

# Secondment of National Experts to the Innovative Medicines Initiative 2 Joint Undertaking

## Contents

## Contents

|   |    |
|---|----|
| General provisions .....                                | 2  |
| Scope and definitions .....                             | 2  |
| Cost-free seconded national experts .....               | 2  |
| Selection procedure .....                               | 3  |
| Period of secondment .....                              | 3  |
| Place of secondment.....                                | 3  |
| Tasks.....  | 4  |
| Rights and obligations.....                             | 4  |
| Professional experience and knowledge of languages..... | 6  |
| Suspension of secondment.....                           | 6  |
| Termination of periods of secondment.....               | 6  |
| Working conditions .....                                | 6  |
| Social security .....                                   | 6  |
| Working hours .....                                     | 7  |
| Sick leave .....  | 7  |
| Annual and special leave .....                          | 7  |
| Maternity leave.....                                    | 7  |
| Allowances and expenses .....                           | 8  |
| Subsistence allowances.....                             | 8  |
| Place of origin .....                                   | 8  |
| Travel expenses.....                                    | 9  |
| Missions and mission expenses .....                     | 9  |
| Training .....  | 9  |
| Administrative provisions .....                         | 9  |
| Complaints .....  | 9  |
| Final Provisions .....                                  | 10 |

## General provisions

### Scope and definitions

These rules shall apply to national experts seconded to the IMI2 JU (hereinafter referred to as SNEs or seconded national experts).

Seconded national experts are staff employed by a national, regional or local public administration or an intergovernmental organisation (IGO), who is seconded to the IMI2 JU so that it can use their expertise in a particular field.

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 a Member 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 IMI2 JU (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 IMI2 JU, without notice, in accordance with Article 10(2)(c).

An SNE must be a national of an EU or EFTA Member State.

When a secondment is being planned, the IMI2 JU 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 paragraph 2 of the Staff Regulations.

The Executive Director shall monitor compliance and, in the event of a serious imbalance in the IMI2 JU, 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.

### Cost-free seconded national experts

"Cost-free SNEs" means SNEs for whom the IMI2 JU does not pay any of the allowances provided for in Chapter 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.

Cost-free SNEs may be seconded from employers. 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.

Cost-free SNEs shall be determined in the staff establishment plan of IMI2 JU approved by the Governing Board in line with the annual budget.

## Selection procedure

SNEs shall be selected according to an open and transparent procedure, the practical details of which shall be decided by the Executive Director.

Applications shall be forwarded to the IMI2 JU 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.

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 the IMI2 JU Financial Rules. The secondment shall be effected by an exchange of letters between the Executive Director and the Permanent Representation of the 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 IMI2 JU shall be attached to the exchange of letters.

In line with Article 15 of Regulation (EC) No 557/2014 and Article 20 of the Statutes of the IMI2 JU, 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.

## Period of secondment

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 IMI2 JU.

The initial duration of the secondment shall be specified in the exchange of letters. 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 IMI2 JU 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 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 IMI2 JU, the duration of that contract shall be taken into account when calculating the six-year period referred above.

The minimum period of six 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.

## Place of secondment

SNEs shall be seconded in Brussels where the seat of IMI2 JU is located.

## Tasks

SNEs shall assist the IMI2 JU 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.

An SNE shall take part in missions or external meetings only as part of a delegation led by an IMI2 JU temporary staff member or, if on his own, as an observer or for information purposes.

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 IMI2 JU with a view to entering into commitments, whether financial or otherwise, or negotiating on its behalf.

An SNE may, however, represent the IMI2 JU in legal proceedings as co-agent with an IMI2 JU temporary agent.

The IMI2 JU 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 IMI2 JU, 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 IMI2 JU.

For this purpose, the IMI2 JU 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 IMI2 JU shall keep a copy of such exchanges of correspondence in its records.

Where the IMI2 JU considers that the nature of its activities requires particular security precautions, security clearance shall be obtained prior to recruitment. When necessary, the IMI2 JU shall consult the Security Directorate.

Failure on the part of the SNE to comply with his obligations arising from paragraphs 2, 3 or 5 shall entitle the IMI2 JU, if it sees fit, to terminate the secondment of the SNE.

## Rights and obligations

During the period of secondment:

- a) The SNE shall carry out his duties and conduct himself solely with the interests of the IMI2 JU 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 IMI2 JU shall be subject to the Joint Undertaking's rules on prior authorisation for the Joint Undertaking's statutory staff. The IMI2 JU shall consult the SNE's employer before issuing an authorisation.
- c) The SNE shall refrain from any action or behavior which might reflect adversely upon his position and from any form of psychological or sexual harassment.
- 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 the SNE has the occasion in the performance of his duties to deal with such a matter, the SNE 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 IMI2 JU or which have dealings with the IMI2 JU, 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 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 IMI2 JU or EU, 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 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 IMI2 JU.
- 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 IMI2 JU to whom he is assigned and shall be responsible to his superiors for performance of the tasks entrusted to him.

Failure to comply with any of the provisions of paragraph 1 during the period of secondment shall entitle the IMI2 JU, if it sees fit, to terminate the SNE's secondment.

At the end of the secondment the SNE shall continue to have a duty of loyalty to the IMI2 JU and be bound by the obligation to respect confidentiality in respect to internal information and any internal document held during the SNE assignment to the IMI2 JU, act with integrity and discretion in the exercise of new duties assigned to him and in accepting certain posts or advantages.

## Professional experience and knowledge of languages

To qualify for secondment to the IMI2 JU 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 Communities. 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.

The SNE must produce evidence of a thorough knowledge of English, as the main working language of the IMI2 JU and a satisfactory knowledge of another EU language to the extent necessary for the performance of his duties.

## Suspension of secondment

At the written request of the SNE or his employer, and with the latter's agreement, the IMI2 JU may authorise suspensions of periods of secondment and specify the terms applicable. During such suspensions:

- a) the subsistence allowances shall not be payable;
- b) the travel expenses shall be payable only if the suspension is at the IMI2 JU's request.

The period of suspension shall not be counted in the period of secondment.

The IMI2 JU shall inform the SNE's employer on its position on such requests for suspending the secondment.

## Termination of periods of secondment

Subject to paragraph 2, the expert's secondment may be terminated at the request of the IMI2 JU 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 IMI2 JU and the SNE's employer.

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 IMI2 JU 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 IMI2 JU in the event of failure by the SNE or his employer to respect their obligations under this Decision, the IMI2 JU shall immediately inform the SNE and his employer accordingly.

## Working conditions

### Social security

Before the period of secondment begins, the employer from which the SNE is to be seconded shall certify to the IMI2 JU that the SNE will remain, throughout the period of secondment, subject to the social security legislation applicable to the national, regional or local public administration or to the IGO that employs the

seconded person and that such employer will assume the responsibility for the social security expenses incurred abroad. To this end, the SNE's employer shall provide the IMI2 JU with the certificate referred to in Article 11(1) of Council Regulation (EEC) No 574/72.

From the day on which their secondment begins, SNEs shall be covered by the IMI2 JU against the risk of accident. The IMI2 JU shall provide them with a copy of the terms of this cover.

A SNE who cannot be covered by public sickness insurance scheme may apply to have this risk insured by the IMI2 JU. The SNE shall pay half the relevant insurance premium and his contribution shall be deducted monthly from the substance allowances.

## Working hours

The working hours for SNEs shall be the same as those in force at the IMI2 JU.

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 IMI2 JU.

## Sick leave

The rules in force at the IMI2 JU on absence due to sickness or accident shall apply to SNEs.

Where the period of sick leave exceeds three months or the length of time worked by the SNE, whichever is longer, the subsistence allowances shall be automatically suspended.

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

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.

## Annual and special leave

With the exception of the provisions relating to grade, the rules in force at the IMI2 JU on annual and special leave, applicable to the IMI2 JU staff, shall apply to SNEs.

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.

Upon a duly justified request from the SNE's employer, the SNE may be granted up to two days of special leave by the IMI2 JU in a 12-month period to visit his employer.

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

## Maternity leave

The rules in force at the IMI2 JU on maternity leave shall apply to SNEs. While on maternity leave the SNE shall receive the subsistence allowances.

Where the rules that are binding upon the SNE's employer provide for a period of maternity leave longer than that granted by the IMI2 JU, the secondment may, at the SNE's request, be interrupted for the period by which that leave exceeds the leave granted by the IMI2 JU. A period equivalent to the break may be added to the end of the secondment if the interests of the IMI2 JU warrant it.

An SNE may, as an alternative, apply for a break in the secondment to cover the sum of the periods allowed for maternity leave.

## Allowances and expenses

### Subsistence allowances

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

These subsistence allowances shall be granted under the same conditions as the expatriation allowance for officials.

In the case of cost-free SNEs, the exchange of letters shall stipulate that these allowances will not be paid.

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.

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 IMI2 JU.

Before the secondment, the SNE's employer shall certify to the IMI2 JU 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 IMI2 JU 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 IMI2 JU. Following a duly justified request from the employer, the IMI2 JU may decide not to make this deduction.

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 IMI2 JU.

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.

Subsistence allowances shall be paid no later than the 25th day of each month.

### Place of origin

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 IMI2 JU is located. Both places shall be identified in the exchange of letters.

If, six months before his secondment to the IMI2 JU as an SNE, a national expert already has a 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.

## Travel expenses

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, at the beginning and end of their secondment.

Travel expenses shall be reimbursed in accordance with the relevant rules and conditions in force at the IMI2 JU.

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 if the SNE had returned to his place of origin.

The IMI2 JU 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 IMI2 JU to this effect.

## Missions and mission expenses

SNEs may be sent on mission 6. Mission expenses shall be reimbursed in accordance with the relevant rules and conditions in force at the IMI2 JU.

## Training

SNEs shall be entitled to attend training courses organised by the IMI2 JU or the European Commission if the interests of the IMI2 JU 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.

## Administrative provisions

SNEs shall report to the Human Resources team 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.

## Complaints

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 IMI2 JU 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.

## **Final Provisions**

The Permanent Representations, EFTA Secretariat, IGOs and diplomatic missions of the non-member countries concerned shall enjoy a close working relationship with IMI2 JU throughout the SNEs' secondment. All correspondence and contacts between the SNE's employers, particularly those referred to in this Decision, shall be made via the Member State's Permanent Representation, if applicable by EFTA Secretariat or the IGOs.