THE MANAGEMENT BOARD OF THE EUROPEAN AGENCY FOR THE MANAGEMENT OF OPERATIONAL COOPERATION AT THE EXTERNAL BORDERS OF THE MEMBER STATES OF THE EUROPEAN UNION,


Whereas:

(1) Seconded National Experts (SNEs) should enable the Agency to benefit from the high level of their professional knowledge and experience, in particular in areas where such expertise is not readily available.

(2) It is highly desirable to foster the exchange of professional experience in, and knowledge of, European policies relating to the management of the external borders by temporarily assigning to the Agency experts from the Member States.

(3) SNEs should be drawn from Government or State departments in Member States but should also be available from the private or voluntary sector, Norway and Iceland, candidate countries, international organisations or third countries.

(4) The rights and obligations of SNEs set out in this Decision should ensure that they carry out their duties solely in the interests of the Agency.

(5) In view of the temporary nature of their work and their particular status, it should be provided that SNEs should not take responsibility on behalf of the Agency for the exercise of its public law prerogatives.

(6) It is necessary to set out all the relevant conditions of employment of SNEs, which should be applicable regardless of the origin of the budgetary appropriations used to cover the expenditure.

(7) In view of the importance of training civil servants of the Member States – and, where appropriate, those of Norway and Iceland, candidate countries and third countries – in the Agency fields of activity, there is a need to set up a uniform and coherent legal and administrative framework for the information courses organised for these officials,
HAS DECIDED AS FOLLOWS:

Chapter I
General Provisions

Article 1
Scope

1. These Rules are applicable to national experts seconded to the Agency, hereinafter referred to as Seconded National Experts ("SNEs"), by a national, regional or local public authority. They also apply to experts on secondment from an international civil service as well as to those from the private sector and the non-profit making or voluntary sector.

2. The persons covered by these Rules shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer.

3. Except where the Executive Director by a reasoned decision grants a derogation, an SNE must be a national of a Member State. The Agency shall take account of geographical and gender balance and the principle of equal opportunities when accepting SNEs into its departments.

4. Derogations shall not be required for SNEs from Norway and Iceland. The same shall apply to candidate countries where ad hoc agreements have been signed with the Agency, and under the ad hoc conditions laid down therein.

5. Secondment shall be effected by an exchange of letters between the Executive Director of the Agency and the Office of the Permanent Representative of the Member State concerned or the employer, as the case may be. Correspondence shall be exchanged with the appropriate diplomatic missions in the case of non-member countries. A copy of the rules applicable to national experts on secondment to the Agency shall be attached to the exchange of letters.

Article 2
Cost-free seconded national experts

For the purposes of this Decision, "cost-free SNEs" means SNEs whose secondment does not entail any costs borne by the Agency.
Cost-free SNEs may be seconded from the public administration of Member States, non-member countries and from international organisations in pursuance of a reciprocal and simultaneous exchange with Agency officials, under the terms of the Commission Decision on the attachment of Community civil servants (Commission Decision of 5 January 1995 (C(94) 3895 final), that will be applicable by analogy, and for the same period as the attachment of the Agency official.

National civil servants may also be seconded as cost-free SNEs for up to a maximum term of four years in the context of bilateral agreements between the Agency and the Member State concerned. Such agreements must indicate the number of SNEs involved and the proposed duties to be performed. These conditions shall also apply to cost-free SNEs from Norway and Iceland and from candidate countries.

**Article 3**

*Private-sector seconded national experts*

The secondment of private-sector SNEs, shall be permitted only where the interests of the Agency warrant the temporary contribution of specific knowledge. Such secondments shall be authorised by the Executive Director by a reasoned decision.

**Article 4**

*Period of secondment*

1. Periods of secondment may not be less than six months nor more than two years. They may be renewed once or more, up to a total period not exceeding four years.

2. The intended period of secondment shall be fixed at the outset in the exchange of letters provided for in Article 1(5). The same procedure shall apply in the case of a renewal of the period of secondment.

3. An SNE who has already been seconded to the Agency may be seconded to it a second time subject to any relevant internal rules laying down maximum periods during which such persons may be present in the Agency, and subject further to the following conditions:
   a) the SNE must continue to meet the conditions for secondment;
   b) a period of at least six years must have elapsed between the end of the previous period of secondment and a new secondment; if at the end of the first secondment,
the SNE has received a contract with the Agency, the six-year period shall begin to run from the expiry of that contract.

The condition in point (b) shall not prevent the Agency from accepting the secondment of an SNE whose initial secondment has lasted for less than four years, but in that case the new secondment shall not exceed the unexpired part of the four-year period.

**Article 5**  
**Place of secondment**

SNEs may be seconded to any place where the Agency has an office.

**Article 6**  
**Duties**

1. SNEs shall assist the Agency officials or temporary agents, performing the tasks assigned to them based on their professional knowledge and experience.

2. An SNE shall take part in missions or external meetings only if accompanying a Agency's official or temporary agent, or acting alone as an observer or for information purposes. However, the Executive Director may in exceptional circumstances derogate from this rule on the basis of a specific mandate given to the SNE and after having ensured that there is no potential conflict of interest. The Executive Director may delegate his power to derogate to the Director or Head of Unit of the SNE concerned. Under no circumstances may an SNE on his/her own represent the Agency with a view to entering into commitments, whether financial or otherwise, or negotiating on its behalf.

3. The Agency shall remain solely responsible for approving the results of any tasks performed by the SNE and for signing any official documents arising from them.

4. Every effort must be made by the Agency, by the SNE's employer and by the SNE to avoid any conflict of interest or appearance of such conflict in relation to the SNE's duties while seconded to the Agency. For this purpose, the Agency shall provide the SNE and the employer with full information a reasonable time before the start of the secondment about the intended duties, and shall ask the SNE and the employer to confirm in writing that they do not know of any reason why the SNE should not be assigned to those duties. The SNE shall be asked in particular to declare any potential conflict between his/her family circumstances and the proposed duties while on secondment. In particular,
he/she shall declare the professional activities of close family members or any important financial interests of his/her own, or of those persons.

The employer and the SNE shall be asked to undertake to declare any change of circumstances during the secondment which could give rise to any such conflict, or appearance of conflict, to the Executive Director of the Agency.

The Agency shall keep all such exchanges of correspondence in its records.

5. Where the Executive Director considers that the nature of the activities to be carried out by a SNE requires particular security precautions, security clearance shall be obtained prior to recruitment.

6. Failure on the part of an SNE to comply with his/her obligations arising under the provisions of paragraphs 2, 3 or 4 shall entitle the Agency, if it sees fit, to terminate the secondment of an SNE under the terms of Article 10.

**Article 7**

*Rights and obligations*

1. During the period of secondment:
   (a) the SNE shall carry out his/her duties and shall behave solely with the interests of the Agency in mind. He/she shall neither seek nor take instructions from any government, authority, organisation or person outside the Agency. He/she shall carry out the duties assigned to him objectively, impartially and in keeping with his/her duties of loyalty to the Agency. He shall not undertake any activities for his employer, for governments or for other persons, private companies or public bodies;
   (b) the SNE shall refrain from any action or behaviour which might reflect adversely upon his/her position at the Agency;
   (c) the SNE shall not, in the performance of his/her duties, deal with a matter in which, directly or indirectly, he/she has any personal interests such as to impair his/her independence, and, in particular, family and financial interests. If it falls in the performance of his/her duties to deal with such a matter, he/she shall inform his/her Head of Unit immediately who shall take any appropriate measure, and may, in particular, relieve the SNE from responsibility in this matter.

The SNE may neither keep nor acquire, either directly or indirectly, in undertakings which are subject to the authority of the Agency or which have dealings with the Agency, any interests of such kind or magnitude as might impair his/her independence in the performance of his/her duties;
(d) the SNE shall refrain from any unauthorised disclosure of information received in the line of duty, unless that information has already been made public or is accessible to the public;

(e) the SNE has the right to freedom of expression, with due respect to the principles of loyalty and impartiality.

The SNE who intends to publish or cause to be published, whether alone, or with others, any matter dealing with the work of the Agency shall inform his Head of Unit in advance. Where the Head of Unit is able to demonstrate that the matter is liable seriously to prejudice the legitimate interests of the Agency, the Head of Unit shall inform the official of its decision in writing within 30 working days of receipt of the information. If no such decision is notified within the specified period, the Head of Unit shall be deemed to have had no objections;

(f) all rights in any work done by the SNE in the performance of his/her duties shall be the property of the Agency;

(g) the SNE shall reside at the place of secondment or at no greater distance therefrom as is compatible with the proper performance of his/her activities; and

(h) based on his professional knowledge and experience, the SNE shall assist and tender advice to the superiors in the Commission to whom he is assigned and shall be responsible to his superiors for performance of the tasks entrusted to him.

2. Failure to comply with any of the provisions of paragraphs 1 during the period of secondment shall entitle the Agency, if it sees fit, to terminate the secondment of an SNE pursuant to Article 10.

3. After termination of the secondment, an SNE shall continue to be bound by the duty to behave with integrity and discretion as regards the exercise of new tasks assigned to him/her and the acceptance of certain appointments or benefits. To this end, during the three years after the period of secondment an SNE shall inform the Agency without delay of any duties which he/she is required to carry out for his/her current employer which may give rise to any conflict of interest in relation to his/her duties while seconded to the Agency.

Article 8
Professional experience and knowledge of languages

1. To qualify for secondment to the Agency a national expert must have at least three years' full time experience of administrative, scientific, technical, advisory or supervisory functions which can be regarded as equivalent to those of function groups AD or AST –
this latter function group being taken into consideration only for highly specialised job profiles - as defined in the Staff Regulations of officials of the European Communities and in the Conditions of employment of other servants of the European Communities.

The employers from which the SNE has to be seconded shall supply the Agency, before the secondment, with a statement of the expert's employment over the previous twelve months.

2. An SNE must have a thorough knowledge of one Community language, and a satisfactory knowledge of a second language, for the performance of his/her duties. An SNE from a non-member country must have a thorough knowledge of one Community language for the performance of his/her duties.

Article 9

Breaks in periods of secondment

1. The Agency may authorise breaks in periods of secondment and specify the terms applicable. During such breaks:
   (a) the allowances referred to in Article 17 shall not be payable;
   (b) the expenses referred to in Articles 21 and 22 shall be payable only if the break is at the Agency's request;
   (c) any reimbursement of remuneration to the SNE's employer under Article 19 shall be automatically suspended.

2. The Agency shall inform the SNE's employer.

Article 10

Termination of periods of secondment

1. Subject to paragraph 2, the secondment may be terminated at the request of the Agency or of the SNE's employer, on the party concerned giving three months' notice to the other party. It may also be terminated on giving the same notice at the SNE's request, subject to the Agency's agreement.

2. In exceptional circumstances the secondment may be terminated without notice:
   (a) by the SNE's employer, if the employer's essential interests so require;
   (b) by the Agency and the employer acting jointly, on request by the SNE to both parties, if the SNE's essential personal or professional interests so require;
   (c) by the Agency in the event of a failure by the SNE to respect his/her obligations under this Decision.
In the event of termination under point (c), the Agency shall immediately inform the employer.

Chapter II
Working conditions

Article 11
Social security

1. Before the period of secondment begins, the national or international civil service from which the SNE is to be seconded, shall certify to the Agency that he/she will remain, throughout the period of secondment, subject to the social security legislation applicable to that civil service and will assume responsibility for expenses incurred abroad.

2. Before the period of secondment begins, the SNE’s employer shall provide the Agency with the certificate referred to in Article 11(1) of Council Regulation (EEC) No 574/72.

3. From the day on which their secondment begins, SNEs shall be covered by the Agency against the risk of accident. The Agency shall provide them with a copy of the terms of this cover on the day on which an SNE reports to the appropriate department of the Agency to complete the administrative formalities of secondment.

4. An SNE who cannot be covered by a public sickness insurance scheme can apply to have this risk insured by the Agency. The SNE shall pay half the relevant insurance premium and his/her contribution shall be deducted monthly from the allowances referred to in Article 17.

Article 12
Working hours

1. The working hours for SNEs shall be the same as those in force at the Agency.

2. The SNE shall serve on a full-time basis throughout the period of secondment. Following a duly justified request and subject to compatibility with the interests of the Agency, the Executive Director may authorise the use of part-time working by an SNE after agreement by his/her employer. In this case, the amount of annual leave shall be reduced accordingly.

3. Where part-time working is authorised, the SNE must work every month at least half of the normal working time.
4. An SNE may work flexible hours only if authorised to do so by the Agency.

Article 13
Sick leave

1. In the event of absence from work for reasons of sickness or accident, the SNE shall notify his/her Head of Unit as soon as possible, stating his/her present address. He/she shall produce a medical certificate if absent for more than three days and may be required to undergo a medical examination arranged by the Agency.

2. If such absence due to sickness or accident of not more than three days exceeds a total of twelve days over a period of twelve months, the SNE shall produce a medical certificate for any further absence due to sickness.

3. Where the period of sick leave exceeds one month or the period of service performed by the SNE, whichever is longer, the allowances referred to in Article 17 (1) shall be automatically suspended. This provision shall not apply in the event of illness linked to pregnancy. Sick leave may not extend beyond the duration of the secondment of the person concerned.

4. SNEs who are the victim of a work related injury which occurs during the secondment shall continue to receive the allowance in full throughout the period during which they are unfit for work up to the end of the secondment.

Article 14
Annual and special leave

1. SNEs shall be entitled to two-and-a-half working days of leave per whole month of service, giving 30 days per calendar year.

2. Leave is subject to prior authorisation by the service to which the SNE is assigned.

3. SNEs may, on submitting a reasoned application, be granted special leave in the following cases:
   (a) marriage of the SNE: two days;
   (b) serious illness of spouse: up to three days;
   (c) death of spouse: four days;
   (d) serious illness of a relative in the ascending line: up to two days;
   (e) death of a relative in the ascending line: two days;
   (f) birth of a child: ten days;
(g) serious illness of a child: up to two days;
(h) death of a child: four days;
(i) removal for taking up duty: two days.

4. Upon a duly justified request from the SNE’s employer, up to two days of paid special leave in a 12-month period may be granted by the Agency on a case-by-case basis. Upon a duly justified request from the SNE, additional special leave may be granted by the SNE’s Head of Unit in agreement with the Head of Unit responsible for Human Resources of the Agency concerned, if this paid special leave is in the interest of the Agency.

5. The entitlements set out in paragraphs 1, 3 and 4 shall be considered exhaustive. In particular, no further entitlement shall be allowed in respect of travel, age or category.

6. In the case of part-time work, the annual leave shall be reduced accordingly.

7. Days of annual leave not taken by the end of the secondment shall be forfeited.

Article 15

Maternity leave

1. An SNE who is pregnant shall be granted maternity leave of twenty weeks, during which period she shall receive the allowances as set out in Article 17. The leave shall start not earlier than six weeks before the expected date of confinement shown in the certificate and end not earlier than 14 weeks after the date of confinement. In the case of multiple or premature birth or the birth of a handicapped child, the duration shall be of 24 weeks. Premature birth for the purposes of this provision is a birth taking place before the end of the 34th week of pregnancy.

2. An SNE who is breast-feeding may, on request, on the basis of a medical certificate attesting the fact, be granted a special leave for a maximum of four weeks running from the end of her maternity leave, during which period she shall receive the allowances as set out in Article 17.

3. Where the relevant rules binding the employer of the SNE grant a longer period, a break in the secondment under the provisions of Article 9 shall be applied for the period exceeding that granted by the Agency. A period equivalent to the break shall be added to the end of the secondment if the interests of the Agency warrant it.

4. An SNE may, as an alternative, apply for a break in the secondment to cover the sum of the periods allowed for maternity and breast-feeding leave. In that case, the second subparagraph of paragraph 3 shall apply.
Article 16
Management and control

Management and control of leave, working time and absences shall be the responsibility of the department to which the national expert is assigned. For SNEs appointed to Agency offices other than Warsaw, day-to-day administrative and financial management, such as the calculation and payment of daily allowances, and of travel allowances and removal costs if appropriate, shall also be the responsibility of the department to which the SNE is assigned.

A copy of the administrative situation of these SNEs, and of any modifications to it, as well as statistical information concerning them, shall be sent monthly to the responsible Agency’s Unit.

Chapter III
Allowances and Expenses

Article 17
Subsistence allowances

1. An SNE shall be entitled, throughout the period of secondment, to a daily subsistence allowance. Where the distance between the place of residence as determined in accordance with Article 20 and the place of secondment is 150 km or less, the daily allowance shall be EUR 28,16; where the distance is more than 150 km, the daily allowance shall be EUR 112,61.

2. If the SNE has not received removal expenses from any source, an additional monthly allowance shall be paid as shown in the table below:

<table>
<thead>
<tr>
<th>Distance between place of residence and place of secondment (km)</th>
<th>Amount in EUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 150</td>
<td>0</td>
</tr>
<tr>
<td>&gt; 150</td>
<td>72,39</td>
</tr>
<tr>
<td>&gt; 300</td>
<td>128,69</td>
</tr>
<tr>
<td>&gt; 500</td>
<td>209,13</td>
</tr>
<tr>
<td>&gt; 800</td>
<td>337,83</td>
</tr>
<tr>
<td>&gt; 1300</td>
<td>530,87</td>
</tr>
<tr>
<td>&gt; 2000</td>
<td>635,45</td>
</tr>
</tbody>
</table>
This allowance shall be paid in arrears.

3. In the case of cost-free SNEs, the exchange of letters referred to in Article 1(5), shall stipulate that the allowances referred to in paragraphs 1 and 2 shall not be paid.

4. Subsistence allowances shall be payable for periods of mission, annual leave, special leave and holidays granted by the Agency.

5. SNEs who, during the three years ending six months before the secondment, have habitually resided or carried on their main occupation at a distance of 150 km or less from the place of secondment shall receive 25% of the daily allowance. For the purpose of this paragraph, circumstances arising from work done by SNEs for a State other than that of the place of secondment, or for an international organisation, shall not be taken into account.

6. When the SNE starts the secondment, the first 75 days of the subsistence allowances to which he/she is entitled shall be advanced in the form of a lump sum and the allowances shall not be paid during the corresponding period. If the secondment is ended during the first 75 days, the SNE shall return the amount corresponding to the remainder of that period.

7. The SNE shall inform the Executive Director of any similar payments received from other sources. Any such amounts shall be deducted from the corresponding allowance paid by the Agency pursuant to paragraph 1.

8. Daily and monthly allowances shall be reviewed each year without retroactive effect on the basis of the adaptation of the basic salaries of Community officials at Brussels and Luxembourg.

**Article 18**

*Additional flat-rate allowance*

Except where the place of residence of the SNE is 150 km or less from the place of secondment, he/she shall, where appropriate, receive an additional flat-rate allowance equal to the difference between the gross annual salary, less family allowances, paid by his/her employer plus the subsistence allowances paid by the Agency and the basic salary payable to an official in step 1 of Grade AD6 or AST4, depending on the function group to which he/she is assimilated.

These allowances shall be reviewed once a year without retroactive effect on the basis of the adaptation of the basic salaries of Community officials.
Article 19
Possible reimbursement of remuneration

1. If its interests so require, the Agency may reimburse all or part of the net remuneration of an SNE during the period of secondment to his/her employer under an agreement to be concluded in advance and recorded in the exchange of letters provided for in Article 1(5).

2. The reimbursement of remuneration shall be authorised on a case-by-case basis by the Executive Director, taking into account the specific needs of the Service and, in particular, the need to use SNEs from all Member States.

3. Expenses resulting from the reimbursement shall be charged against the SNE allocation of the Directorate General making the request or, where appropriate, the operational budget line.

Article 20
Place of residence

1. For the purposes of this Decision, the place of residence shall be the place where the SNE has performed his/her duties for the employer immediately prior to the secondment. The place of secondment shall be the place where the Agency department to which the SNE is assigned is located. Both places shall be identified in the exchange of letters mentioned in Article 1(5).

2. If, on secondment to the Agency as an SNE, a national expert is already on secondment on behalf of his/her employer in a place different from that in which the latter's head office is located, the place of residence shall be whichever of the two is closer to the place of secondment.

3. The place of residence shall be considered to be the place of secondment in the following cases:
   (a) where, during the three years ending six months before the start of the secondment, either the SNE's habitual residence or his/her main occupation was at a place situated 150 km or less from the place of secondment; or
   (b) where at the time of the Agency's request for the secondment, the place of secondment is the principal residence of the SNE's spouse or of any of his/her dependent children; for this purpose, residence at 150 km or less from the place of secondment is to be treated as residence at that place.
4. Circumstances arising from work done by the SNE for a State other than that of the place of secondment, or for an international organisation, shall not be taken into account for the purpose of paragraph 3.

Article 21
Travel expenses

1. An SNE whose place of residence is more than 150 km from the place of secondment shall be entitled to reimbursement of travel expenses in accordance with the following rules:
   (a) He/she shall be entitled on his/her own account:
      (i) from the place of the deemed residence to the place of secondment at the beginning of the period of secondment;
      (ii) from the place of secondment to the place of the deemed residence at the end of the period of secondment;
   (b) He/she shall be entitled in respect of his/her spouse and dependent children, provided that they live with him/her and that the removal is to be reimbursed by the Agency in accordance with Article 22:
      (i) at the beginning of the secondment, on removal from the place of residence to the place of secondment;
      (ii) at the end of the secondment, from the place of secondment to the place of residence.

2. Unless the journey is made by air, the amount reimbursed shall be a flat rate, limited to the cost of the second-class rail fare, without supplements. This shall also apply to journeys made by car. Air travel expenses shall be reimbursed up to actual cost of a reduced-price ticket (PEX or APEX), on production of tickets and boarding cards. Such reimbursement shall be granted only where the standard rail journey exceeds 500 km or where the standard route involves a sea crossing.

3. By way of derogation from paragraph 1, SNEs who prove that they have changed the place at which they will be primarily employed after the end of the secondment shall be entitled to reimbursement of the travel expenses to that place up to the limits set out in paragraphs 1 and 2. The reimbursement may not involve the payment of a sum higher than that to which he/she is entitled in case of return to the place of residence.

4. If the SNE has effected his/her removal from his/her place of residence to his/her place of secondment, he/she shall be entitled each year to a flat-rate payment equal to the cost of a return journey from his/her place of secondment to his/her place of residence.
for himself/herself, his/her spouse and any dependent children on the basis of the conditions in force at the Agency.

**Article 22**

**Removal expenses**

1. Unless the second subparagraph of Article 17(5) applies, an SNE may remove his/her personal effects from the place of residence to the place of secondment, at the Agency's expense and after obtaining its prior authorisation, pursuant to the rules in force at the time concerning reimbursement of removal costs if the following conditions are met:
   (a) the SNE's initial period of secondment must be for two years;
   (b) the SNE's place of residence must be 100 km or more from the place of secondment;
   (c) the removal must be completed within six months of the starting date of the secondment;
   (d) the authorisation must be requested at least two months before the intended date of removal;
   (e) the removal costs are not being met by the employer: in the event of partial reimbursement by the employer, an equal amount shall be deducted from the reimbursement payable by the Agency;
   (f) the SNE must produce originals of estimates, receipts and invoices to the Agency and a certificate from the employer, either confirming that the employer is not reimbursing removal costs or stating what part of the costs the employer is paying.

2. Subject to paragraphs (3) and (4), where the removal to the place of secondment has been reimbursed by the Agency, the SNE shall be entitled at the end of the secondment, after prior authorisation, to reimbursement of removal costs from the place of secondment to the residence, pursuant to any internal rules in force at the time concerning reimbursement of removal costs, subject to the conditions set out in points (d), (e) and (f) of paragraph 1, and to the following further conditions:
   (a) the removal must not take place earlier than three months before the end of the secondment;
   (b) the removal must be completed within six months following the end of the secondment.

3. An SNE whose secondment is terminated at his/her request or at the employer's request within two years from the start of the secondment shall not be entitled to reimbursement of removal costs to the place of residence.
4. Where the SNE proves that the place where he/she will pursue his/her main occupation after secondment has changed, removal costs to that new place may be reimbursed, but only up to the amount which would have been paid in the case of removal to the place of residence.

**Article 23**

*Missions and mission expenses*

1. An SNE may be sent on mission subject to Article 6.
2. Mission expenses shall be reimbursed in accordance with the rules and conditions relating to the payment of mission expenses in force at the Agency.

**Article 24**

*Training*

SNEs shall be entitled to attend training courses organised by the Agency, if the interests of the agency warrant it. The reasonable interests of the SNE in attending, in particular in the light of the SNE's professional career following secondment, shall be considered when a decision is taken on whether to permit attendance.

**Article 25**

*Administrative provisions*

1. The SNE shall report to the appropriate department of the Agency on the first day of the secondment to complete the relevant administrative formalities. He/she shall take up duty on either the first or the sixteenth day of the month.
2. SNEs not seconded to Warsaw shall report to the appropriate service of the Agency in the place of secondment.
Chapter IV
Information Courses

Article 26
Admission to information courses

1. The Agency shall receive staff from government departments of Member States, Norway and Iceland, candidate countries and third countries who are seconded from their employment in order to follow an information course, in accordance with the terms of the agreements referred to paragraph 5. Those courses must form part of a training programme organised by those departments, in order to foster and facilitate partnerships with the government administrations concerned.

2. The length of courses shall not exceed six months. The course syllabus shall be determined in advance and shall include a general part based on the aims of the courses as laid down in the agreements between the Agency and the country concerned.

3. For administrative purposes, persons following courses shall be considered to be 'cost-free' SNEs.

4. The provisions of Articles 1, 6, 7, 12, 16, and 23, shall apply to persons following courses. By way of derogation from Article 11(3) and (4), those following courses must be insured by their employers against risk of accident.

5. A standard agreement, established by the Agency, shall serve as a framework for the organisation of information courses.

Chapter V
Appeals

Article 27

1. Any SNE seconded for more than 6 months may submit to the Executive Director responsible for appeals under the Staff Regulations a complaint against an act under this Decision by the Agency, adversely affecting him except decisions which are direct consequences of decisions taken by his employer. The complaint must be lodged within two months. The period shall start to run on the date of notification of the decision to the person concerned, but in no case later than the date on which the latter received such notification. The Executive Director shall notify the person concerned of his 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.¹

Chapter VI
Final Provisions

Article 28
This Decision shall take effect on the day of its adoption.

Done at Warsaw, 16 December 2005.

For the Management Board

[signed]

M. A. BEUving
Chairperson of the Management Board

¹ However, this article does not prevent a SNE from bringing an action against the initial decision, under the conditions laid down in article 230 of EC Treaty.