



# National Experts in Professional Training (NEPTS)

**HR.B.1**



Thank you for switching off mobile phones  
and tablets during the presentation

# NEPT team HR.B.1

Contact by email to functional mailbox

[HR-ENFP@ec.europa.eu](mailto:HR-ENFP@ec.europa.eu)

# LEGAL BASIS

Commission Decision C(2008)6866  
of 12.11.2008

laying down rules on the secondment to the Commission of  
national experts (SNEs) and national experts in  
professional training (NEPTs)

# General sources of information

- **My IntraComm** – the intranet pages of the Commission :  
<https://myintracomm.ec.europa.eu/EN/Pages/welcome.aspx>



- **SYSPER** – the administrative tool for HR management at the Commission:

<https://www.cc.cec/SYSPER2>



# RESIDENCE FORMALITIES

- **Short-term stay (max. 90 days)**

If you are not staying in a hotel, you have 10 working days (3 working days for non-EU citizens) to go to the Municipality of your Brussels residence in order to make a declaration of arrival and legalise your stay.

**You will need :**

- the secondment certificate
- a valid ID card or passport

Based on your nationality, you will receive an "appendix 3ter" (declaration of presence), which is the document that proves your presence on the Belgian territory.

This document will be valid for a maximum of three months.

# RESIDENCE FORMALITIES

- **Long-term stay (90 days and more)**
- **Option 1: ID card via your Permanent Representation**
  - First check with them if possible
- **Option 2: ID card (E Model) via the «*Maison Communale*» of your commune**
  - To be requested within 3 months
  - Documents needed:
    - ◆ The secondment certificate
    - ◆ The A1 social security form
    - ◆ Your ID/passport
    - ◆ Your lease contract
    - ◆ Some identity photos

# RESIDENCE FORMALITIES

- Additional information on the site of Brussels Expat Welcome Desk

<http://www.blbe.be>

- Information on the communes

[www.brussels.irisnet.be/about-the-region/the-communes-of-the-region](http://www.brussels.irisnet.be/about-the-region/the-communes-of-the-region)

# SOCIAL SECURITY AND INSURANCE

As NEPTs are external staff and the Commission is not their employer:

- they cannot contribute to, nor benefit from the Commission's social security system (medical costs, family allowances, pension scheme).
- they must be covered by the national social security insurance through the employer, during their secondment.

Form A1:

- To be delivered by the national social security
- Proves to Belgian social security/medical services that SNE is insured by the national social security

# ACCIDENT INSURANCE

- **Accidents insurance by Commission:**

- Only for accident and for NEPTs (not family members)
- At work, way to/from work, private
- As from first day to last day of secondment

- **How to declare an accident:**

- Send the accident declaration filled in by the doctor to the insurance company (ALLIANZ) directly as soon as possible
- Proceed with the reimbursement requests of the normal medical costs with the national social security
- Send the receipts of medical costs and reimbursement of national social security to the insurance company

# ACCESS TO COMMISSION'S BUILDINGS

- **You will need :**

- for yourself : a certificate for badge (received by e-mail)
- for your car : the vehicle registration documents (original)

**Where ?** DG HR Security Office, rue Philippe Lebon 1-3 (P083)

**When ?** From 8:30 to 12:30 and from 13:30 to 16:30

- **Remarks**

- badge not valid for other European Institutions except EP
- no intervention by the Commission for public transport
- public transport tickets free of charge available in each DG for meetings and airport (missions)
- possibility to borrow a bicycle for work-related travel

<https://myintracomm.ec.europa.eu/staff/EN/buildings-transport/mobility/bicycles/Pages/service-bikes-brussels.aspx>

# INFORMATION REGARDING THE "LOW-EMISSION ZONE" (LEZ)

Since 1st January 2018, the Brussels-Capital region is a "Low-Emission Zone" whose access is prohibited to the most polluting vehicles.

Failure to comply with the access criteria to the Brussels low-emission zone will result in a fine that will not be covered by the Institution.

If you plan to use your personal vehicle for your professional travel to Brussels, we strongly encourage you to read this regulation by clicking on the following link :

<https://www.lez.brussels/en/content/affected-vehicles>

# WORKING CONDITIONS

- **Leaves**

- Basic rights : 2 days / month + public holidays
- For any question related to leave, please contact your leave manager:  
<https://myintracomm.ec.europa.eu/staff/en/Pages/index.aspx>
- Special leave possibilities: types to be found in Sysper
- No transfer possible between leave rights employer and leave rights Commission

- **Working hours**

- Teleworking from place of secondment during COVID-19 measures (subject to modifications)
- Full-time basis : 40 h per week, with flexitime
  - Core time to be respected:
    - 09:30 – 12:00 and 15:00 – 16:30
    - 16:00 on Wednesdays and Fridays
- Core time is different within some DG in Luxembourg (check with your Unit)
- Flexibility between 07:00 and 20:30

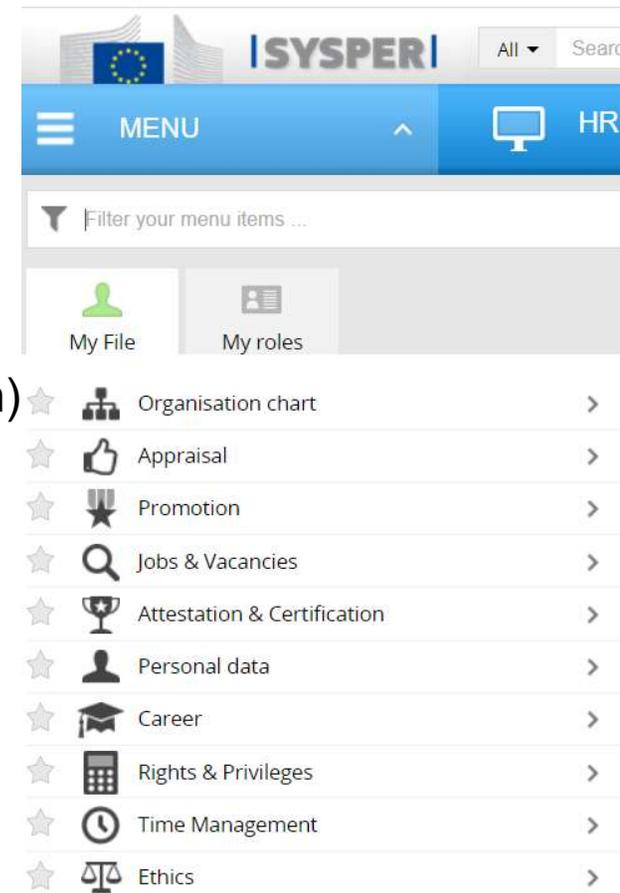
# WORKING CONDITIONS

**SYSPER** – the administrative tool for HR management at the Commission including your personal file and your individual professional situation

- to introduce your daily working hours;
- to introduce sick leaves (by the secretariat of the unit);
- to verify and validate your monthly timesheet;
- to see your personal leave rights; or
- to request a leave day (normal/special leave, recuperation)

❖ For hands-on training, consult your:

- ◆ *unit's secretariat,*
- ◆ *direct colleagues*
- ◆ *your Leave Manager (GECO)*



# WORKING CONDITIONS

## Sick leave

- **Illness, accident, unable to work:** inform your immediate superior ASAP
  - If possible, with details on the duration of absence, your address and a telephone number
- **Absences exceeding 3 calendar days:**
  - A medical certificate is compulsory :
    - ◆ has to be sent to the Medical Service with name and personnel number.
  - Medical service:
    - ◆ **by e-mail:** [HR-BXL-CERTIFICATS-MEDICAUX@ec.europa.eu](mailto:HR-BXL-CERTIFICATS-MEDICAUX@ec.europa.eu)
    - ◆ **or by post:** European Commission  
HR.D.6 Medical Absences  
BREY 4/322  
45 Avenue d'Auderghem  
B-1049 Bruxelles
  - **5-day deadline** for sending a medical certificate, otherwise it will be rejected (absence will be converted into annual leave).
  - Keep a copy of your medical certificate (in case the original is lost).

# BANK ACCOUNT

- To be reimbursed for mission expenses, a copy of the financial documents (legal entity form and financial identification form) have to be sent before the start of your first mission to the Paymaster's Office (PMO.8) to :

[PMO-BUDGET-PAIEMENT-MASSE-MIS@ec.europa.eu](mailto:PMO-BUDGET-PAIEMENT-MASSE-MIS@ec.europa.eu)

# END OF SECONDMENT

- **Your training report and the superior's training report :**
  - HR.B.1 will send you the templates.
  - Ask your superior to fill in his/her own
  - Both reports (.pdf) have to be sent by email to the NEPT sector ([HR-ENFP@ec.europa.eu](mailto:HR-ENFP@ec.europa.eu))
  - An end of secondment certificate will be delivered to you only once both reports have been received by the NEPT sector.
- **Your badge :** hand it in at the Security Office before leaving the Commission (PLB3) or at the reception desk of your building
- **Your laptop :**
  - First ask the Unit's secretariat
  - Or put it in a dedicated locker available in your building

# USEFUL RESOURCES

- **DG HR's Welcome Office:** accommodation, legal advice etc.

[HR-BXL-WELCOME-OFFICE@ec.europa.eu](mailto:HR-BXL-WELCOME-OFFICE@ec.europa.eu)

<https://myintracomm.ec.europa.eu/staff/EN/admin/integration/brussels/Pages/index.aspx>

- **EXPAT Welcome Desk (Brussels-Capital Region):**  
Practical advice or legal assistance in case of an issue with Belgian administration

<http://www.commissioner.brussels/i-am-an-expat>

63 Av. d'Auderghem, 1040 Brussels

Tel : +32(0)2 430 66 14

***QUESTIONS ?***

***SUGGESTIONS ?***

