

# **Explanatory note for the candidate selected as SNE at the Commission**

## **1. GENERAL INFORMATION**

- The conditions of secondment as SNE at the Commission are specified within the Commission Decision C(2008)6866 of 12/11/2008 (see annex).
- A secondment/extension request can only be initiated by the Commission service which published the vacancy and selected the candidate. The Seconded National Expert scheme is coordinated by the Commission's Human Resources and Security Directorate General (DG HR).
- The secondment and final start date of the secondment can only be confirmed by the Permanent Representation with an official reply letter to the initial request letter from DG HR. The duration confirmed by the Permanent Representation cannot go beyond the initial requested duration.
- Throughout the period of secondment, the SNE's employer has to continue to pay the SNE's salary, to maintain his/her administrative status (permanent official or contract staff member) and to inform DG HR of any change in the SNE's situation in this regard. The SNE's employer shall also continue to be responsible for all the social rights, particularly social security (medical costs coverage, family allowances, etc.) and pension.
- The Commission can therefore not be considered as the employer of the SNE and the SNE is considered as external staff to the Commission.
- The daily and monthly allowances paid by the Commission (for SNE with 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 Commission.
- The place of origin, the place of secondment and the daily and monthly allowances will be fixed by DG HR (based on the declarations within the secondment file) and specified within the letter sent to the Permanent Representation.

## **2. AFTER THE SELECTION: NEXT STEPS:**

- The Commission service which selected the candidate will initiate the secondment procedure by sending a formal request of secondment to the SNE team in DG HR.
- This formal request must be completed with attached three documents/declarations supplied by the SNE and/or by his/her employer: END.1, EMP.1 and EMP.2. The SNE has to send these three documents duly filled in, signed and stamped as soon as possible directly to the SNE team in DG HR ([HR-END@ec.europa.eu](mailto:HR-END@ec.europa.eu)).
- Once the secondment file is completed by the above-mentioned documents and registered by the SNE team, they will verify if the secondment request fulfils all the conditions specified within the Commission Decision and proceed with the derogations, if needed.
- Once the SNE team has received and validated the above-mentioned documents, they fix a proposed starting date which is 2 months later and on 1<sup>st</sup> or 16<sup>th</sup> of the month. This is in order to take into account a general request from the Permanent Representations so that the different actors have enough time to treat the secondment request properly.
- On the basis of the declarations in the secondment file, the SNE team fixes the place of origin and secondment and corresponding daily and monthly allowances for SNEs with allowances.
- The SNE team will then send a letter to the Permanent Representation requesting the secondment with the proposed start date.
- Only the official reply letter from the Permanent Representation sent to DG HR can be accepted as a confirmation and fixed start date of the secondment.

- The SNE sector is not entitled to take into consideration a reply letter sent directly from the employer. The employer should rather send such a letter to the Permanent Representation for appropriate follow-up.
- The start date confirmed by the Permanent Representation may be different from the date proposed by the SNE sector. It should however be a date after the letter has been sent by the Permanent Representation and on the 1<sup>st</sup> or 16<sup>th</sup> day of the month.
- Once the secondment has been confirmed by the Permanent Representation, the SNE team will send a confirmation mail to the SNE inviting him/her to start the secondment. It is also the invitation to attend the mandatory Welcome Session on the first day of the secondment. It will also mention practical information related to the taking-up duty in the place of secondment.

### **3. IMPORTANT**

- As soon as possible, the 3 attached documents have to be completed, signed, in some cases stamped, scanned and sent back by the future SNE (selected candidate) to the SNE team in DG HR to following address: [HR-END@ec.europa.eu](mailto:HR-END@ec.europa.eu)
  - **Form END.1** declaration made by the SNE
  - **Form EMP.1** this declaration has to be established on headed notepaper of the employer. This declaration issued and signed by the employer confirms the absence of any conflict of interest, the seniority of the employment as well as the administrative status (permanent official or contract staff member).
  - **Form EMP.2** this declaration has to be established on headed notepaper of the employer. The declaration issued and signed by the employer and countersigned by the SNE, concerns the expenses, allowances and social security.
- A modification, suppression or translation of parts of the pre-completed content or format cannot be accepted!
- The SNE has the responsibility to keep the original documents as at a later stage a Commission service might request these original documents for consultation for audit reasons.
- The SNE should not take any formal engagement to take up duty as SNE or to a removal to the place of secondment unless he/she receives the invitation mail from the SNE sector confirming the secondment and the start date.