



The Hague, 3 April 2020
EDOC #1105468v3
Department: C2

**DECISION OF THE EXECUTIVE DIRECTOR
on the selection procedure for Seconded National Experts
(SNEs)**

THE EXECUTIVE DIRECTOR OF EUROPOL,

Having regard to Regulation (EU) 2016/794 of the European Parliament and of the Council of 11 May 2016 on the European Union Agency for Law Enforcement Cooperation (Europol) and replacing and repealing Council Decisions 2009/371/JHA, 2009/934/JHA, 2009/935/JHA, 2009/936/JHA and 2009/968/JHA¹ ("Europol Regulation") and in particular Article 56 thereof,

Having regard to the Decision of the Management Board of Europol laying down rules on the secondment of national experts to Europol of 04 October 2019 (hereinafter the "MB Decision on SNEs")² and in particular Articles 2 (1) and 4 (1) thereof,

Whereas:

- 1) Seconded National Experts (hereafter "SNEs") shall be seconded to Europol, in accordance with the provisions of Article 56(1) of the Europol Regulation, taking into account Europol's requirements and its budgetary possibilities.
- 2) SNEs shall be selected according to an open and transparent procedure, the practical details of which shall be decided by the Executive Director of Europol.

HAS ADOPTED THIS DECISION:

Section 1

Article 1
Scope

- 1.1 The provisions of this policy shall complement the relevant provisions of the MB Decision on SNEs.
- 1.2 It shall apply to the recruitment of both SNEs paid for by Europol as well as to cost-free SNEs.

¹ OJ L 135, 24.5.2016, p. 53.

² EDOC# 1051578v7A

Section 2

Article 2

Identification of a need for SNEs

Europol must request SNEs in accordance with its work programme and any secondment must be authorised in line with the annual budget. Europol will indicate an estimate of the number of SNEs to be recruited in its annual staff policy plan.

Article 3

Notices of secondment

- 3.1 The Human Resources Unit in cooperation with the relevant unit is responsible for drafting notices of secondment. The notice should describe tasks and responsibilities pertaining to the position, experience, qualifications and skills required from successful candidates, as well as the envisaged duration of the secondment and details of the application process and the selection procedure
- 3.2 As described in Article 9 of the MB Decision on SNEs, an SNE must possess at least 3 years of professional experience in the field of law enforcement relevant to the duties to be carried out during the secondment and produce evidence of a thorough knowledge of one official language of the European Union and a satisfactory knowledge of a second language. Pursuant to Article 27(4) of the MB Decision on SNEs, in exceptional cases, justified by the interest of the service, a professional experience of between one and three years may however be sufficient for SNE seconded to Europol for Secondary Security Checks.

Article 4

Application process

- 4.1 Notices of secondment are forwarded to the Europol National Units via their Liaison Bureaux and are published on Europol's internal and external website for a minimum duration of 28 days. In exceptional cases, justified by the interest of the service, the notice of secondment can be published for a shorter duration.
- 4.2 Candidates endorsed by the national competent authorities are required to complete the application form available on Europol's website and submit their application form by means of email via their Europol National Unit, and, if necessary, the Liaison Bureau to the Human Resources Unit –Recruitment and Selection – at Europol. The application form must be accompanied by a letter from the sending authority to the Executive Director of Europol expressing willingness to second the candidate.
- 4.3 Applications must be received by Europol the latest on the day of the deadline specified in the notice of secondment.

Article 5

Selection procedure

Europol Unclassified – Basic Protection Level

- 5.1 A Selection Committee chaired by the Head of the relevant Directorate or a senior representative and composed by a representative of the respective unit as well as the Human Resources Unit determines the suitability of candidates by assessing their skills, experience and qualifications in relation to the notice of secondment and will make an initial selection from the applications received.
- 5.2 For the initial selection, the operational contributions from the competent service to the project to which the SNE will be seconded will be taken into account.
- 5.3 The Selection Committee conducts a telephone interview with the shortlisted candidates in order to evaluate their language skills in accordance with Article 3.2 above, to validate their experience and assess whether they possess the key skills required.
- 5.4 Depending on the profile of the secondment, the tasks and responsibilities pertaining to the position and the skills required, shortlisted candidates might be invited to participate in a selection procedure, consisting of a test or comparable practical exercise and an interview.
- 5.5 On the basis of the outcome of the telephone interview (5.3) or the selection procedure (5.4) the Selection Committee makes a recommendation for the Executive Director to endorse.
- 5.6 The secondment is finally authorised by the Executive Director and effected by an exchange of letters between the Executive Director and the seconding authority, specifying the details of the secondment as described in the MB Decision on SNEs.

Section 3

Article 6

Cost free SNEs

Europol can exceptionally engage cost-free SNEs in the following cases:

- a. Upon request of Europol.

In case a new operational need arises after the elaboration of the work programme and budgetary resources are not available for additional SNEs, Europol can engage SNEs on a cost-free basis and will specify in the notice of secondment that Europol does not cover any expenses other than those related to the performance of duties during the secondment.
- b. Upon request of a Competent Authority.

If a Competent Authority expresses an interest to start a new project or to extend the scope of an existing project with new products or services a business case outlining how the secondee will contribute to the work programme of the unit and what additional products, services or improvements will be introduced must be compiled by the Competent Authority. This business case has to be sent by means of email via the Europol National Unit to Europol's Human Resources Unit, together with an accompanying letter addressed to the Executive Director formally supporting the secondment as well as an application form completed by the secondee.

Europol Unclassified – Basic Protection Level

Upon receipt Europol will assess the feasibility of the secondment and will make a recommendation to the Directorate concerned and the Executive Director.

In case a seconded expert is engaged cost-free, Europol can waive the requirement to interview the candidate.

Section 4

Article 7

Other provisions

In accordance with Articles 3(2) and 4(5) of the MB Decision on SNEs, the Europol Human Resources Unit is responsible for ensuring the geographical and gender balance and the compliance with the principle of equal opportunities and will therefore monitor planned secondments in particular with regards to these aspects.

Article 8

Entry into force

The Decision of the Director on the selection procedure for Seconded National Experts of 20 May 2016³ is hereby repealed.

This Decision shall enter into force on the day following its publication in the Europol Vademecum.

Done at The Hague on 3 April 2020

Signed by

Catherine De Bolle
Executive Director

³ EDOC #824568v4