will take any appropriate measure and may, in particular, relieve the SNE of responsibility in this matter.

The SNEs may neither keep nor acquire, either directly or indirectly, in undertakings which are subject to the authority of the Authority or which have dealings with the Authority, any interests of such kind or magnitude as might impair their independence in the performance of their duties.

The SNEs shall declare any gainful activity performed in a professional capacity by their spouse, as defined by the Staff Regulations and the conditions of Employment of Other Servants of the European Communities.

- The SNEs shall refrain from any unauthorised disclosure of information received in the line of duty, unless that information has already been made public or is accessible to the public.
- The SNEs have the right to freedom of expression, with due regard for the principles of loyalty and impartiality.

SNEs who intend to publish or cause to be published, whether alone or with others, any text on a matter relating to the work of the European Union shall inform their Head of Unit in advance. Where the Head of Unit is able to demonstrate that the publication is liable seriously to prejudice the legitimate interests of the Authority, they shall inform the SNE of their decision in writing within 30 working days of receipt of the information. If no such decision is notified within the specified period, the Head of Unit shall be deemed to have had no objections.

- All rights in any work done by the SNEs in the performance of their duties shall be the property of the Authority.
- The SNEs shall reside at the place of secondment or at no greater distance therefrom as is compatible with the proper performance of their activities.
- Based on their professional knowledge and experience, the SNEs shall assist and tender advice to the superiors in the Authority to whom they are assigned and shall be responsible to their superiors for performance of the tasks entrusted to them.

2. Failure to comply with any of the provisions of paragraph 1 during the period of secondment shall entitle the Authority, if it sees fit, to terminate the SNE's secondment pursuant to Article 10(2)(c).
3. At the end of the secondment the SNE shall continue to have a duty of loyalty to the Authority and be bound by the obligation to act with integrity and discretion in the exercise of new duties assigned to him and in accepting certain posts or advantages.

³ Article 12a of the Staff Regulations and the provisions implementing this Article shall apply mutatis mutandis

Article 8

Professional experience and knowledge of languages

1. To qualify for secondment to the Authority a national expert must have at least three years' experience of administrative, legal, scientific, technical, advisory or supervisory functions which can be regarded as equivalent to those of function groups AD or AST - this latter function group being taken into consideration only for highly specialised job profiles - as defined in the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union.
2. The SNE must produce evidence of 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 his or her duties. An SNE from a non-member country must produce evidence of a thorough knowledge of one EU language necessary for the performance of his or her duties.

Article 9

Suspension of secondment

1. At the written request of the SNE or the SNE's employer, and with the latter's agreement, the Authority may authorise suspensions of periods of secondment and specify the terms applicable. During such suspensions:
 - a) the subsistence allowances referred to in Article 17 shall not be payable;
 - b) the travel expenses referred to in Article 19 shall be payable only if the suspension is at the Authority's request.
2. The period of suspension shall not be counted in the period of secondment as defined in Article 4.

Article 10

Termination of periods of secondment

1. Subject to paragraph 2, the expert's secondment may be terminated at the request of the Authority or the SNE's employer, subject to three months' notice, or at the SNE's request, subject to the same period of notice and with the agreement of the Authority and the SNE's employer.
2. In exceptional circumstances the secondment may be terminated without notice:
 - a) by the SNE's employer, if the employer's essential interests so require;
 - b) by the Authority and the employer acting jointly, at the request of the SNE addressed to both parties, if the SNE's personal or professional interests so require;
 - c) by the Authority in the event of failure by the SNE or the SNE's employer to respect their obligations under this Decision; the Authority shall immediately inform the SNE and the SNE's employer accordingly.

Chapter II

Working conditions

Article 11 **Social security**

1. Before the period of secondment begins, the national public administration or IGO from which the SNE is to be seconded shall certify that the SNE will remain, throughout the period of secondment, subject to the social security legislation applicable to the public administration that employs him or her and is responsible for expenses incurred abroad. To this end, the SNE's employer shall provide the Authority with the certificate referred to in Article 19 of Regulation (EC) No 987/2009⁴.
2. From the day on which their secondment begins, SNEs shall be covered by the Authority against the risk of accident.
3. A SNE who cannot be covered by a public sickness insurance scheme may apply to have this risk insured by the Authority. The SNE shall pay half the relevant insurance premium and his or her contribution shall be deducted monthly from the subsistence allowances referred to in Article 17.

Article 12 **Working hours**

1. The working hours for SNEs shall be the same as those in force at the Authority.
2. An SNE shall serve on a full-time basis throughout the period of secondment. Following a duly justified request originating from the Unit concerned, the Executive Director may allow an SNE to work part time, provided the SNE's employer agrees and the arrangement is compatible with the smooth running of the department.

Article 13 **Sick leave**

1. The rules in force at the Authority on absence due to sickness or accident shall apply to SNEs⁵.
2. Where the period of sick leave exceeds three months or the length of time worked by the SNE, whichever is longer, the subsistence allowances referred to in Article 17 shall be automatically suspended.
3. Sick leave may not extend beyond the duration of the secondment of the person concerned.
4. SNEs who are the victim of a work-related injury which occurs during the secondment shall

⁴ OJ L 284, 30.10.2009, p. 1–42.

⁵ Articles 59 and 60 of the Staff Regulations and the provisions implementing these Articles shall apply *mutatis mutandis*

continue to receive the subsistence allowances in full throughout the period during which they are unfit for work. These allowances shall not, however, be paid beyond the end of the period of secondment.

Article 14
Annual and special leave

1. With the exception of the provisions relating to grade, the rules in force at the Authority on annual and special leave, applicable to officials, shall apply to SNEs⁶.
2. Leave shall be subject to prior authorisation by the respective service to which the SNE is seconded. In the event of unauthorised absence within the meaning of Article 60 of the Staff Regulations, subsistence allowances shall not be paid.
3. Upon a duly justified request from the SNE's employer, the SNE may be granted up to two days of special leave by the Authority in a 12-month period to visit their employer.
4. Days of annual leave not taken by the end of the period of secondment shall be forfeited.

Article 15
Maternity leave

1. The rules in force at the Authority on maternity leave shall apply to SNEs⁷. While on maternity leave, the SNE shall receive the subsistence allowances referred to in Article 17.
2. Where the rules that are binding upon the SNE's employer provide for a period of maternity leave longer than that granted by the Authority, the secondment may, at the SNE's request, be interrupted for the period by which that leave exceeds the leave granted by the Authority.
3. A period equivalent to the break may be added to the end of the secondment if the interests of the Authority warrant it.
4. An SNE may, as an alternative, apply for a break in the secondment to cover the sum of the periods allowed for maternity leave. In that case, the second subparagraph of paragraph 2 above shall apply.

Article 16
Management and control

Day-to-day administrative and financial management, such as the calculation and payment of subsistence allowances and travel allowances, shall be the responsibility of the Authority.

⁶ Articles 57 and 59a of and Annex V to the Staff Regulations and the provisions implementing these Articles shall apply mutatis mutandis.

⁷ Article 58 of the Staff Regulations and the provisions implementing this Article shall apply mutatis mutandis

Chapter III

Allowances and expenses

Article 17 *Subsistence allowances*

1. An SNE shall be entitled, throughout the period of secondment, to a daily subsistence allowance and a monthly subsistence allowance equal to the amount established by the Commission each year.
2. These subsistence allowances shall be granted under the same conditions as the expatriation allowance for the Authority's staff members⁸.
3. In the case of cost-free SNEs, the exchange of letters referred to in Article 3(2) shall stipulate that these allowances will not be paid.
4. The subsistence allowances shall be subject to the correction coefficient for the Slovakia pursuant to Article 64 of the Staff Regulations.
5. The adjustments to remuneration adopted by the Council pursuant to Article 65 of the Staff Regulations shall apply automatically to the subsistence allowances starting from the month following their adoption.
6. These allowances are intended to cover SNEs' living expenses in the place of secondment on a flat-rate basis and shall in no circumstances be construed as remuneration paid by the Authority.
7. Before the secondment, the SNE's employer shall certify to the Authority that during the secondment it will maintain the level of remuneration the SNE was receiving at the time of his or her secondment.
8. The SNE shall inform the Authority of any allowance similar to the subsistence allowances received from other sources. This amount shall be deducted from the subsistence allowances. Following a duly justified request from the employer, the Authority may decide not to make this deduction.
9. Subsistence allowances shall be payable for every day of the week, including during periods of mission, annual leave, special leave and holidays granted by the Authority.
10. When the SNE starts the secondment, the first 75 days of the subsistence allowances to which he or she is entitled shall be advanced in the form of a lump sum, and the allowances shall not be paid during the corresponding period. This lump sum shall be paid by the 25th day of the month for SNEs starting on the first day of the same month. For SNEs starting on the 16th day of the month, this lump sum shall be paid by the 10th day of

⁸ Article 4 of Annex VII to the Staff Regulations and the provisions implementing this Article shall apply mutatis mutandis

the following month. If the secondment is ended during the first 75 days, the SNE shall return the amount corresponding to the remainder of that period.

11. Subsistence allowances shall be paid no later than the 25th day of each month.

Article 18
Place of origin

1. For the purposes of this Decision, "place of origin" means the place where the SNEs performed their duties for their employer at the time of their secondment. The place of secondment shall be the place where the Authority to which the SNE is seconded is located. Both places shall be identified in the exchange of letters referred to in Article 3(2).
2. If, six months before their secondment to the Authority as an SNE, a national expert already has his or her main residence in a place other than that defined in paragraph 1, the place of origin shall be deemed to be whichever of the places is closer to the place of secondment.
3. Circumstances arising from work done by the SNE at the place of secondment for a State other than that of the place of secondment, or for an international organization, shall not be taken into account for the purpose of the Article.

Article 19
Travel expenses

1. SNEs, if not seconded on a cost-free basis, shall be entitled, for themselves, to the reimbursement of the cost of their travel between their place of origin and the place of secondment, as defined in Article 18, at the beginning and end of their secondment.
2. Travel expenses shall be reimbursed in accordance with the relevant rules and conditions in force at the Authority⁹.
3. By way of derogation from paragraph 1, SNEs who prove that they will be assigned to a place other than their place of origin at the end of the secondment shall be entitled to reimbursement of the travel expenses to that new place under the conditions laid down in paragraph 2. However, this reimbursement may not be more than the amount that would have been paid had the SNE returned to his or her place of origin. The Authority shall not reimburse any expenses referred to in the preceding paragraphs if they have been met by the employer or any other body. The Permanent Representation concerned or, as the case may be, the EFTA Secretariat, or IGOs concerned shall inform the Human Resources Unit of the Authority to this effect.

Article 20
Missions and mission expenses

1. SNEs may be sent on mission subject to Article 6.

⁹ Article 7(1) and (2) of Annex VII to the Staff Regulations and the provisions implementing these Articles shall apply *mutatis mutandis*.

2. Mission expenses shall be reimbursed in accordance with the relevant rules and conditions in force at the Authority¹⁰.

Article 21
Training

SNEs shall be entitled to attend training courses organised by the Authority if the interests of the Authority warrant it. The interests of the SNEs, in particular with a view to their reinstatement into their original administration after the secondment, may be considered when a decision is taken on whether to allow them to attend a training course.

Article 22
Appraisal

SNEs or an SNE's employer may request an appraisal annually. The appraisal procedure applicable to staff members of the Authority shall apply by analogy.

Article 23
Administrative provisions

SNEs shall report to the Human Resources service on the first day of secondment to complete the requisite administrative formalities. They shall take up duty on either the first or the sixteenth day of the month.

Chapter IV

Complaints

Article 24
Complaints

Without prejudice to the possibilities for instituting proceedings after taking up their position, under the conditions and time limits laid down in Article 263 of the Treaty on the Functioning of the European Union, any SNE may submit a complaint to the Executive Director about an act adopted by the Authority's services under this Decision which adversely affects them, with the exception of decisions which are direct consequences of decisions taken by their employer.

The complaint must be lodged within two months. The period shall start to run on the date of notification of the decision to the person concerned, but in no case later than the date on which the latter received such notification. The Executive Director shall notify the person concerned of his reasoned decision within four months from the date on which the complaint was lodged. If at the end of that period no reply to the complaint has been received, this shall be deemed to constitute an implied decision rejecting it.

¹⁰ Articles 11 and 12 of Annex VII to the Staff Regulations and the provisions implementing these Articles shall apply mutatis mutandis

TITLE II

NATIONAL EXPERTS IN PROFESSIONAL TRAINING

Article 25**General provisions and definitions**

1. National experts in professional training (hereinafter referred to as NEPTs) are staff from the public administrations of EU or EFTA Member States or from IGOs, who are admitted to Authority departments for professional training purposes.
2. The provisions of Article 1(1), (3), (4) and (5) shall apply by analogy to NEPTs.

Article 26**Purpose of the professional training**

1. The purpose of the professional training is:
 - to give NEPTs experience of the Authority's working methods and policies;
 - to enable them to gain practical experience and understanding of the day-to-day work of the Authority departments and to give them the opportunity to work in a multicultural, multilingual environment;
 - to enable staff of national administrations to put into practice the knowledge they have acquired in their studies, particularly in their respective areas of responsibility.
2. For its part, the Authority:
 - benefits from the input of people who can offer a new point of view and up-to-date knowledge which will enrich the daily work of the institution;
 - builds up a network of people with direct experience of its procedures.

Article 27**Eligibility**

1. The provisions of Article 8 on professional experience and knowledge of languages shall apply by analogy to NEPTs.
2. People who have already been seconded as an SNE or worked under an employment contract in one of the EU institutions or bodies shall not be eligible for traineeships.

Article 28**Selection of candidates**

1. Applications shall be forwarded by the Permanent Representations of the Member States concerned or, as the case may be, the EFTA Secretariat, administrations of non-member countries or IGOs to the Human Resources service of the Authority in accordance with the procedure and methods decided by that unit.
2. After consulting the departments concerned and considering the situation, the Executive

Director shall decide how many NEPTs are to be admitted to the Authority for each period.

Article 29
Duration of the professional training

1. The professional traineeships shall last between three and five months. The duration shall be fixed at the outset and may not be changed or extended. A NEPT may complete only one professional traineeship.
2. The professional traineeships are organised twice a year, usually starting on the 1st or 16th of the months of March and October.

Article 30
Organisation of the professional training

Throughout the professional traineeship NEPTs shall be supervised by a training advisor. The training advisor must inform the Human Resources service of the Authority of any significant incidents during the professional traineeship (in particular absences, illness, accidents or interruption) which they know of or have been informed of by the NEPT.

NEPTs must obey instructions given by their training advisor, their superiors in the service to which they are seconded and the Human Resources service of the Authority.

NEPTs shall be allowed to attend meetings, unless they are restricted or confidential, to receive documentation and to participate in the activities of the department to which they are seconded.

Article 31
Suspension of the professional traineeship

At the written request of the NEPT or their employer, and with the latter's prior agreement, the Head of Unit concerned may authorise a very brief suspension of the professional traineeship or its early termination. The NEPT may return to complete the remaining period of the professional traineeship, but only up until the end of that period. Under no circumstances may the traineeship be extended.

Article 32
Working conditions and remuneration

1. The following Articles shall apply by analogy to NEPTs:
 - Article 6 on tasks;
 - Article 7 on rights and obligations;
 - Article 11(1) and (2) on social security;
 - Article 12(1) on working hours;
 - Article 13 on sick leave;

- Article 14 on annual leave and special leave;
 - Article 20 on missions and mission expenses.
2. NEPTs shall be regarded as cost-free SNEs within the meaning of Article 2. They shall continue to be paid by their employer without any financial compensation being paid by the Authority. The Authority will accept no requests for grants or fees or the reimbursement of travel or other expenses other than the reimbursement of mission expenses incurred as part of the professional traineeship.

Article 33
Reports and certificate of attendance

NEPTs who have completed the stipulated professional training period shall complete the evaluation reports requested by the Human Resources service of the Authority at the end of their traineeship. Training advisors must also complete the relevant evaluation report.

Subject to the completion of these reports, NEPTs who have completed their professional traineeships shall receive a certificate showing the dates of the professional training and the department in which it took place.

TITLE III

FINAL PROVISIONS

Article 34
Delegation

The Executive Director may delegate the powers devolved to him pursuant to this Decision to one or more middle managers of his choice.

The employer concerned shall enjoy a close working relationship with the Authority throughout the SNEs' secondment. All correspondence and contacts between the SNE's employer and the Authority shall be directed to the Authority's Human Resources service.

Article 35
Entry into force

This Decision shall take effect the day immediately after its adoption by the Management Board of the Authority.

Done at Brussels, 17 October 2019

The Acting Chairperson