

Europol Recruitment Guidelines

Seconded National Experts



Recruitment and Selection Team
The Hague, March 2021

EDOC#1006780v17

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INTRODUCTION

1.1. Aims and objectives

The main purpose of this guide is to provide candidates interested in applying for a secondment to Europol with an overview of the recruitment and selection process and to familiarize them with the main documents used in this process.

SNEs (Seconded National Expert(s)) are employed by a competent authority of a Member State seconded to Europol to specific fields of expertise.

In accordance with Article 2(a) of the Europol Regulation, "**the competent authorities of the Member States**" means all police authorities and other law enforcement services existing in the Member States which are responsible under national law for preventing and combating criminal offences. The competent authorities shall also comprise other public authorities existing in the Member States which are responsible under national law for preventing and combating criminal offences in respect of which Europol is competent".

1.2. About Europol as an equal opportunity employer

Europol is an equal opportunity employer. We accept applications without distinction on grounds of gender, sexual orientation, national, ethnic or social origin, religion or beliefs, family situation, age, disability, or other non-merit factors. Our employment decisions are based on business needs, job requirements and qualifications, experience and skills.

We live diversity and provide an inclusive work environment to all. We strive to recruit, develop and retain a diverse and talented workforce through application of equal opportunity and impartiality.

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1.3. Key documents related to the recruitment and selection process

Documents needed for the application:

1. **Application Form SNE**
2. **Self-Assessment Grid** on the **European levels of languages**
3. Examples of **secondary and post-secondary qualifications** in EU Member States
4. **ENU confirmation/support letter**
5. **List of ENU addresses**

Legal documents:

6. **Decision of the Management Board of Europol of 4 October 2019** laying down rules on the secondment of national experts to Europol ('MB Decision on SNEs')
7. **Decision of the Executive Director of 3 April 2020 on the selection procedure for Seconded National Experts**
8. **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 repealing Council Decisions 2009/371/JHA, 2009/934/JHA, 2009/935/JHA, 2009/936/JHA and 2009/968/JHA ('Europol Regulation')

2. ELIGIBILITY CRITERIA

Candidates are required to meet the following minimum conditions in order to be considered for a secondment to Europol:

- Be a member of a competent authority in one of the Member States of the European Union in the meaning of Article 2(a) of the Europol Regulation and enjoy full rights as a citizen of a Member State;
- Possess at least 3 years of professional experience in the field of law enforcement relevant to the duties to be carried out during the secondment¹;
- Produce evidence of a thorough knowledge of one of the languages of the European Union and of a satisfactory knowledge of another language of the European Union in accordance with the decision of the Management Board on the internal language arrangements of Europol as referred to in Article 64(2) of the Europol Regulation, with the understanding that the SNE will have to carry out his / her duties in a mainly English-speaking environment.

The required level of English is assessed during the selection procedure, in accordance with the level that is necessary to perform the duties pertaining to the secondment.

In addition, all candidates must provide evidence of a satisfactory knowledge of another language of the European Union corresponding at least to B1 level of the Common European framework of reference for the levels of languages. This requirement is checked by the Selection Committee based on the certificates and diplomas obtained by the candidate and, where necessary, further assessed during the selection procedure. Candidates may consult the relevant self-assessment grid for language levels for further information.

¹ To qualify for secondment to Europol for Secondary Security Checks (SSCs), in exceptional cases, justified by the interest of the service, a professional experience of between one and three years may be considered as sufficient.

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3. HOW TO APPLY

Candidates endorsed by the national competent authorities are required to complete the SNE application form available on Europol's website in English.

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.

Applications must be filled in electronically, then printed, signed and submitted by means of email to Europol's Human Resources Unit, Recruitment and Selection Team, to C2-12@europol.europa.eu via the Europol National Unit of the Member State concerned, and, if necessary, the respective Liaison Bureau. Candidates who do not provide all necessary information or do not comply with any of the above will not be considered.

Applications must be received by Europol the latest on the day of the deadline specified in the notice of secondment². Applications received after the deadline will not be accepted.

Receipt of all applications is confirmed by an email of acknowledgement. Candidates may check the progress of the relevant selection procedure on [Europol's website](#).

Europol does not accept unsolicited applications.

4. OVERVIEW OF THE SELECTION PROCEDURE

4.1. Selection Committee

A Selection Committee chaired by the Head of the relevant Directorate or a senior representative and composed of a representative of the respective unit as well as the Human Resources Unit is set up by the Deputy Executive Director Capabilities Directorate³.

The names and functions of the Selection Committee members are provided to shortlisted candidates.

4.2. Selection procedure

The Selection Committee decides on the means by which the selection procedure will be carried out and establishes the pass-mark for interview and, where applicable, a written test or comparable practical exercise. The pass-mark for shortlisting is established as 60% of the total maximum score, as determined in all notices of secondment.

The Selection Committee assesses the applications received in order to make an initial selection of candidates meeting all eligibility criteria and examines their qualifications, experience and skills against the selection criteria set out in the notice of secondment. Candidates scoring above the pass-mark are invited to participate in a selection procedure.

The Selection Committee conducts an interview with the shortlisted candidates⁴ usually performed remotely in order to evaluate their language skills, to assess their experience and qualifications and determine whether they possess the key skills required.

The shortlisted candidates may also be invited to participate in a written test or comparable practical exercise usually performed remotely.

Candidates are successful if they score above the pass-mark for interview and, where applicable, a written test or comparable practical exercise.

² Not applicable to cost-free secondments foreseen in Article 6(2) of the Decision of the Executive Director on the selection procedure for Seconded National Experts (SNEs).

³ The delegated Authorised Authority as per the decision of the Executive Director of Europol.

⁴ In case of a cost-free secondment, Europol can waive the requirement to interview the candidate.

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Candidates who have a disability and might require special assistance during the selection procedure are kindly requested to provide details to the Recruitment and Selection Team so the candidates may be supported where possible.

4.3. Secondment and Reserve List

After the selection procedure has taken place, the Selection Committee establishes a list of successful candidates. The successful candidates are those scoring above the pre-defined pass mark. The list shall be shared with the Deputy Executive Director Capabilities Directorate (DEDC)⁵, along with a proposal of the Selection Committee on the candidate(s) to second, if the purpose of the selection procedure, as stated in the Vacancy Notice, is to fill one or more similar positions. Following that proposal, the DEDC makes a decision.

Alternatively, the purpose of a selection procedure, as stated in the Vacancy Notice, may be to constitute a Reserve List. The DEDC however also retains the discretion to constitute a Reserve List in cases where the purpose of the selection procedure is to fill one or more vacant positions.

Reserve Lists of successful candidates are valid for 3 years (36 months). The list of SNE selection procedures for which Reserve Lists have been established is accessible on [Europol's website](#).

Candidates who attend the selection procedure will be informed of the outcome, i.e. whether they have been successful or not.

Europol retains the right to make use of the Reserve List to select candidates for similar secondments within the organisation, should business needs require so. Inclusion on the Reserve List does not guarantee secondment.

The secondment of a successful candidate is finally effected by an exchange of letters between the Deputy Executive Director Capabilities Directorate⁶ and the seconding authority, specifying the details of the secondment in accordance with the applicable MB Decision on SNEs.

4.4. Reimbursement of expenses

If required, accommodation and travel related expenses incurred by candidates taking part in a selection procedure organised by Europol shall be reimbursed in accordance with the Decision of the Executive Director of 16 December 2019 on the financial contribution to travel and accommodation expenses for candidates attending selection procedures and pre-employment medical examinations (available on [Europol's website](#)).

4.5. Enquiries related to the selection procedure

The Selection Committee's work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with the members of the Selection Committee or for anyone to do so on their behalf. All enquiries related to a selection procedure should be addressed to the Recruitment and Selection Team at the following email address: C2-12@europol.europa.eu. As regards requests for the reason(s) candidates were found to be ineligible, or for the scores they obtained at specific stages of the selection procedure, the following deadlines⁷ are applicable:

Stage of the selection procedure	Type of request	Deadline
After the decision on the outcome of the shortlisting (eligibility)	Request for the reason for decision (not eligible) made by the Selection Committee	1 month as of notification of the outcome

⁵ Ibid., footnote 3.

⁶ Ibid., footnote 3.

⁷ Please also note the deadline to lodge a request for review in section 4.6.1.

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After the decision on the outcome of the shortlisting (suitability)	Request for the scoring of the application by the Selection Committee	1 month as of notification of the outcome
After the decision on the outcome of the selection procedure	Request for the scoring of interview and, where applicable, written test and/or practical exercise by the Selection Committee	1 month as of notification of the outcome

4.6. Measures of redress

4.6.1 Request for review

Candidates who feel that an error has been made in relation to their non-admission to the selection procedure (i.e. not eligible) or to their exclusion from the selection procedure (i.e. not shortlisted or successful), may request a review within **20 calendar days as of notification to them of the decision they wish to have reviewed.**

The request for review may be submitted by email to C2-12@europol.europa.eu, quoting the number of the selection procedure concerned and addressed to the Selection Committee. The Selection Committee will review the decision on the application or the written and/or practical tests and/or interview, and notify the candidate of its new decision.

4.6.2 Complaint

Candidates who applied for a secondment to Europol may submit a **complaint** to C2-141@europol.europa.eu, addressed to the Executive Director of Europol about a **decision taken by Europol adversely affecting them**, with the exception of decisions which are direct consequences of decisions taken by the seconding authority⁸.

The complaint must be lodged within two months of the date the person concerned is notified of the decision. The Executive Director of Europol shall notify the person concerned of his / her 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.

4.6.3 Appeal

Candidates who applied for a secondment to Europol may also submit an **action for annulment**⁹ before the General Court of the European Union against an **act** adopted by Europol and **addressed to them or which is of direct and individual concern to them.**

This action must be lodged within two months of the date the person concerned is notified of the act, or in the absence of such notification, within two months of the date on which it came to the knowledge of the person.

Registry of the General Court of the European Union
Rue du Fort Niedergrünwald
L-2925 LUXEMBOURG, Luxembourg

⁸ Pursuant to Article 24 of the MB Decision on SNEs.

⁹ Pursuant to Article 263, paragraph 4, of the Treaty on the Functioning of the European Union.

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4.7.4 European Ombudsman

Like all citizens of the European Union, subject to fulfilling the conditions applicable to the activities of the European Ombudsman (www.ombudsman.europa.eu), a candidate who applied for a secondment to Europol may lodge a **complaint for maladministration** to the:

European Ombudsman 1 Avenue du President Robert Schuman–BP 403 F-67001 Strasbourg Cedex

Candidates should note that notification of decisions related to the selection procedure shall be made via the email address that is stated in the application form. Therefore, candidates must indicate their acceptance to use email for such purpose, and acknowledge responsibility to regularly check it, before submitting the application form.

The following table provides an overview of the redress measures.

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Redress measure	Stage of the selection procedure	What can be contested?	Who took the contested decision?	Time-limits	Who decides?	Outcome
Request for review	Eligibility	Decision on ineligibility	Selection Committee	Request to be sent to Europol within 20 calendar days of notification of decision	Decision taken by Selection Committee	When review results in scores leading to candidates being shortlisted, they may be reintegrated at the step of the selection procedure where they were excluded
	Shortlisting	Decision not to shortlist				When review results in scores leading to candidates being successful, they will be considered successful
	Interview, and where applicable, written test/or practical exercise	Decision establishing the scores				
Complaint (Article 24 of the MB Decision on SNEs)	Adverse decisions of Europol	Decision which negatively affects legal status as a candidate	Selection Committee or DEDC ¹⁰	Complaint to be sent to the ED within 2 months from the notification of the decision candidates wish to contest	Decision taken by the ED	If the grounds on which a decision is contested are upheld, the ED may annul it, but it cannot overturn a value judgment made by the Selection Committee related to the scores given to candidates.
Appeal (Article 263(4) of the TFEU)	Any	Decision which negatively affects legal status as a candidate	Selection Committee or DEDC	Appeal to be sent to the EU General Court within 2 months from the notification of the decision candidates wish to contest	Decision taken by the EU General Court	A challenged decision can be annulled but not amended by the EU General Court
Complaint to the European Ombudsman	Any	Suspected maladministration	Not applicable	Complaint to be sent to the European Ombudsman within 2 years of the date on which the facts on which it is based came to the attention of the complainant	Recommendations made by the Ombudsman	The Ombudsman makes recommendations with a view to putting an end to suspected maladministration.

¹⁰ The Deputy Executive Director Capabilities Directorate.

5. GENERAL INFORMATION

5.1 Privacy Notice

Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, applies to the processing of personal data carried out in the process of selection and recruitment of Seconded National Experts at Europol following the application of this Regulation to all administrative personal data held by Europol in accordance with Article 46 of the Europol Regulation.

Data controller

The controller of the processing operation is the Head of the Human Resources Unit.

Purpose of the collection of data

The data submitted is processed in order to assess the suitability of candidates for a secondment, and to administer the documentation related to the selection. The data collected in order to comply with this purpose are the ones required in the application form plus all data provided by the data subject in paper or electronic format.

Legal bases for processing personal data

The legal bases for the processing of personal data for SNEs are:

- Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union (Title III Chapter 1) and their implementing rules;
- Decision of the Management Board of Europol laying down rules on the secondment of national experts to Europol of 4 October 2019;
- Decision of the Europol Executive Director on the selection procedure for Seconded National Experts of 3 April 2020.

Recipients of the data

Recipients of the data related to the recruitment and selection process for Seconded National Experts are Europol staff employed in the Administration Department handling HR and financial matters, the members of the Selection Committee, the Deputy Executive Director Capabilities Directorate, the Office of the Executive Director and the Executive Director. Europol managers may access data of successful candidates placed on a Reserve List during the validity period of the Reserve List in respect to the possibility of secondment to Europol.

The Europol National Units of the Member States and, if necessary, the respective Liaison Bureaux are processing data in their role as responsible for the submission of applications of their nationals.

Data storage and retention

All documents and information provided to Europol will be kept in Europol's files and will not be returned to the candidate. Applications of non-shortlisted candidates are kept for at least 4 full calendar years and up to a maximum of 5 years as from the year the candidates are informed about the outcome of the shortlisting. Data of Reserve List candidates are kept for at least 4 full calendar years and up to a maximum of 5 years (validity of the Reserve List plus maximum 2 years), as from the year the final proposal is signed by the Deputy Executive Director Capabilities Directorate.

Other data (e.g. shortlisting matrix) related to the recruitment and selection process will be kept for at least 4 full calendar years and up to a maximum of 5 years as from the year the final proposal is signed by the Deputy Executive Director Capabilities Directorate.

Personal data in unsolicited applications are deleted immediately.

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Financial data related to the recruitment and selection procedure (e.g. invoices, reimbursement requests) are kept for a period of 5 years after the budget discharge, as required by the Financial Regulations.

Rights as data subject

Candidates have the right to access, rectify, block and erase their personal data in accordance with the applicable data protection rules via e-mail sent to C2-12@europol.europa.eu

Contact in case of queries concerning the processing of personal data

In case of queries regarding the processing of personal data, please contact the Data Controller at C2-12@europol.europa.eu or the Europol Data Protection Function (DPF):

DPF, PO Box 90850, 2509LW, The Hague e-mail: DPF@europol.europa.eu

You also have the right of recourse at any time to the European Data Protection Supervisor (EDPS): edps@edps.europa.eu

5.2 Security Screening

Selected candidates are required to furnish a valid security clearance certificate before the start of the secondment. Failure to obtain or provide the requisite security clearance certificate at the requested level before the start of the secondment may render the offer of secondment invalid.

In case the security clearance certificate expires within six months of the start of the secondment, the renewal procedure will be initiated expeditiously. Europol may at any time terminate the secondment if the result of the security screening is not positive or the necessary security clearance level is not granted /extended.

Europol generally requires a security clearance at least at the level of *CONFIDENTIEL UE/EU CONFIDENTIAL*. On occasion, a security clearance of a higher level may be needed or, in certain cases, a certificate of good conduct may be requested to be provided before the start of the secondment.

Whether Europol will require a certificate of good conduct or a security clearance certificate will depend on the specific activities to be carried out by the SNE. Generally, a certificate of good conduct will suffice for activities which do not require access to classified or sensitive information or areas. The type of security screening required will be stated in the relevant notice of secondment and / or in the exchange of letters.