



DECISION OF THE GOVERNING BOARD ON THE SECONDMENT OF NATIONAL EXPERTS TO THE CLEAN SKY 2 JOINT UNDERTAKING

THE GOVERNING BOARD,

Having regard to the Treaty on the Functioning of the European Union

Having regard to Council Regulation No 558/2014 of 6 May 2014 establishing the Clean Sky 2 Joint Undertaking¹ and in particular Article 7(1) and (2) thereof;

Whereas:

- (1) Article 7(1) of Regulation (EC) 558/2014 of 6th May 2014 states that the Clean Sky 2 Joint Undertaking ("CSJU") may make use of seconded national experts ("SNEs");
- (2) Article 7(2) of Regulation (EC) 558/2014 of 6th May 2014 states that the Governing Board shall adopt a decision laying down rules on the SNEs to the CSJU;
- (3) The use of SNEs is deemed appropriate to allow the CSJU to dispose of professional knowledge in the performance of its Statutory tasks when requiring specific competences;
- (4) It is highly desirable to foster the exchange of professional experience and knowledge of the areas of activities of the CSJU by temporarily assigning experts from the administrations of the Member States of the EU, even for short periods. For the same reason, steps should also be taken to facilitate the use of experts drawn from the administrations of Member States of the European Free Trade Area ("EFTA") and public intergovernmental organisations ("IGOs");
- (5) In order to safeguard the independent role of the CSJU, which is composed by temporary and contract staff (hereinafter referred to as 'statutory staff') and shall not be compromised by private interests, and in order to prevent potential conflicts of interest it should be stipulated that SNEs must come from a national, regional or local public administration or IGO;
- (6) In order to avoid any potential conflict of interests, the rights and obligations of SNEs, as set out in this Decision, should ensure that they carry out their duties solely in the interests of the CSJU;
- (7) In view of their special status, it should be stipulated that SNEs acting alone will not exercise any of the responsibilities that belong to the CSJU by virtue of the powers and

¹ (OJ L 169/77, 7.6.2014)

tasks conferred upon it by the Statutes of the CSJU, unless specially empowered to do so in writing by the Executive Director;

- (8) The Permanent Representations of the European Union Member States should play a crucial role in implementing these Rules and should therefore enjoy a particularly close working relationship with the CSJU;
- (9) The CSJU should disseminate information on the implementation of this Decision to the States Representatives Group.

HAS ADOPTED THIS DECISION:

Chapter I - General provisions

Article 1

Scope and definitions

1. These Rules shall apply to national experts seconded to the CSJU (hereinafter referred to as SNEs or seconded national experts).

Seconded national experts are employed by a national, regional or local public administration or an intergovernmental organisation (IGO), who are seconded to the CSJU so that it can use their expertise in a particular field.

For the purposes of this Decision, the public administration means all State administrative services at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities.

The persons covered by these Rules must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment.

The SNE's employer shall thus undertake to continue to pay his salary, to maintain his administrative status (permanent official or contract staff member) throughout the period of secondment and to inform the Executive Director of the CSJU (hereinafter referred to as "the Executive Director") of any change in the SNE's situation in this regard. The SNE's employer shall also continue to be responsible for all his social rights, particularly social security and pension. The termination of or change in the SNE's administrative status (permanent official or contract staff member) may lead to the termination of his secondment by the CSJU, without notice, in accordance with Article 10(2)(c).

2. An SNE must be a national of an EU or EFTA Member State.
3. When a secondment is being planned, the CSJU shall ensure the geographical and gender balance and compliance with the principle of equal opportunities, in accordance with the principles set out in Article 1d and Article 27 of the Staff Regulations.

The Executive Director shall monitor compliance and, in the event of a serious imbalance in the CSJU, shall take the necessary corrective measures to ensure balance representation of SNEs.

Any reference in these Rules to a person of the male sex shall be deemed also to constitute a reference to a person of the female sex, and vice-versa, unless the context clearly indicates otherwise.

Article 2

Cost-free seconded national experts

1. For the purposes of this Decision, "cost-free SNEs" means SNEs for whom the CSJU does not pay any of the allowances provided for in Chapters III or cover any of the expenses provided for in this Decision, other than those related to the performance of their duties during their secondment.
2. Cost-free SNEs may be seconded from employers as defined in Article 1(1).
3. In addition, the Executive Director may authorise the secondment of cost-free SNEs on a case-by-case basis, taking into consideration their place of origin, the geographical balance and the work to be carried out.
4. Cost-free SNEs shall be included into document approved by the Governing Board in the context of the Joint Undertaking budget.

Article 3

Selection procedure

1. SNEs shall be selected according to an open and transparent procedure, the practical details of which shall be decided by the Executive Director.
2. Applications shall be forwarded to the CSJU by the Permanent Representations of the European Union Member States and, where provided for in the vacancy notice, by the EFTA Secretariat or administrations of the IGOs.
3. The secondment shall be authorised by the Executive Director on the basis of the annual budget and establishment plan approved by the Governing Board as per Article 15 of Financial Rules. The secondment shall be effected by an exchange of letters between the Executive Director and the Permanent Representation of the European Union Member State concerned or, if applicable by EFTA Secretariat or the IGO.

A copy of the rules applicable to national experts on secondment to the Joint Undertaking shall be attached to the exchange of letters.
4. In line with Article 15 of Regulation (EC) No 558/2014 and Article 23 of the Statutes of the CSJU, any vacancy notice related to an SNE post shall state the required conflict of interest clearance and confidentiality requirements as a condition for applying to such a post.

Article 4

Period of secondment

1. The initial period of secondment may not be less than six months or more than two years. It may be renewed once or more, up to a total period not exceeding four years. Exceptionally, where the interests of the service warrant it, the Executive Director may authorise one or more extensions of the secondment for a maximum of two more years at the end of the four-

year period. The total period of engagement shall not exceed the lifetime of the Joint Undertaking.

2. The initial duration of the secondment shall be specified in the exchange of letters referred to in Article 3(3). Any extension of the period of secondment shall be the subject of a new exchange of letters.

An SNE who has already been seconded to the CSJU may be seconded to it another time subject to the following conditions:

- a) The SNE must continue to meet the conditions for secondment
- b) A period of at least two years must have elapsed between the end of the previous period of secondment and the new secondment.

The minimum period of two years referred to at b) shall not be required if the previous secondment lasted for less than four years, but in that case the new secondment shall not exceed the unexpired part of the four-year period, without prejudice to the possibility of extending it by up to two more years, as provided for in paragraph 1.

Article 5

Place of secondment

SNEs shall be seconded in Brussels where the seat of CSJU is located.

Article 6

Tasks

1. SNEs shall assist the CSJU temporary staff, performing the tasks assigned to them based on their professional knowledge and experience. They may not perform middle or senior management duties, even when deputising for their immediate superior.
2. An SNE shall take part in missions or external meetings only as part of a delegation led by a CSJU temporary staff member or, if on his own, as an observer or for information purposes.
3. In all other cases, by way of derogation from paragraph 2, the Executive Director may give a specific mandate to the SNE to participate on his own in one or more missions or external meetings, after having ensured that there is no potential conflict of interest.

In such cases the Executive Director shall give the SNE clear and specific written instructions on the position to be adopted during the missions or meetings in question.

Under no circumstances may an SNE on his own represent the CSJU with a view to entering into commitments, whether financial or otherwise, or negotiating on its behalf.

An SNE may, however, represent the CSJU in legal proceedings as co-agent with an official.

4. The CSJU shall remain solely responsible for approving the results of any tasks performed by an SNE and for signing any official documents arising from them.
5. The CSJU, the SNE's employer and the SNE must ensure that there is no conflict of interest in relation to the SNE's duties while seconded to the Joint Undertaking.

For this purpose, the CSJU shall inform the SNE and his employer before the start of the secondment about the intended duties and ask them 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 sign a specific declaration of absence of conflict of interests and a declaration of confidentiality upon taking up his/her duties.

The employer and the SNE shall also undertake to inform the Executive Director of any change of circumstances during the secondment which could give rise to any such conflict.

The CSJU shall keep a copy of such exchanges of correspondence in its records.

6. Failure on the part of the SNE to comply with his obligations arising from paragraphs 2, 3 or 5 shall entitle the CSJU, if it sees fit, to terminate the secondment of the SNE pursuant to Article 10(2)(c).

Article 7

Rights and obligations

1. During the period of secondment:

- a) The SNE shall carry out his duties and conduct himself solely with the interests of the CSJU in mind. He shall neither seek nor take instructions from any government, authority, organisation or person outside the Joint Undertaking. He shall carry out the duties assigned to him objectively, impartially and in keeping with his duties of loyalty to the Joint Undertaking.
- b) An SNE wishing to engage in an outside activity, whether paid or unpaid, or to carry out any assignment outside the CSJU shall be subject to the Joint Undertaking's rules on prior authorisation for the Joint Undertaking's statutory staff². The CSJU shall consult the SNE's employer before issuing an authorisation.
- c) The SNE shall refrain from any action or behaviour which might reflect adversely upon his position and from any form of psychological or sexual harassment³.
- d) The SNE shall not, in the performance of his duties, deal with a matter in which, directly or indirectly, he has any personal interests such as to impair his independence, and, in particular, family and financial interests. If he has occasion in the performance of his duties to deal with such a matter, he shall immediately inform the Executive Director, who will take any appropriate measure and may, in particular, relieve the SNE of 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 CSJU or which have dealings with the CSJU, any interests of such kind or magnitude as might impair his independence in the performance of his duties.

The SNE shall declare any gainful activity performed in a professional capacity by his spouse, as defined by the Staff Regulations.

- e) 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.

² Article 12b of the Staff Regulations and the provisions implementing this Article shall apply mutatis mutandis.

³ Article 12a of the Staff Regulations and the provisions implementing this Article shall apply mutatis mutandis.

- f) The SNE has the right to freedom of expression, with due regard for the principles of loyalty and impartiality.
The SNE who intends to publish or cause to be published, whether alone or with others, any text on a matter relating to his or her work or any EU matter shall inform the Executive Director in advance. Where the Executive Director is able to demonstrate that the publication is liable seriously to prejudice the legitimate interests of the Joint Undertaking or EU, he or she shall inform the SNE of his decision in writing within 30 working days of receipt of the information. If no such decision is notified within the specified period, the Executive Director shall be deemed to have had no objections.
 - g) All rights in any work done by the SNE in the performance of his duties shall be the property of the CSJU.
 - h) The SNE shall reside at the place of secondment or at no greater distance therefrom as is compatible with the proper performance of his activities.
 - i) Based on his professional knowledge and experience, the SNE shall assist and tender advice to the superiors in the CSJU to whom he is assigned and shall be responsible to his superiors for performance of the tasks entrusted to him.
 - j) The SNE shall not accept, directly or indirectly, without the prior permission of the Executive Director, any honour, decoration, favour, gift or payment of any kind whatsoever from any source outside the CSJU.
2. Failure to comply with any of the provisions of paragraph 1 during the period of secondment shall entitle the CSJU, if it sees fit, to terminate the SNE's secondment pursuant to Article 10(2)(c).
 3. At the end of the secondment the SNE shall continue to have a duty of loyalty to the CSJU and be bound by the obligation to respect confidentiality in respect to internal information and any internal document held during his/her assignment to the CSJU, act with integrity and discretion in the exercise of new duties assigned to him and in accepting certain posts or advantages.

Article 8

Professional experience and knowledge of languages

1. To qualify for secondment to the CSJU a national expert must have at least three years' experience of administrative, legal, 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 (hereinafter 'Staff Regulations') and the Conditions of Employment of Other Servants of the European Union, laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68⁴. The SNE vacancy notice may however set an additional requirement on minimum number of years of senior level experience in a certain field of activities.
2. The SNE must produce evidence of a thorough knowledge of English, as the main working language of the Joint Undertaking and a satisfactory knowledge of another EU language to the extent necessary for the performance of his duties.

⁴ OJ L 56, 4.3.1968, p. 1, as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013, OJ L 287, 29.10.2013, p.15.

Article 9

Suspension of secondment

1. At the written request of the SNE or his employer, and with the latter's agreement, the CSJU may authorise suspensions of periods of secondment and specify the terms applicable. During such suspensions:
 - a) the subsistence allowances referred to in Article 16 shall not be payable;
 - b) the travel expenses referred to in Article 18 shall be payable only if the suspension is at the CSJU's request.
2. The period of suspension shall not be counted in the period of secondment as defined in Article 4.
3. The CSJU shall inform the SNE's employer on suspension of secondment.

Article 10

Termination of periods of secondment

1. Subject to paragraph 2, the expert's secondment may be terminated at the request of the CSJU or the SNE's employer, subject to three months' notice, or at the SNE's request, subject to the same period of notice and with the agreement of the CSJU and the SNE's employer.
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 CSJU and the employer acting jointly, at the request of the SNE addressed to both parties, if the SNE's personal or professional interests so require;
 - c) by the CSJU in the event of failure by the SNE or his employer to respect their obligations under this Decision; the Joint Undertaking shall immediately inform the SNE and his employer accordingly.

Chapter II Working conditions

Article 11

Social security

1. Before the period of secondment begins, the employer as defined in Article 1(1) from which the SNE is to be seconded shall certify to the CSJU that he or she will remain, throughout the period of secondment, subject to the social security legislation applicable to the employer and the SNE and that the employer will assume the responsibility for the social security expenses incurred abroad. To this end, the SNE's employer shall provide the CSJU with the certificate referred to in Article 11(1) of Council Regulation (EEC) No 574/72⁵.

⁵ OJ L 74, 27.3.1972, p. 1., as replaced by the Regulation (EC) No 998/2009 of the European Parliament and Council of 16 September 2009, OJ L 287, 30.10.2009

2. From the day on which their secondment begins, SNEs shall be covered by the CSJU against the risk of accident. The Joint Undertaking shall provide them with a copy of the terms of this cover.
3. A SNE who cannot be covered by public sickness insurance scheme may apply to have this risk insured by the CSJU. The SNE shall pay half the relevant insurance premium and his contribution shall be deducted monthly from the subsistence allowances referred to in Article 16.

Article 12

Working hours

1. The working hours for SNEs shall be the same as those in force at the CSJU⁶.
2. An SNE shall serve on a full-time basis throughout the period of secondment. The Executive Director may allow an SNE to work part time, provided the SNE's employer agrees and the arrangement is compatible with the smooth running of the CSJU.

Article 13

Sick leave

1. The rules in force at the CSJU on absence due to sickness or accident shall apply to SNEs.⁷
2. Where the period of sick leave exceeds three months or the length of time worked by the SNE, whichever is longer, the subsistence allowances referred to in Article 16 shall be automatically suspended.

Sick leave may not extend beyond the duration of the secondment of the person concerned.

3. SNEs who are the victim of a work-related injury which occurs during the secondment shall continue to receive the subsistence allowances in full throughout the period during which they are unfit for work. These allowances shall not, however, be paid beyond the end of the period of secondment.

Article 14

Annual and special leave

1. With the exception of the provisions relating to grade, the rules in force at the CSJU on annual and special leave, applicable to the JU statutory staff, shall apply to SNEs⁸.
2. Leave shall be subject to prior authorisation by the department to which the SNE is seconded. In the event of unauthorised absence within the meaning of Article 60 of the Staff Regulations, subsistence allowances shall not be paid.

⁶ Articles 55, 56 and 56c of the Staff Regulations and the provisions implementing these Articles shall apply *mutatis mutandis*.

⁷ Articles 59 and 60 of the Staff Regulations and the provisions implementing these Articles shall apply *mutatis mutandis*.

⁸ Articles 57 and 59a of and Annex V to the Staff Regulations and the provisions implementing these Articles shall apply *mutatis mutandis*.

3. Upon a duly justified request from the SNE's employer, the SNE may be granted up to two days of special leave by the CSJU in a 12-month period to visit his employer.
4. Days of annual leave not taken by the end of the period of secondment shall be forfeited.

Article 15

Maternity leave

1. The rules in force at the CSJU on maternity leave shall apply to SNEs⁹. While on maternity leave the SNE shall receive the subsistence allowances referred to in Article 16.
2. Where the rules that are binding upon the SNE's employer provide for a period of maternity leave longer than that granted by the CSJU, the secondment may, at the SNE's request, be interrupted for the period by which that leave exceeds the leave granted by the CSJU.

A period equivalent to the break may be added to the end of the secondment if the interests of the CSJU warrant it.
3. An SNE may, as an alternative, apply for a break in the secondment to cover the sum of the periods allowed for maternity leave. In that case, the second subparagraph of paragraph 2 shall apply.

Chapter III Allowances and expenses

Article 16

Subsistence allowances

1. An SNE shall be entitled, throughout the period of secondment, to a daily subsistence allowance and a monthly subsistence allowance.

On the date of entry into force of this Decision, the daily subsistence allowance shall be €128,67.

The monthly subsistence allowance shall be paid in accordance with the following table:

Distance between place of origin and place of secondment (km)	Amount in €
0 - 150	0
> 150	82,70
> 300	147,03
> 500	238,95
> 800	385,98
> 1300	606,55
> 2000	726,04

⁹ Article 58 of the Staff Regulations and the provisions implementing this Article shall apply mutatis mutandis.

2. These subsistence allowances shall be granted under the same conditions as the expatriation allowance for statutory staff⁹.
3. In the case of cost-free SNEs, the exchange of letters referred to in Article 3(3) shall stipulate that these allowances will not be paid.
4. The adjustments to remuneration adopted by the Council pursuant to Article 65 of the Staff Regulations shall apply automatically to the subsistence allowances in the month following their adoption.
5. These allowances are intended to cover SNEs' living expenses in the place of secondment on a flat-rate basis and shall in no circumstances be construed as remuneration paid by the CSJU.

Before the secondment, the SNE's employer shall certify to the CSJU that during the secondment it will maintain the level of remuneration the SNE was receiving at the time of his secondment.

The SNE shall inform the CSJU of any allowance similar to the subsistence allowances paid by the Joint Undertaking received from other sources. This amount shall be deducted from the subsistence allowances paid by the CSJU. Following a duly justified request from the employer, the CSJU may decide not to make this deduction.
6. Subsistence allowances shall be payable for every day of the week, including during periods of mission, annual leave, special leave and holidays granted by the CSJU.
7. When SNE starts the secondment, the first 75 days of the subsistence allowances to which he is entitled shall be advanced in the form of a lump sum, and the allowances shall not be paid during the corresponding period. This lump sum shall be paid by the 25th day of the month for SNEs starting on the first day of the same month. For SNEs starting on the 16th day of the month, this lump sum shall be paid by the 10th day of the following month. If the secondment is ended during the first 75 days, the SNE shall return the amount corresponding to the remainder of that period.
8. Subsistence allowances shall be paid no later than the 25th day of each month.

Article 17

Place of origin

1. For the purposes of this Decision, "place of origin" means the place where the SNE performed his duties for his employer at the time of his secondment. The place of secondment shall be the place where the CSJU is located. Both places shall be identified in the exchange of letters referred to in Article 3(4).
2. If, six months before his secondment to the CSJU as an SNE, a national expert already has his main residence in a place other than that in which the employer's headquarters is located, the place of origin shall be deemed to be whichever of the places is closer to the place of secondment.

⁹ Article 4 of Annex VII to the Staff Regulations and the provisions implementing this Article shall apply *mutatis mutandis*.

Article 18

Travel expenses

1. SNEs other than those seconded cost-free, shall be entitled to reimbursement of the cost of their travel between their place of origin and the place of secondment, as defined in Article 17, at the beginning and end of their secondment.
2. Travel expenses shall be reimbursed in accordance with the relevant rules and conditions in force at the CSJU¹⁰.
3. By way of derogation from paragraph 1, an SNE who proves that he will be assigned to a place other than his place of origin at the end of the secondment shall be entitled to reimbursement of the travel expenses to that new place under the conditions laid down in paragraph 2. However, this reimbursement may not be more than the amount that would have been paid had the SNE returned to his place of origin.
4. The CSJU shall not reimburse any expenses referred to in the preceding paragraphs if they have been met by the employer or any other body. The Permanent Representation concerned, or if applicable the EFTA Secretariat or IGO concerned, shall inform the CSJU to this effect.

Article 19

Missions and mission expenses

1. SNEs may be sent on mission subject to Article 6.
2. Mission expenses shall be reimbursed in accordance with the relevant rules and conditions in force at the CSJU.¹¹

Article 20

Training

SNEs shall be entitled to attend training courses organised by the CSJU or the European Commission if the interests of the Joint Undertaking warrant it. The interests of the SNE, in particular with a view to his reinstatement into his original administration after the secondment, may be considered when a decision is taken on whether to allow him to attend a training course.

Article 21

Administrative provisions

SNEs shall report to the Head of Finance and Administration on the first day of secondment to complete the requisite administrative formalities. They shall take up duty on either the first or the sixteenth day of the month.

¹⁰ Article 7(1) and (2) of Annex VII to the Staff Regulations and the provisions implementing these Articles shall apply *mutatis mutandis*.

¹¹ Articles 11 and 12 of Annex VII to the Staff Regulations and the provisions implementing these Articles shall apply *mutatis mutandis*.

Chapter IV

Complaints

Article 22

Without prejudice to the possibilities for instituting proceedings after taking up his position, under the conditions and time limits laid down in Article 263 of the Treaty on the Functioning of the European Union, any SNE may submit a complaint to the Executive Director about an act adopted by the Joint Undertaking under this Decision which adversely affects him, with the exception of 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.

Article 23

Entry into force

The Decision shall take effect on the date of its adoption.

Done at Brussels, 24/09/2015

For the Governing Board of the CSJU

Ric Parker



Chairperson of the Governing Board