

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 **Experts** 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.

The screenshot displays the 'My Expert Area' interface. On the left, a navigation menu includes 'My Organisation(s)', 'My Proposal(s)', 'My Project(s)', 'My Notification(s)', and 'My Expert Area' (selected). Below this is a 'News' section with an H2020 call for expression of interest and a 'Quick Links' section with various resources. The main content area is titled 'Welcome to the Expert area in the Participant Portal.' and includes a message about keeping the profile up-to-date. Below this, there are tabs for 'Profile' and 'Contracts'. The 'Profile' tab is active, showing 'Profile Data'. This section includes 'Your programmes preferences are:' (with checked items for Horizon 2020, Education, Audio-Visual and Culture Executive Agency programmes, COSME, CEF, and other EC funding programmes) and 'Your profile accessibility preferences are:' (with checked items for European Commission, public research funding bodies, and joint technology initiatives). A green box indicates 'Your profile is VALID'. To the right, a box shows 'Last Modified on: 17-Nov-2014' and 'Your expert Id: EX2012D125958'. An 'EDIT PROFILE' button is located at the bottom right of the profile data section.

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

European Commission

RESEARCH & INNOVATION

Participant Portal - Expert Area

LOGOUT

European Commission > Research > Participant Portal

PROGRAMME selection

PERSONAL details

LANGUAGES

EDUCATION

AREA of expertise

PROFESSIONAL experience

Welcome P PROCTOR

Candidature number EX2012D125958

6/6 Status Valid

Programme Selection

Personal Details

Languages

Education

Area of Expertise

Professional Experience

Questions?

FAQ

contact

Programme Selection

We respect your privacy. You can consult the privacy statements for Experts on the [Participant Portal \(PP\)](#) page covering all the PP data protection and privacy conditions

For each of its programmes, the Commission and its agencies published calls for expression of interest for experts (call texts accessible by clicking on programmes below).

Tasks consist of assisting in the:

- Evaluation of proposals;
- Monitoring of actions;
- Preparation, implementation or evaluation of programmes and design of policies.

By selecting any of the programmes below:

- you certify that the information provided in your application is true
- you agree to the terms of the [privacy statement](#)
- you agree to accept using the electronic exchange systems for interactions with the European Commission or relevant funding body*
- if contracted as an expert, you accept that the European Commission or relevant funding body publish your name and area of expertise on their respective websites

Please indicate the programmes for which you wish to be considered for selection as an expert

☒ Horizon 2020 (including Euratom programme)

☐ COSME (Competitiveness for Small and Medium-sized Enterprises)

☐ Education, Audiovisual and Culture Executive Agency (FACEA) programmes

☐ CEF (Connecting Europe Facility)

☐ RFCS (Research Fund for Coal and Steel)

☐ Third Health Programme (managed by Chafea)

In line with the objectives of the European Research Area, the Commission may authorise access to the database of potential experts to other entities. With this in mind:

Do you agree to allow your data to be made available to research funding bodies with a public service mission, in the Member States and countries associated to the Framework Programme?

☒ Yes ☐ No

Do you agree to allow your data to be made available to other structures implementing EU research activities, created in line with the provisions of the Treaty, such as Joint Technology Initiatives* (long-term Public-Private Partnerships) and entities set up involving the EU in joint research programmes* with several Member States?

☒ Yes ☐ No

Save

print profile

user manual

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

2. 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** button.
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:

