



The Hague, 20 May 2016
EDOC #824568v4
Business Area: G2

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

THE DIRECTOR OF EUROPOL,

Having regard to the Decision of the Management Board laying down rules on the secondment of national experts to Europol of 12 May 2016 (hereinafter the "MB Decision") and in particular Articles 2 (1) and 4 (1) thereof,

Whereas:

- 1) SNEs shall be seconded to Europol 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 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 laying down the rules on the secondment of national experts to Europol.
- 1.2 It shall apply to the recruitment of both SNEs paid for by Europol as well as to cost-free SNEs.

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.

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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 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 Community language and a satisfactory knowledge of a second language. Pursuant to Article 27(4) of the MB Decision, 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 EurOPs 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 the original application form together with 2 copies 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 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

- 5.1 A Selection Committee chaired by the Head of the relevant Department 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

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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 attend a selection procedure at Europol, 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 Director to endorse.
- 5.6 The secondment is finally authorised by the Director and effected by an exchange of letters between the Director and the seconding authority, specifying the details of the secondment as described in the MB Decision.

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 via the Europol National Unit to Europol's Human Resources Unit, together with an accompanying letter addressed to the Director formally supporting the secondment as well as an application form completed by the secondee. Upon receipt Europol will assess the feasibility of the secondment and will make a recommendation to Department Management and the 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 Article 2(5) of the MB Decision the Europol Human Resources Unit is responsible for ensuring the geographical and gender balance and the

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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 25 April 2016¹ is hereby repealed.

This Decision shall be published on the Europol intranet and enter into force on the day after its publication.

Done at The Hague on 20.05.2016

Signed by

Rob Wainwright
Director

¹ EDOC #824568v3