

MANAGEMENT BOARD DECISION

of 05/12/2024

laying down rules on the Secondment to the EU-OSHA of National Experts and National Experts in Professional Training.

THE MANAGEMENT BOARD,

Having regard to Regulation (EU) 2019/126¹ of the European Parliament and of the Council of 16 January 2019 establishing the European Agency for Safety and Health at Work (EU-OSHA) and repealing Council Regulation (EC) 2062/94², and in particular Article 20 thereof,

Having regard to the Decision of the Director RSC (11)06 of 21 July 2011 laying down the rules on the secondment to EU-OSHA of national experts (SNEs) and national experts in professional training (NEPTs),

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 by temporarily assigning experts from the Member States to the Agency, even for short periods. For the same reasons, steps should be taken to facilitate the use of experts drawn from public administrations of Iceland, Norway, Liechtenstein (parties to the EEA Agreement), and public inter-governmental organisations (IGOs).
- (3) In order to ensure that the Agency's independence is not compromised by private interests, it should be stipulated that SNEs must come from a national, regional or local public administration or an IGO. The secondment of a national expert by an employer other than a national, regional or local public administration or an IGO should be authorised only on a case-by-case basis, once it has been ascertained that the SNE's employer is part of the public sector or is an independent university or research organisation that does not seek to make profits for redistribution.
- (4) In order to avoid any conflict of interests, the rights and obligations of SNEs set out in this Decision should ensure that SNEs 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 shall be stipulated that SNEs should not take responsibility on behalf of the Agency, unless specially empowered to do so in writing by the Executive Director.
- (6) In the case of working conditions and the granting of subsistence allowances, as much as possible these are to be brought in line with the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union but without actually assimilating SNEs to these categories.
- (7) In view of the importance of training officials of the Member States - and, where appropriate, of Iceland, Norway, Liechtenstein (parties to the EEA Agreement) and IGOs - in Union policies and the

¹ OJ L30, 31.1.2019

² OJ L 216, 20.8.1994

Agency's working methods, a specific legal and administrative framework for the induction and professional training of these officials, to be known as national experts in professional training (NEPTs), should be set up.

- (8) For reasons of legal certainty and clarity, the Decision of the Director RSC (11)06 of 21 July 2011 laying down the rules on the secondment to EU-OSHA of national experts (SNEs) and national experts in professional training (NEPTs), which has become obsolete, should be repealed.

HAS DECIDED AS FOLLOWS:

TITLE I

SECONDED NATIONAL EXPERTS

Chapter I – General Provisions

Article 1
Scope and definitions

1. This Decision is applicable to national experts seconded to the Agency, hereinafter referred to as Seconded National Experts (SNEs).

SNEs are staff employed by a national, regional or local public administration or an IGO, who are seconded to the Agency 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 this Decision 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 their salary, to maintain their administrative status (e.g. permanent official or contract staff member) throughout the period of secondment and to inform 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 their social rights, particularly social security and pension. The termination of or change in the SNE's administrative status (e.g. permanent official or contract staff member) may lead to the termination of their secondment by the Agency, without notice, in accordance with Article 10.2 (c) (termination of periods of secondment).

SNEs shall be nationals of a Member State of the European Union or of Iceland, Norway and Liechtenstein (parties of the EEA Agreement).

2. Notwithstanding the second subparagraph of Article 1.1, the Executive Director may, on a case-by-case basis, authorise the secondment of an SNE from an employer other than a State public administration or a IGO if the interests of the Agency warrant bringing in specific expertise as a temporary measure, provided that the SNE's employer is:
- an independent university or research organisation which does not set out to make profits for redistribution; or
 - in fact, part of the public sector.

For the purposes of this Decision, to qualify as being part of the public sector, the SNE's employer must meet all the following conditions:

- it must be attached to a public administration, as defined in Article 1.1, and specifically it must have been created by legislation or regulation;
- its resources must come primarily from public funding;
- any activities in which it competes against other private or public entities on the market must represent less than half of its activities.

Article 2

Cost-free Seconded National Experts

1. For the purposes of this Decision, "cost-free SNEs" means SNEs for whom the Agency does not pay any of the allowances as referred to in Chapter III of this Decision 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 the public administration, as defined in Article 1 from a Member State of the European Union or of Iceland, Norway and Liechtenstein (parties of the EEA Agreement) or from an IGO.
3. Cost-free SNEs shall be taken into account in the Agency's Single Programming Document as regards the allocation of human resources.

Article 3

Selection procedure

1. SNEs shall be selected according to an open and transparent procedure³.
2. Before the secondment, the Agency must have the necessary SNE positions included in its annual budget as adopted by the budgetary authorities.
3. Applications, and any required supporting document, shall be submitted by applicants as detailed in the call for expressions of interest.
4. Any secondment shall be authorised by the Executive Director further to an exchange of letters with the SNE's employer.

Article 4

Period of secondment

1. The initial period of secondment may not be less than six months nor more than two years. It may be renewed once or more up to a total period not exceeding four years. Exceptionally, at the request of the Unit concerned and in the interests of the service, 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.
In cases where an SNE has been seconded as a national expert in professional training within the meaning of Article 25 during the six years preceding their secondment as SNE, the period of the professional traineeship shall be deducted from the maximum period of six years provided for in the previous paragraph.

³ The call for expressions of interest will be widely published and disseminated and will, inter-alia, detail the job profile, duties, requirements, and highlight the selection procedure steps.

2. The initial period of secondment shall be specified at the outset in the exchange of letters provided for in Article 3.3. Any extension of the period of secondment shall be the subject of a new exchange of letters.
3. An SNE who has already been seconded to the Agency may be seconded to it another time subject to paragraphs 1. and 2. above and subject further to the following conditions:
 - the SNE must continue to meet the conditions for secondment;
 - a period of at least six years must have elapsed between the end of the previous period of secondment and the new secondment; if at the end of the previous secondment the SNE received an employment contract with the Agency, the duration of that contract or secondment shall be taken into account when calculating the six-year period referred to above.

The minimum period of six years referred to above shall not be required if the previous secondments 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 may be seconded to the place of employment of the Agency statutory staff (Temporary and Contract Agents, hereinafter referred to as staff).

The place of secondment may be either at the premises of the Agency, located in Bilbao, Spain, or at the Agency's liaison office located in Brussels, Belgium. The actual place of secondment shall be specified in the SNE agreement.

Article 6 Duties

1. SNEs shall assist the Agency staff and carry out the tasks assigned to them. 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 if accompanying/as part of a delegation led by an Agency staff member, or acting alone 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 their own in one or more missions or external meetings, after having ensured that there is no potential conflict of interest. The Executive Director may delegate this prerogative to the Head of Unit of the SNE concerned.

In such cases, the Executive Director or the Head of the Unit concerned 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 their own represent the Agency with a view to entering into commitments, whether financial or otherwise, or negotiating on its behalf.

An SNE may, however, represent the Agency in legal proceedings as co-agent with a staff member.

4. The Agency shall remain solely responsible for approving the results of any tasks performed by SNEs and for signing any official documents arising from them.
5. The Agency, 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 Agency.

For this purpose, the Agency, shall inform the future SNE and their 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 future SNE should not be assigned to those duties.

The employer and the SNE shall also undertake to inform the Agency of any change of circumstances during the secondment which could give rise to any such conflict, or appearance of conflict.

The Agency's Administration shall keep all such exchanges of correspondence in its records and shall produce it to the Executive Director on request.

6. Failure on the part of the SNE to comply with their obligations arising from paragraphs 2, 3 or 5 above shall entitle the Agency, 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) SNEs shall carry out their duties and conduct themselves solely with the interests of the Agency in mind. They shall neither seek nor take instructions from any government, authority, organisation or person outside the Agency. They shall carry out the duties assigned to them objectively, impartially and in keeping with their duties of loyalty to the Agency.
- b) SNEs wishing to engage in an outside activity, whether paid or unpaid, or to carry out any assignment outside the Agency shall be subject to the rules on prior authorisation for outside activities for staff⁴. The Agency, shall consult the SNE's employer before an authorisation is issued.
- c) SNEs shall refrain from any action or behaviour which might reflect adversely upon their position and from any form of psychological or sexual harassment⁵
- d) SNEs shall not, in the performance of their duties, deal with a matter in which, directly or indirectly, they have any personal interests such as to impair their independence, and, in particular, family and financial interests. If they have occasion in the performance of their duties to deal with such a matter, they shall immediately inform the Executive Director, who will take any appropriate measure and may, in particular, relieve them of responsibility in this matter.

SNEs 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 their independence in the performance of their duties.

SNEs shall declare any gainful activity performed in a professional capacity by their spouse, as defined by the Staff Regulations.

- e) SNEs 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.
- f) SNEs have the right to freedom of expression, with due regard for the principles of loyalty and impartiality.

SNEs who intend to publish or cause to be published, whether alone or with others, any text on a matter relating to the work of the Agency 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 Agency, s/he shall inform the SNE of his/her 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.

⁴ Article 12b of the Staff Regulations and the provisions implementing this Article shall apply mutatis mutandis.

⁵ Article 12a of the Staff Regulations and the provisions implementing this Article shall apply mutatis mutandis.

- g) All rights in any work done by SNEs in the performance of their duties shall be the property of the Agency.
 - h) SNEs shall reside at the place of secondment or at no greater distance there from as is compatible with the proper performance of their activities⁶.
 - i) Based on their professional knowledge and experience, SNEs shall assist and tender advice to their superior at the Agency to whom they are assigned and shall be responsible to their superior for performance of the tasks entrusted to them.
2. Failure to comply with any of the provisions of paragraph 1 during the period of secondment shall entitle the Agency, if it sees fit, to terminate the SNE's secondment pursuant to Article 10.2 (c).
3. At the end of the secondment, SNEs shall continue to have a duty of loyalty to the Agency and be bound by the obligation to act with integrity and discretion in the exercise of new duties assigned to them and in accepting certain posts or advantages.

Article 8

Level, professional experience and knowledge of languages

1. To qualify for secondment to the Agency, national experts 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 as defined in the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union*.
2. SNEs must have a thorough knowledge of one of the Union languages and a satisfactory knowledge of another Union language to the extent necessary for the performance of their duties. SNEs from a non-member country must have a thorough knowledge of one Union language necessary for the performance of their duties.

Article 9

Suspension of secondment

1. At the written request of the SNE or their employer, and with the latter's agreement, the Agency 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 Agency's request.
2. The period of suspension shall not be counted in the period of secondment as defined in Article 4.

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, subject to three months' notice, or at the SNE's request, subject to the same period of notice and with the agreement of the Agency and the SNE's employer.

⁶ As defined in the Agency's guidelines on working time and hybrid working.

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 agreement between the Agency and the employer acting jointly, on request by the SNE addressed to both parties, if the SNE's personal or professional interests so require;
 - c) by the Agency in the event of a failure by the SNE or the SNE's employer to respect their obligations under this Decision.
3. In the event of termination under Art. 10.2 (c), the Agency shall immediately inform the SNE and the SNE's employer accordingly.

Chapter II – Working conditions

Article 11

Social security, accident insurance

1. At the time of the selection procedure, the applicant's employer, shall fill in a form, certifying to the Agency that, in case of successful application and subsequent secondment to the Agency, the concerned applicant will remain, as per Article 1.1, employed, will continue to receive their usual remuneration, and will remain subject to the social security legislation applicable to the employer throughout the period of secondment.
2. SNEs shall demonstrate, prior to the secondment, being covered by a sickness insurance for the whole duration of their secondment.
3. From the day on which their secondment begins, SNEs shall be covered by EU-OSHA against the risk of accident.

Article 12

Hybrid working and working time

1. The Agency rules on hybrid working and working time⁷, shall apply to SNEs.
2. SNEs shall serve on a full-time basis throughout the period of secondment. Following a duly justified request originating from the Unit concerned, the Executive Director may allow an SNE to work part-time, provided that the SNE's employer agrees and the arrangement is compatible with the smooth running of the Unit. In this case the SNE shall be entitled, during the period of secondment, to a percentage of the daily subsistence allowance corresponding to the percentage of the time worked, as laid out in Article 16. The amount of annual leave shall also be reduced proportionally.

Article 13

Sick leave

1. The Agency rules on absence as a result of sickness or accident shall apply to SNEs.
2. Where the period of sick leave exceeds either three months or the period of service performed by 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.

⁷ Management Board Decision on hybrid working and working time

3. 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. These allowances shall not however, be paid beyond the end of the period of the secondment.

Article 14
Annual and special leave

1. With the exception of the provisions relating to grade, the rules in force at the Agency on annual and special leave shall apply to SNEs.
2. Leave is subject to prior authorisation by the Head of Unit to which the SNE is assigned. In case of unauthorised absence within the meaning of Article 60 of the Staff Regulations, the relevant subsistence allowances shall not be paid.
3. Upon a duly justified request from the SNE's employer, the SNE may be granted up to two days of special leave in a 12-month period to visit their 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 Agency on maternity leave shall apply to SNEs. Whilst on maternity leave, the SNE shall receive the subsistence allowances as set out 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 Agency, the secondment may, at the SNE's request, be interrupted for the period by which that leave exceeds the leave granted by the Agency. A period equivalent to the break may be added to the end of the secondment if the interests of the Agency 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, parental or family leave granted by the employer. In that case, the second subparagraph of paragraph 2 shall apply.

Chapter III - Allowances & Expenses

Article 16
Subsistence allowances

1. SNEs other than those seconded cost-free 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, allowances to be paid are:

- a daily subsistence allowance of 166.48 Euro, and
- a monthly subsistence allowance as per the following table:

Distance between place of origin & place of secondment (km)	Amount in€
0 - 150	0
> 150	107.01
> 300	190.23
> 500	309.16
> 800	499.41
>1300	784.79
>2000	939.39

2. These subsistence allowances shall be granted under the same conditions as the expatriation allowance for staff⁸.
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 subsistence allowances for SNEs seconded to Bilbao shall be subject to the weighting set by the Council pursuant to Article 64 of the Staff Regulations.
5. 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.
6. 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 Agency.

SNEs shall inform the Agency of any allowance similar to the subsistence allowances paid by the Agency received from other sources. This amount shall be deducted from the subsistence allowances paid by the Agency. Following a duly justified request from the employer, the Agency may decide not to make this deduction.

7. 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 Agency.
8. When the SNE starts the secondment, the first 75 days of the subsistence allowances to which they are 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 reimburse the amount corresponding to the part of the period they were no longer in service.
9. 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, the place of origin means the place where SNEs performed their duties for their employer immediately prior to the secondment. The place of secondment shall be the place where the Agency's office to which the SNE is assigned is located. Both places shall be identified in the exchange of letters mentioned in Article 3.3.
2. If, six months before their secondment to the Agency as SNE, a national expert already has their 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.

Article 18 Travel expenses

1. SNEs other than those seconded cost-free, shall be entitled to reimbursement of travel expenses between their place of origin and the place of secondment, as defined in Article 17, at the beginning and end of their secondment.

⁸ Article 4 of Annex VII to the Staff Regulations and the provisions implementing this Article shall apply *mutatis mutandis*

2. Travel expenses shall be reimbursed in accordance with the relevant rules and conditions in force at EU-OSHA⁹.
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 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 they returned to their place of origin.
4. The Agency shall not reimburse any expenses referred to in the preceding paragraphs where they have actually been met or reimbursed by the employer or any other body. For this purpose, SNEs shall declare any such payments or reimbursements to the Agency.

Article 19
Missions and mission expenses

1. SNEs may be sent on mission subject to Article 6 of this Decision.
2. Mission expenses shall be reimbursed in accordance with the rules and conditions relating to the payment of mission expenses in force at the Agency¹⁰.

Article 20
Settlement of expenditure

Payments shall be made in Euros to the SNE's bank account (in a Member State).

Chapter IV - Complaints

Article 21
Complaints procedure

Without prejudice to the possibilities for instituting proceedings after taking up his position, under the conditions and time limits laid down in Article 230 of the EC Treaty, SNEs may submit to the Executive Director a complaint against an act under this Decision taken by the Agency, adversely affecting them, except for decisions which are direct consequences of decisions taken by their 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 their 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.

Chapter V - Administrative Provisions

Article 22
Training

SNEs shall be entitled to attend training courses organised by the Agency, including language classes, if the interests of the Agency warrant it. The interests of the SNE to attend, in particular in view of the

⁹ Articles 7(1) and (2) of Annex VII to the Staff regulations and the provisions implementing these Articles shall apply *mutatis mutandis*.

¹⁰ Articles 11 and 12 of Annex VII to the Staff Regulations and the provisions implementing these Articles shall apply *mutatis mutandis*.

SNE's reinstatement to his original administration after the secondment, may be considered when a decision is taken on whether to allow them to attend a training course.

Article 23
Reporting line

SNEs shall report to the Head of the Unit to which they are assigned.

Article 24
Taking up duties

SNEs shall take up duty on either the first or on the sixteenth day of the month.

TITLE II

NATIONAL EXPERTS IN PROFESSIONAL TRAINING

Article 25
General provisions and definitions

1. National experts in professional training (hereinafter referred to as NEPTs) are staff from the public administrations of EU member states or Iceland, Norway and Liechtenstein (parties to the EEA Agreement) or from IGO, who are admitted to the Agency for professional training purposes.
2. The provisions of Article 1.1 and 1.2, shall apply by analogy to NEPTs.

Article 26
Purpose of the professional traineeship

1. The purpose of the professional traineeship is:
 - to give NEPTs experience of the Agency's working methods and policies;
 - to enable them to gain practical experience and understanding of the day-to-day work of the Units and to give them the opportunity to work in a multicultural, multilingual environment;
 - to enable staff of national administrations to put into practice the knowledge they have acquired in their studies, particularly in their respective areas of responsibility.
2. For its part, the Agency:
 - benefits from the input of people who can offer a new point of view and up-to-date knowledge which will enrich the daily work of the Agency;
 - builds up a network of people with direct experience of its procedures.

Article 27
Eligibility

1. The provisions of Article 8 on professional experience and knowledge of languages shall apply by analogy to NEPTs.
2. People who have already been seconded as SNE or worked under an employment contract in one of the Union institutions or bodies shall not be eligible.

Article 28
Selection of candidates

1. Following a call for expressions of interest, applications, together with the employer's certificate mentioned under Article 11.1, shall be forwarded to the Human Resources Section of the Agency by the candidate, or, as the case may be, by the Permanent Representations, by the EFTA Secretariat, or IGOs.
2. After consulting the Units concerned and considering the situation, the Executive Director shall decide how many NEPTs are to be admitted to the Agency for each period.

Article 29
Duration of the professional traineeship

1. Professional traineeships shall last between three and five months. The duration shall be fixed at the outset and may not be changed or extended.
An NEPT may only complete a single professional traineeship.
2. Professional traineeships shall start on either the first or sixteenth day of the month.

Article 30
Organisation of the professional traineeship

1. Throughout professional traineeships, NEPTs shall be supervised by a mentor.
2. NEPTs must follow instructions given by their mentor and/or Head of Unit to which they are seconded.
3. NEPTs shall be allowed to attend meetings, unless they are restricted or confidential, to receive documentation and to participate in the activities of the Unit to which they are seconded.

Article 31
Suspension of the professional traineeship

At the written request of the NEPT or their employer and with the latter's prior agreement, the Executive Director may authorise a very brief suspension of the professional traineeship or its early termination. The NEPT may return to complete the remaining period of the professional traineeship, but only up until the end of that period. Under no circumstances may the traineeship be extended.

Article 32
Working conditions and remuneration

1. The following Articles of this Decision shall apply by analogy to NEPTs:
 - Article 6 (duties);
 - Article 7 (rights and obligations);
 - Article 11.1 and 3 (social security, accident insurance);
 - Article 12.1 (working hours);
 - Article 13 (sick leave);
 - Article 14 (annual and special leave);
 - Article 19 (missions and mission expenses).
2. NEPTs shall be regarded as cost-free SNEs within the meaning of Article 2. They shall continue to be paid by their employer without any financial compensation being paid by the Agency.

The Agency will accept no requests for grants or fees or the reimbursement of travel or other expenses other than the reimbursement of mission expenses incurred as part of the professional traineeship.

Article 33

Reports and certificate of attendance

1. At the end of the professional traineeship NEPTs and their mentors shall complete an evaluation report.
2. NEPTs who have completed their professional traineeships may ask the Agency to issue a certificate showing the dates of the professional traineeship and the Unit in which it took place.

TITLE III

FINAL PROVISIONS

Article 34

Delegation

1. The Executive Director of the Agency may delegate the powers devolved to him/her pursuant to this Decision to one or more middle managers of his choice.

Article 35

Entry into force

The present decision shall take effect on the day following that of its adoption.

Decision of the Director RSC (11)06 of 21 July 2011 laying down the rules on the secondment to EU-OSHA of national experts (SNEs) and national experts in professional training (NEPTs), is hereby repealed.

Done in Bilbao, on 5 December 2024

For EU-OSHA



Marie Dalton
Management Board Chairperson