



LIETUVOS NUOLATINĖ ATSTOVYBĖ EUROPOS SĄJUNGOJE

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Viešojo valdymo agentūrai
LR užsienio reikalų ministerijai

2026-07-

Nr. (76.2.5E) S76-

DĖL KVIETIMO TEIKTI KANDIDATŪRAS

Persiunčiame Europos personalo atrankos tarnybos (EPSO) raštą, kuriuo informuojama apie kvietimą teikti kandidatūras *Erasmus Programme for Public Administration* programai.

PRIDEDAMA: 10 lapų.

Vyriausiasis patarėjas,

Tomas Gražiūnas

Laikinais atliekantis Lietuvos nuolatinio atstovo Europos Sąjungoje funkcijas

Erasmus for Public Administrations Autumn 2026

Week 1 - **ONLINE** - 21 to 25 September

Presentations of EU institutions and EU decision making

Location			ONLINE	ONLINE	ONLINE	ONLINE	ONLINE
	start (Bxl time)	end (Bxl time)	MONDAY 21 September	TUESDAY 22 September	WEDNESDAY 23 September	THURSDAY 24 September	FRIDAY 25 September
1h	08.30	09.30	Open MS TEAMS platform Ann	Open MS TEAMS platform Ann	Open MS TEAMS platform Ann	Open MS TEAMS platform Ann	Open MS TEAMS platform Ann
45 min	09.30	10.15	Welcome! Christiane / Anna / Ann / Alena	EC Shaping Europe's future Stephen Davies	CoR The Committee of the Regions Jens Nordmeyer	CoJ Court of Justice Sotirios Petrovas	EIPA Decision making processes in the EU (1) Wolfgang Koeth
45 min	10.30	11.15	The Building of Europe (1) Florence Francois-Poncet	The Council of the EU and the European Council TBC	EESC - The European Social and Economic Committee Katerina Serifi	CoA The Court of Auditors Sandra Dreimane	EIPA Decision making processes in the EU (2) Wolfgang Koeth
45 min	11.30	12.15	The Building of Europe (2) Florence Francois-Poncet	EEAS - The European External Action Service TBC	EDPS - The European Data Protection Supervisor Miriam Cakurdova	EO The Ombudsman Tereza Mandjukova	EIPA Decision making processes in the EU (3) Wolfgang Koeth
15 min 45 min	12.15 Friday: 12.30	12.30 Friday: 13.15	'Catch of the day' Informal reflection of today's insights	'Catch of the day' Informal reflection of today's insights	'Catch of the day' Informal reflection of today's insights	'Catch of the day' Informal reflection of today's insights	EIPA Decision making processes in the EU (4) Wolfgang Koeth
15 min	13.15	13.30	-	-	-	-	Wrap up and Q&A Any open questions for next week?

Erasmus for Public Administrations Autumn 2026

Week 2 - in person - Brussels visit

28 September to 2 October

Location	Brussels	Brussels	Brussels	Brussels	Brussels	
Indicative time	MONDAY 28 September	TUESDAY 29 September	WEDNESDAY 30 September	THURSDAY 1 October	FRIDAY 2 October	
					Optional : Luggage can be dropped off from 8h at EuSA's office PLB3 6th floor	
08.30 09.00 09.30 10.00 10.30 11.00 11.30 12.00 12.30		EuSA Address: Rue Philippe Le Bon 3 Room 4.56			08.45 Address: CCAB - Rue Froissart 36 Arrive at Centre Albert Borchette for Security Check	
		09h - 10h Challenging times for the EU Jim CLOOS, Council	Job Shadowing Individual programmes	Job Shadowing Individual programmes	09.15 - 11.15 Clear Speaking: Communicating in the Tower of Babel	
		10h - 10.15 Break			Room CCAB (TBC) Natassa Papageorgiou and XXX (TBC) DG SCIC (Interpretation), EC	
		10.15 - 11.15 EU Careers and Competitions Koen HENDRIX David CALLEJO GÓMEZ			11.15 - 11.45h Address: Rue Philippe Le Bon 3 Break and walk to EuSA	
	EuSA Address: Rue Philippe Le Bon 3 1000 Brussels	11.15-11.30 Introduction to the Spokespersons' service and press conference Christiane Keutgens			11.45 - 12.45 Closing session and distribution of Certificates Room 1.4 Christiane and Ann	
	11.30-12h Badge reception Entry level, room P083	11.30 - 12h Address: BERL Rue de la Loi 2000 Break and walk to EC BERLAYMONT Group entry and security Check		12.45 - 13.45 Light lunch and goodbye EuSA office 6th floor		
	12h - 12.45 Light lunch	12.00 - 13.00 Midday press conference European Commission				
	12.45-13h Group picture Atrium 0 floor	BERL - Press area				
	13.00	Welcome to EuSA! Room 1.4 Christiane and Ann	13h - 14h Lunch break (Option: BERL canteen)			
	13.30	13.30 - 13.45 Break Go to 3rd floor				
14.00 14.30	Time: 13.45 - 17.15 (incl. break)	13.45h - 15h Optional visit, free entry: 'Experience Europe' Exhibition For reservation, indicate your interest to Ann/EuSA Address: Rue Archimède 1				

15.00	Simulation of a Council Working Party	15.15 Arrive at EP for Security check Group Entry – ID / Passport required for building access			
15.30	Group 1 Frank Lavadoux, EIPA European Institute of Public Administration	Address: Rue Wiertz 60 Entrance PAUL-HENRI SPAAK visitor area			
16.00	Room 3.37				
16.30	Group 2 Alain Guggenbühl, EIPA European Institute of Public Administration	16h - 17.30 Visit European Parliament Room PHS (TBC)			
17.00	Room 3.45	Presentation EP by the Visitors Centre			
17.30		Visit to the plenary Hemicycle			
19.00	Free evening	19.00 Dinner together	Free evening	Free evening	

Erasmus Programme for Public Administration



Origin & purpose

The **Erasmus Public Administration** programme was launched in 2008 on the initiative of the European Parliament. It is organised and managed by the European School of Administration (EuSA) with the aim of helping new national civil servants dealing with EU affairs, and through them their administrations, to learn more about EU history, decision-making processes and how the institutions function.

What to expect

Gain knowledge

Through in-person visits and online presentations from high-level officials from the EU institutions in Brussels and Luxembourg (Council of European Union, European Parliament, European Commission, Court of Justice, Court of Auditors, EEAS, EESC, Committee of the Regions, EDPS and the Ombudsman office), participants will learn about the work and relationships between EU services.

Networking - online and in person

Meet fellow public administrators, share experiences, exchange ideas and best practice and build a new network across the Member States.

EU Institution visits

Visit staple features of the EU institutions (EP Hemicycle and EC press conference) from the inside and take part in simulations of key activities in EU decision making, including as a simulated Council Working Party and a practical introduction to the main principles of multilingual communication.

Job-shadowing

Experience 2 days job shadowing at an EU institution or agency relevant to the participants' work.

Organisation

Subject to allocated budget, two 10-day sessions are held each year (Spring and Autumn) with a maximum of 45 participants per session. EuSA carries out the selection and nomination of participants based on proposals from the Member States Permanent Representations of the EU. The first five days (Monday to Friday) consist of online presentations and participants' active exchange via an online platform. The last five days (Monday to Friday) are organised in Brussels.

Eligibility Criteria

In order to be eligible, candidates must:

- be a national of one of the countries referred to in Article 38b of C(2014)5680;
- be employed by a national, regional or local administration in one of the countries referred to above;
- have been recruited within the five years preceding the deadline specified in the call for applications and have completed at least six months' service;
- work at a level equivalent to that of an administrator in the EU institutions and in a field involving particular aspects of the EU;
- never have been employed by, or completed a period of work experience (e.g. as a trainee), in any of the EU institutions or another body.

Administration and logistics

All travel expenses and meals, are be paid by the participant or the sending authority. EuSA will organise and finance the accommodation for the duration of the part of the programme that takes place in Brussels. Should any participants choose to arrive earlier or remain in Brussels after the programme has ended, the extra nights' accommodation should be paid by the participant or the sending authority.

What participants said...

"If you have an opportunity to take part in this programme, go for it, after two weeks in Brussels you will leave with knowledge, experience and insights but also fun, new connections and friends."

"A great opportunity to see the EU from another perspective."

"This programme enhanced my knowledge about the EU, and allowed me to establish a new network of colleagues from all over Europe."

Erasmus Programme for Public Administration

Eligibility criteria explained

The Erasmus for Public Administrations programme is for **officials in EU member states**, who are **new to public service**, where first-hand experience of the **work in the EU institutions** can directly **benefit their current, daily tasks**.

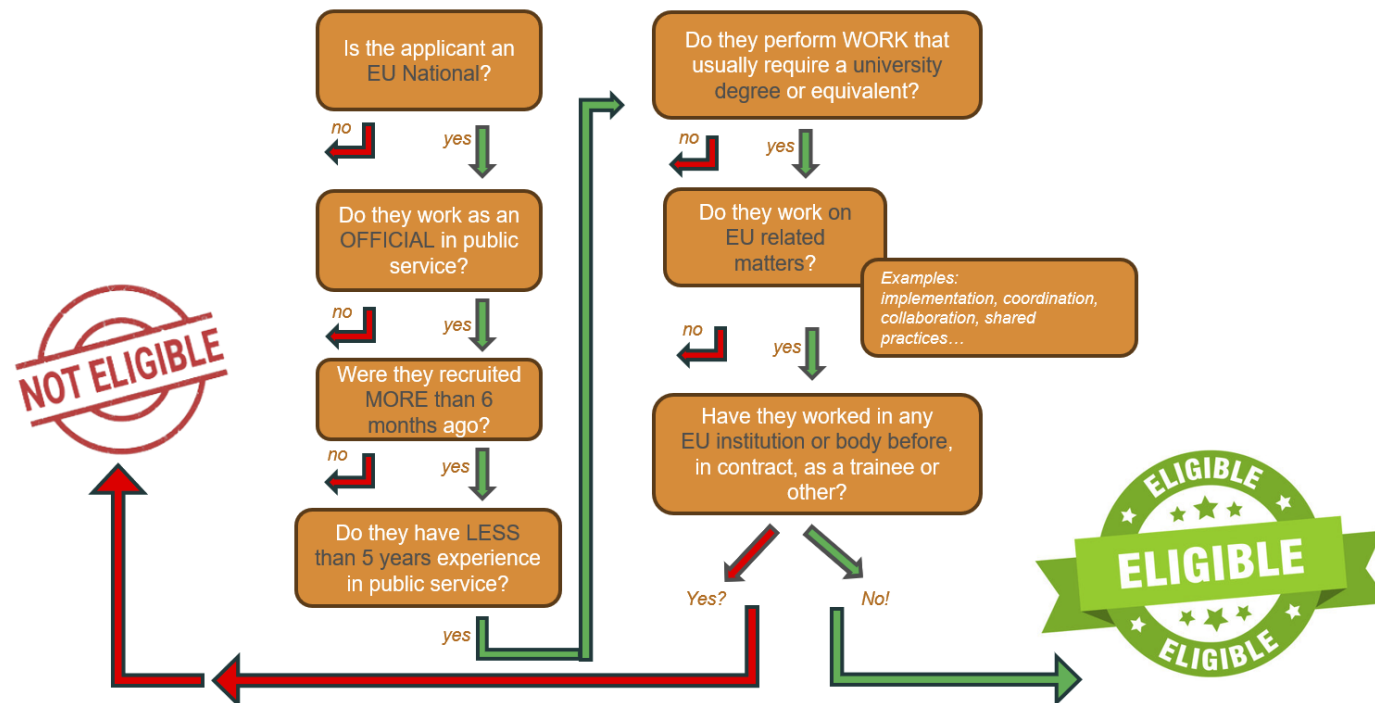
Commission Decision C(2014)5680 states:

"In order to be eligible, candidates must

- be a national of one of the countries referred to in Article 38b of C(2014)5680;
- be employed by a national, regional or local administration in one of the countries referred to above;
- have been recruited within the five years preceding the deadline specified in the call for applications and have completed at least six months' service;
- work at a level equivalent to that of an administrator in the EU institutions and in a field involving particular aspects of the EU;
- never have been employed by, or completed a period of work experience (e.g. as a trainee), in any of the EU institutions or another body."

What is the purpose of these rules?

To ensure that the programme benefits as many new national civil servants as possible in the member states and at the right target level.





EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: ERASMUS FOR PUBLIC ADMINISTRATION

Data Controller: *EPSO UNIT 03*

Record reference: *DPR-EC-34808.1.*

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1. Introduction

The European Commission (hereafter 'the Commission') is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operations undertaken by the European School of Administration (EuSA) relating to the organisation of activities in the frame of Erasmus for Public Administration.

2. Why and how do we process your personal data?

The purpose of the processing is to support the professional training programme with the aim of helping new national civil servants dealing with EU affairs, and through them their administrations, to learn more about EU history, decision-making processes and how the institutions function.

EuSA processes data for the following purposes:

- To confirm eligibility to take part in the programme, as defined in the Commission decision C(2014)5680.
- To identify the most appropriate job shadowing placement within the institutions based on the participants professional background and declared aspirations.
- To enable access to EU buildings, participants are also asked identification details to create temporary access badges for the duration of their stay in Brussels.
- To set up a Teams channel with the members of the programme so as to be able to share and upload information.
- In case of organised dinners, participants may also be asked their dietary restrictions, if any.

Personal data will not be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body; on the basis of the following legal grounds:

- decision n° 2002/620/CE of the European Parliament, the Council, the European Commission, the Court of Justice, the Court of Auditors, the European Economic and Social Committee, the Committee of the Regions and the European Ombudsman of 25 July 2002 culminating in the creation of the European Personal Selection Office;

- decision n° 2005/118/CE of the European Parliament, the Council, the European Commission, the Court of Justice, the Court of Auditors, the European Economic and Social Committee, the Committee of the Regions and the European Ombudsman of 26 January 2005 culminating in the creation of the European Administrative School now known as the European School of Administration;

- decision n° 2005/119/CE of the Secretaries General of the European Parliament, the Council, the European Commission, the Court of Justice, the Court of Auditors, the European Economic and Social Committee, the Committee of the Regions and the European Ombudsman of 26 January 2005 concerning the organisation and running of the European Administrative School;

- Commission Decision C(2008)6866: Title II BIS: SHORT-TERM PROFESSIONAL TRAINING FOR NATIONAL OFFICIALS.

- Commission decision C(2014)5680 amending the Commission Decision of 12 November 2008 laying down the rules applicable to seconded national experts and national experts in professional training within the services of the Commission.

4. Which personal data do we collect and further process?

In order to carry out this processing operation EUSA collects the following categories of personal data:

- Participants' CVs, contact information and employment details together with job shadowing preferences
- Identification card or passport details (document number, date of delivery and expiry, place of delivery)
- Dietary restrictions, when relevant

Personal data is obtained directly from the persons concerned.

The provision of personal data is mandatory to meet a statutory requirement and in particular Article 38d of Commission decision C(2014)5680 amending the Commission Decision of 12 November 2008 laying down the rules applicable to seconded national experts and national experts in professional training within the services of the Commission. If you do not provide your personal data, possible consequences are that you will not be eligible for the programme or that you will be denied access to European Institution's buildings.

5. How long do we keep your personal data?

EuSA only keeps personal data for the time necessary to fulfil the purpose of collection or further processing.

The data is kept for five years, after which, demographical data is kept for statistical purposes. Participation Certificates including the participant's name and dates of the programme are kept for ten years, as evidence of the person's participation in an EU short-term professional training as defined in Commission decision C(2014)5680 and to have the certificates available upon request by the participants.

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are

carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle.

Relevant data will also be sent to the Security services of the European institutions in order to provide access to the buildings.

Such staff abide by statutory, and when required, additional confidentiality agreements.

Please note that pursuant to Article 3(13) of the Regulation, public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The further processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

The information we collect will not be given to any third party, other than mentioned above, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the

collection and use of your personal data, please feel free to contact the Data Controller, *EPSO Unit 03*, via <https://epso.europa.eu/contact/form>.

- **The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: **DPR-EC-34808.1**.

DETALŪS METADUOMENYS	
Dokumento sudarytojas (-ai)	LIETUVOS NUOLATINĖ ATSTOVYBĖ EUROPOS SAJUNGOJE 188613242/58
Dokumento pavadinimas (antraštė)	DĖL EUROPOS PERSONALO ATRANKOS TARNYBOS (EPSO) KVIETIMO TEIKTI KANDIDATŪRAS ERASMUS PROGRAMME FOR PUBLIC ADMINISTRATION PROGRAMAI.
Dokumento registracijos data ir numeris	2026-08-03 Nr. (76.2.5E)S76-813
Dokumento gavimo data ir dokumento gavimo registracijos numeris	2026-08-03 Nr. G-2011
Dokumento specifikacijos identifikavimo žymuo	ADOC-V1.0
Parašo paskirtis	Pasirašymas
Parašą sukūrusio asmens vardas, pavardė ir pareigos	Tomas Gražiūnas, Administracijos vadovas, laikinai atliekantis Lietuvos nuolatinio atstovo ES funkcijas
Sertifikatas išduotas	TOMAS GRAŽIŪNAS, Lietuvos Respublikos užsienio reikalų ministerija LT
Parašo sukūrimo data ir laikas	2026-07-31 19:57:16 (GMT+03:00)
Parašo formatas	XAdES-X-L
Laiko žymoje nurodytas laikas	2026-07-31 19:57:25 (GMT+03:00)
Informacija apie sertifikavimo paslaugų teikėją	ADIC CA ECC, Asmens dokumentu israsymo centras prie LR VRM LT
Sertifikato galiojimo laikas	2024-06-26 10:17:04 – 2028-06-25 10:17:04
Informacija apie būdus, naudotus metaduomenų vientisumui užtikrinti	"Registravimas" paskirties metaduomenų vientisumas užtikrintas naudojant "RCSC IssuingCA-2, VI Registru Centras - i.k. 124110246 LT" išduotą sertifikatą "Dokumentų valdymo sistema Avilys, Lietuvos Respublikos užsienio reikalų ministerija, i.k. 188613242 LT", sertifikatas galioja nuo 2024-12-18 10:59:02 iki 2027-12-18 10:59:02 "Gauto dokumento registravimas" paskirties metaduomenų vientisumas užtikrintas naudojant "RCSC IssuingCA-2, VI Registru Centras - i.k. 124110246 LT" išduotą sertifikatą "DBSIS, Informatikos ir ryšių departamentas prie Lietuvos Respublikos vidaus reikalų ministerijos, i.k.188774822 LT", sertifikatas galioja nuo 2025-05-16 11:31:08 iki 2028-05-15 11:31:08
Pagrindinio dokumento priedų skaičius	3
Pagrindinio dokumento pridedamų dokumentų skaičius	–
Priedamo dokumento sudarytojas (-ai)	–
Priedamo dokumento pavadinimas (antraštė)	–
Priedamo dokumento registracijos data ir numeris	–
Programinės įrangos, kuria naudojantis sudarytas elektroninis dokumentas, pavadinimas	Dokumentų valdymo sistema Avilys, versija 3.5.90.2
Informacija apie elektroninio dokumento ir elektroninio (-ių) parašo (-ų) tikrinimą (tikrinimo data)	Metaduomens „Sudarytojo adresas“ reikšmė turi būti nurodyta Visi dokumente esantys elektroniniai parašai galioja (2026-08-03 16:16:18)
Paieškos nuoroda	–
Papildomi metaduomenys	Nuorašą suformavo 2026-08-03 16:16:19 DBSIS