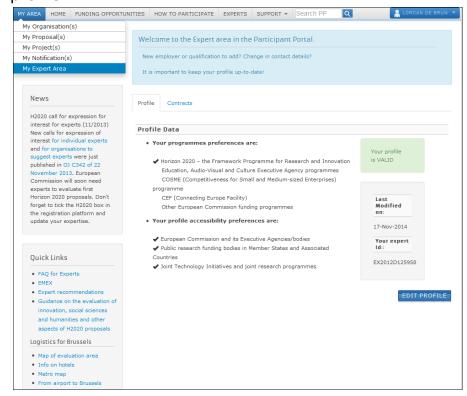
#### 1. Introduction

### Overview

The European Commission appoints independent experts to assist with assignments including the evaluation of proposals, the monitoring of actions, and the preparation, implementation or evaluation of programmes, and design of policies.

If you are interested in participating as an expert for the European Commission, go to the **Ex perts** page in the Participant Portal, and create your profile. To access the expert registration tool, you need to log in with a valid Participant Portal (ECAS - European Commission Authentication Service) account. If you do not have an ECAS account, click the **Register** button and follow the instructions to register your ECAS account.

If you wish to update your existing expert profile, log in, then choose **My Expert Area** from the **MY AREA** drop-down menu. The **EDIT PROFILE** button, which will open your expert profile.



If you are interested in participating as an expert for the Education, Audiovisual & Culture Executive Agency, go to the Education, Audiovisual & Culture Executive Agency (EACEA) page on Europa.

### Workflow

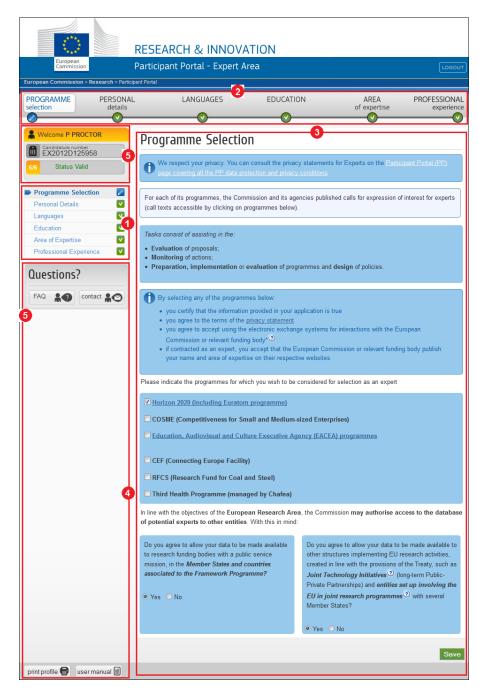
Enter your profile information.

The progress indicator at the top displays the status of each section within your profile in terms of whether it is valid or still to be completed. Each time you complete a page, click the **Save and continue** button which will take you to the next page to be completed. Your profile becomes valid when all six sections have been completed.

# Layout

There are five main areas, as displayed in Image 1:

# Image 1



1. The **Navigation** area - contains links to the six sections that the expert must complete to create a profile. The pages are as follows:

Programme Selection
Personal Details
Languages
Education
Area of Expertise
Professional Experience

 The Progress Indicator - area shows which profile page is active. The active page is highlighted in white, as shown in Image 2: Image 2



An icon is displayed in each section indicating its status: A grey pen

indicates that the section has not yet been completed. A blue pen

indicates that the section is currently being edited. A green tick mark

indicates that the section has been completed.

- 3. The **Work** area the **Work** area displays the active profile page and allows the expert to save his work. Using the **Save and continue** button. If this is not the first time the expert has edited this page, the **Save and continue** button is replaced by a **Save** butto n.
- 4. The **Questions** area This area displays links to a **Frequently Asked Questions** (FAQ) page, the **Contact Information** page, and to this user manual. It also contains a button which prints the current Profile.
- 5. The **Status** area displays the candidature number of the expert and the current status of the expert's profile. If there is information still required on one of the profile pages, the status appears as **Invalid**. See Image 3.

When all information has been supplied, the status will change to **Valid**. See Image 4. **Image 3** 

## Image 4

Download the whole section on Expert Registration as an Adobe PDF file.



#### 2. Creating Your Expert Profile

### **Table of Contents:**

## Introduction

There are two types of profile registration possible:

#### **Contact Profile**

You can register as an **unpaid expert** to offer your expertise to the EU institutions on various matters in meetings to which you may be invited. These experts are consequently known as "Meeting Experts". This will be handled by means of an **Invitation Letter**. Experts

are not paid fees for these meetings, but their travel is reimbursed and they may receive a daily allowance and a nightly allowance if a hotel stay is justified.

To register as an **unpaid** meeting expert with the European Commission, you must accomplish the following tasks:

Accessing the Registration Service Completing the Personal Details Page - Click the **Save contact profile** button.

Once you have accessed the Registration Service, you will be taken to the **Programme Selection** page. You must complete the **Programme Selection** page, and save your data. You will then have a simplified Contact profile which will be stored in the EU Experts database. You can then use your candidature number to sign in, if you attend an EU meeting.

## Image 1:

