



THE DIRECTOR

Having regard to

- Regulation (EU, Euratom) No 1141/2014 on the statute and funding of European political parties and European political foundations (hereinafter “Regulation (EU, Euratom) No 1141/2014”)¹, in particular Article 6 thereof,
- the Staff Regulations and the Conditions of Employment of Other Servants² (hereinafter the “Staff Regulations”),
- the Internal Staff Rules of the Authority for European Political Parties and European Political Foundations.

Whereas:

- (1) According to Article 6(5) of Regulation (EU, Euratom) No 1141/2014, the Authority for European Political Parties and European Political Foundations (the “Authority”) may make use in any areas of its work of other seconded national experts [...].
- (2) Seconded national experts (SNEs) should enable the Authority to benefit from the high level of their professional knowledge and experience, in particular in areas where such expertise is not readily available.
- (3) It is highly desirable to foster the exchange of professional experience in, and knowledge of, financing and supervision of political parties and political foundations by temporarily assigning experts from the administrations of the Member States to the Authority, even for short periods.
- (4) In order to ensure that the Authority's independence is not compromised by private interests, it should be stipulated that SNEs must come from a national, regional or local public administration of a Member State or of a member in EFTA or a candidate country. The secondment of an SNE by an employer other than a national, regional or local public administration 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 of the same countries or is an independent university or research organisation from one of those countries that does not seek to make profits for redistribution.

¹ Regulation (EU, Euratom) No 1141/2014 of the European Parliament and of the Council of 22 October 2014 on the statute and funding of European political parties and European political foundations, OJ L 317, 4.11.2014, p. 1, as amended.

² Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community, OJ P 045 14.6.1962, p. 1385, as amended.

- (5) In order to avoid any 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 Authority.
- (6) 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 Authority by virtue of the powers conferred upon it, unless specially empowered to do so in writing by the Director of the Authority.
- (7) Review of daily and monthly allowances should be facilitated, taking account of changes in the basic salaries of EU officials in Brussels.
- (8) The Permanent Representations of the European Union Member States as well as the National Contact Points pursuant to Article 2(10) of Regulation (EU, Euratom) No 1141/2014 play a crucial role in implementing these Rules and should therefore enjoy a particularly close working relationship with the Authority.

HAS ADOPTED THIS

Decision laying down rules on the secondment to the Authority for European Political Parties and European Political Foundations of national experts

CHAPTER I

GENERAL PROVISIONS

Article 1 *Scope*

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

Seconded national experts are staff employed by a national, regional or local public administration of a Member State or of a member in EFTA or a Union accession candidate country, who are seconded to the Authority so that it can use their expertise.

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.

2. 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 Director of the Authority 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 Authority, without notice, in accordance with Article 9(2)(c).
3. Notwithstanding the second subparagraph of paragraph 1, the Director of the Authority may, on a case-by-case basis, authorise the secondment of an SNE from an employer other than a State public administration if the interests of the Authority 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 and the SNE has the nationality of one of the countries referred to in paragraph 1; or
 - is in fact part of the public sector of one of the countries referred to in paragraph 1.

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 paragraph 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.

To this end, the Permanent Representation concerned or the National Contact Points pursuant to Article 2(10) of Regulation (EU, Euratom) No 1141/2014 shall supply the Director of the Authority with all the necessary facts to enable the latter to assess whether the various criteria are satisfied and to take an informed decision.

The Director of the Authority shall, if necessary, clarify the arrangements for the different criteria and communicate them to the Permanent Representations of the EU Member States or the National Contact Points pursuant to Article 2(10) of Regulation (EU, Euratom) No 1141/2014.

4. Except where the Director of the Authority grants a derogation, an SNE must be a national of an EU Member State.
5. When a secondment is being planned, the Authority 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 Director of the Authority shall monitor compliance and, in the event of a serious imbalance, shall take the necessary corrective measures to ensure balanced representation of SNEs.

6. 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 Authority does not pay any of the allowances provided for in Chapters III and VI 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(1), of an EU Member State.
3. In addition, the Director of the Authority 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 taken into account in the Authority's annual decision on the final allocation of human resources and decentralised administrative expenditure.

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 Director of the Authority.
2. Applications shall be forwarded by the Permanent Representations or the National Contact Points pursuant to Article 2(10) of Regulation (EU, Euratom) No 1141/2014.
3. Notwithstanding the provisions of Articles 25 and 27, the secondment shall be authorised by the Director of the Authority and effected by an exchange of letters between the Director and the Permanent Representation of the Member State concerned or the National Contact Points pursuant to Article 2(10) of Regulation (EU, Euratom) No 1141/2014.

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, the Director of the Authority may authorise one or more extensions of the secondment for a maximum of two more years at the end of the four-year period.
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.
3. An SNE who has already been seconded to the Authority may be seconded to it another time subject to the internal rules governing the maximum length of time such persons may spend in the Authority, 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 the new secondment; if at the end of the previous secondment the SNE received an employment contract with the Authority, 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 at b) 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

Tasks

1. SNEs shall assist officials, temporary staff and contract staff of the Authority. 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 Authority official or temporary or contract 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 of the Authority 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.

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

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

For this purpose, the Authority 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.

5. Failure on the part of the SNE to comply with his obligations arising from paragraphs 2, 3 or 5 shall entitle the Authority, if it sees fit, to terminate the secondment of the SNE pursuant to Article 9(2)(c).

Article 6

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 Authority in mind. He shall neither seek nor take instructions from any government, authority, organisation or person outside the Authority. He shall carry out the duties assigned to him objectively, impartially and in keeping with his duties of loyalty to the Authority.
 - b) An SNE wishing to engage in an outside activity, whether paid or unpaid, or to carry out any assignment outside the Authority shall be subject to the Authority's rules on prior authorisation for officials³.
 - c) The SNE shall refrain from any action or behaviour which might reflect adversely upon

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

his position and from any form of psychological or sexual harassment⁴.

- 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 his hierarchy, 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 Authority or which have dealings with the Authority, 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.
- 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 the work of the Authority shall inform his hierarchy in advance. Where the hierarchy is able to demonstrate that the publication is liable seriously to prejudice the legitimate interests of the Authority, he 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 hierarchy 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 Union.
- 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 Authority to whom he is assigned and shall be responsible to his superiors for performance of the tasks entrusted to him.
- j) SNEs shall be subject to the security rules in force at Parliament applicable to the Authority;
- k) SNEs shall immediately notify the Director of the Authority in writing if, in the course of the secondment, they become aware of facts that give rise to a presumption of the existence

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

of:

- (a) possible illegal activity, including fraud or corruption, detrimental to the interests of the Union; or
- (b) conduct relating to the discharge of professional duties which may constitute a serious failure to comply with the obligations of officials of the Union or of experts.

2. Failure to comply with any of the provisions of paragraph 1 during the period of secondment shall entitle the Authority, if it sees fit, to terminate the SNE's secondment pursuant to Article 9(2)(c).
3. At the end of the secondment the SNE shall continue to have a duty of loyalty to the Authority and be bound by the obligation to act with integrity and discretion in the exercise of new duties assigned to him and in accepting certain posts or advantages.

Accordingly, during the three years following the end of their last period of secondment, SNEs shall inform the Appointing Authority without delay of any work or duties which they are required to perform for their current employers that may give rise to a conflict of interest in connection with the duties performed whilst seconded to the Authority.

Article 7

Professional experience and knowledge of languages

1. To qualify for secondment to the Authority 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 and the Conditions of Employment of Other Servants of the European Union.
2. The SNE must produce evidence of 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 his duties. An SNE from a non-member country must produce evidence of a thorough knowledge of one Union language necessary for the performance of his duties.

Article 8

Suspension of secondment

1. At the written request of the SNE or his employer, and with the latter's agreement, the Authority may authorise suspensions of periods of secondment and specify the terms applicable. During such suspensions:
 - a) the subsistence allowances referred to in Article 15 shall not be payable;
 - b) the travel expenses referred to in Article 17 shall be payable only if the suspension is at the Commission's request.

2. The period of suspension shall not be counted in the period of secondment as defined in Article 4.

Article 9
Termination of periods of secondment

1. Subject to paragraph 2, the expert's secondment may be terminated at the request of the Authority 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 Authority 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 Authority 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 Authority in the event of failure by the SNE or his employer to respect their obligations under this Decision; the Authority shall immediately inform the SNE and his employer accordingly.

Chapter II

Working conditions

Article 10
Social security

1. Before the period of secondment begins, the national public administration from which the SNE is to be seconded shall certify that he will remain, throughout the period of secondment, subject to the social security legislation applicable to the public administration that employs him and is responsible for expenses incurred abroad. To this end, the SNE's employer shall provide the Authority with the certificate referred to in Article 5(1) of Regulation (EC) No 987/2009 of the European Parliament and of the Council of 16 September 2009 laying down the procedure for implementing Regulation (EC) No 883/2004 on the coordination of social security systems.
2. From the day on which their secondment begins, SNEs shall be covered by the Authority against the risk of accident. The Authority shall provide them with a copy of the terms of this cover on the day on which they report for duty to complete the administrative formalities related to the secondment.
3. A SNE who cannot be covered by a public sickness insurance scheme may apply to have this risk insured by the Authority. The SNE shall pay half the relevant insurance premium and his contribution shall be deducted monthly from the subsistence allowances referred to in Article 15.

Article 11
Working hours

1. The working hours for SNEs shall be the same as those in force at the Authority⁵.
2. An SNE shall serve on a full-time basis throughout the period of secondment. Following a duly justified request the Director of the Authority 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 team(s) the SNE is assigned to.

Article 12
Sick leave

1. The rules in force at the Authority on absence due to sickness or accident shall apply to SNEs⁶.
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 15 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 13
Annual and special leave

1. With the exception of the provisions relating to grade, the rules in force at the Authority on annual and special leave, applicable to officials, shall apply to SNEs⁷.
2. Leave shall be subject to prior authorisation by the Director of the Authority. In the event of unauthorised absence within the meaning of Article 60 of the Staff Regulations, 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 by the Authority 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.

⁵ Articles 55, 56 and 56c of the Staff Regulations and the provisions implementing these Articles shall apply mutatis mutandis.

⁶ Articles 59 and 60 of the Staff Regulations and the provisions implementing these Articles shall apply mutatis mutandis.

⁷ Articles 57 and 59a of and Annex V to the Staff Regulations and the provisions implementing these Articles shall apply mutatis mutandis.

Article 14
Maternity leave

1. The rules in force at the Authority on maternity leave shall apply to SNEs⁸. While on maternity leave the SNE shall receive the subsistence allowances referred to in Article 15
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 Authority, the secondment may, at the SNE's request, be interrupted for the period by which that leave exceeds the leave granted by the Authority.
3. A period equivalent to the break may be added to the end of the secondment if the interests of the Authority 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 leave. In that case, the second subparagraph of paragraph 2 shall apply.

Chapter III

Allowances and expenses

Article 15
Subsistence allowances

1. An SNE shall be entitled, throughout the period of secondment, to a daily subsistence allowance and a monthly subsistence allowance if the distance between their place of origin in accordance with Article 16 of these Rules and the place of secondment is more than 150km.

On the date of entry into force of this Decision:

- the daily subsistence allowance shall be €173.30;
- the monthly subsistence allowance shall be paid in accordance with the following table:

Distance between place of origin and place of secondment	Amount in €
0-150	0 €
> 150	111,40 €

⁸ Article 58 of the Staff Regulations and the provisions implementing this Article shall apply *mutatis mutandis*.

> 300	198,03 €
> 500	321,84 €
> 800	519,88 €
> 1300	816,96 €
> 2000	977,90 €

2. These subsistence allowances shall be granted under the same conditions as the expatriation allowance for officials⁹.
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. The Director of the Authority shall be responsible for implementing this provision and shall publish the new rate for subsistence allowances on the Authority's internet site.
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 Authority.
6. Before the secondment, the SNE's employer shall certify to the Director of the Authority that during the secondment it will maintain the level of remuneration the SNE was receiving at the time of his secondment.
7. The SNE shall inform the Director of the Authority of any allowance similar to the subsistence allowances paid by the Authority received from other sources. This amount shall be deducted from the subsistence allowances paid by the Authority. Following a duly justified request from the employer, the Director of the Authority may decide not to make this deduction.
8. Subsistence allowances shall be payable monthly for every day of the week, including during periods of mission, annual leave, special leave and holidays granted by the Authority.
9. When the 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 15th 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.

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

10. Subsistence allowances shall be paid no later than the 15th day of each month.

Article 16
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 Brussels. Both places shall be indicated in the exchange of letters referred to in Article 3(3).
2. If, six months before his secondment to the Authority 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.

Article 17
Travel expenses

1. SNEs other than those seconded cost-free and whose place of origin is situated more than 150km from the place of secondment, 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 16, at the beginning and end of their secondment provided that those expenses are not defrayed by their employer or any other body.
2. Travel expenses shall be reimbursed in accordance with the relevant rules and conditions in force at the Authority¹⁰.
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 Authority 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 shall inform the Director of the Authority to this effect.

Article 18
Missions and mission expenses

1. SNEs may be sent on mission subject to Article 5.
2. Mission expenses shall be reimbursed in accordance with the relevant rules and conditions in force at the Authority¹¹.

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.

Article 19
Training

SNEs shall be entitled to attend training courses if the interests of the Authority 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 20
Administrative provisions

SNEs shall report to the Director of the Authority 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.

Chapter IV

Complaints

Article 21

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, Administrative investigations and disciplinary procedures with the exception of decisions which are direct consequences of decisions taken by his employer shall be conducted under the authority of the Director who may appoint an investigator from among the staff of Parliament or the Authority. The members of the disciplinary board shall be appointed by the Director.

A SNE that has been seconded to the Authority who deems him-/herself a victim of conduct prohibited by Article 12a of the Staff Regulations may address the European Parliament's Advisory committee on harassment and its prevention at the workplace which reports confidentially to the Director of the Authority.

Without prejudice to the SNE's right to complain in accordance with Article 90 of the Staff Regulations, a SNE that has been seconded to the Authority who wishes to complain about the way in which he or she was treated after or in consequence of the fulfilment by her or him of the obligations under Article 22a or 22b of the Staff Regulations, may address the Director of the Authority confidentially.

TITLE II

FINAL PROVISIONS

Article 22

Delegation

1. The Director of the Authority may delegate the powers devolved to him pursuant to this Decision to one or more persons of his choice within the Authority.
2. The Permanent Representations as well as the National Contact Points pursuant to Article 2(10) of Regulation (EU, Euratom) No 1141/2014 shall enjoy a close working relationship with the Authority throughout the SNEs' secondment. All correspondence and contacts between the SNE's employer, particularly those referred to in this Decision, shall be made via the Member State's Permanent Representation or the National Contact Points pursuant to Article 2(10) of Regulation (EU, Euratom) No 1141/2014.

Article 23

Entry into force

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

Done at Brussels, 30 July 2025.



Pascal Schonard

