EOM Roster Candidate User Manual



Election Observation Mission Roster

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1 Introduction

The Election Observation Mission Roster is the system allowing you to register your CV and apply or be proposed by your Member State to an EU EOM as Core Team Analyst or Observer.

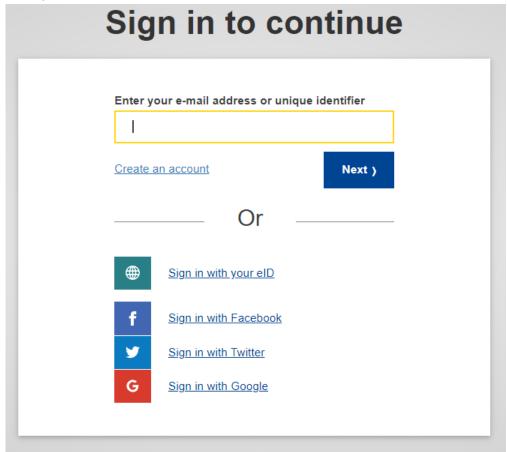
The system has been updated and a new version has been released in December 2021. This User Manual will help you find your way in the new application and guide you to use the new functionalities and have the best experience possible.

For any technical question you might still have or in case you encounter a technical issue not described here below, you may contact the helpdesk of the Directorate-General for International Partnerships: INTPA Support Services - intpa-support-services@ec.europa.eu.

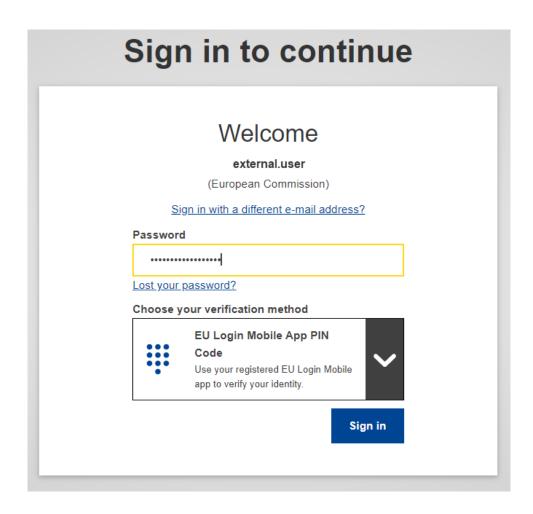
1.1 Log into the system

Open the EOM Roster: https://webgate.ec.europa.eu/eom/roster, and use your EU login credentials to log in:

• Enter your e-mail address in the available field and click on the "Next" button.



 Enter your password, <u>select your 2-factor verification method</u>, and then click on the "Sign in" button.



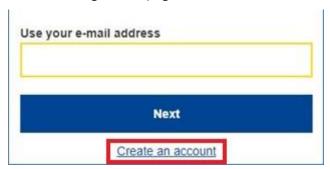
If you did not set up the 2-factor verification method yet, please refer to the <u>EU Login Guide</u> (PDF) from page 4.

If you do not own an EU login account yet, please refer to section 1.2.1 here below to learn how to create one

1.2 EU Login Account – creation and update

1.2.1. How to create an EU Login Account?

1. Go to the page https://webgate.ec.europa.eu/cas/login and click on the "Create an account" link on the EU Login main page. There is no need to fill in the "Use your e-mail address" field.



2. Fill in the provided form with your personal details:



- **First name** Your first name cannot be empty and can contain letters in any alphabet;
- Last name Your last name cannot be empty and can contain letters in any alphabet;
- **E-mail** An e-mail address that you have access to;
- **Confirm e-mail** Type your e-mail address again to make sure it is correct;
- E-mail language The language used when EU Login sends you e-mails regardless of the language used in the interface. It guarantees that you are able to understand these e-mails even if they were triggered mistakenly. EU Login only sends you e-mails for validating your identity or for notifying you about security events affecting your account;
- Enter the code By entering the letter and numbers in the picture, you demonstrate that you are a human being who is legitimately creating an account. If the code is too difficult to read, click on the button with two arrows to generate a new one;
- Check the **privacy statement** by clicking on the link and tick the box to accept the conditions;
- Click on "Create an account" to proceed.

If the form is correctly filled in, an e-mail is sent to the address you provided in order to verify that you have access to it. After a couple of seconds, you should **receive an e-mail** in your mailbox. If you cannot find the e-mail, check your spam or junk folder. **Click the link** in the e-mail or copy/paste it in the address bar of your browser. You are invited to **select a password** and to **confirm** it to make sure you did not mistype it. The E-mail field is prefilled and cannot be changed. It should contain the e-mail address you provided previously. Then, follow the instructions in the <u>EU Login Guide</u> (PDF) from page 4 to create your <u>required 2-factor verification method</u>.

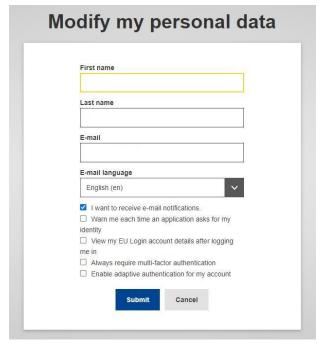
1.2.2. How to update personal information linked to the EU Login account (name and E-mail Mainly)?

To update your account, **go to the following URL:** https://webgate.ec.europa.eu/cas/login. Once successfully authenticated, move the mouse over the gear **at the top right corner** to display the menu and select "**My Account**".



Then, select "Modify my personal data". And you will be able to update your First and Last name, and your E-mail Address.



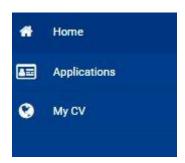


If you foresee a change of your main E-mail address, we advise you to change it also in your EU login account. Your account allows you to authenticate (mainly via e-mail) and therefore to log the EOM Roster. Furthermore, it generates a unique identifier used to create and maintain the link between you and your CV. Keeping the same EU Login account and keeping it up to date is therefore very important.

1.3 Navigation

The EOM Roster allows you (1) to register your CV, and (2) to apply as CT member or Deputy Chief Observer to an EU EOM.

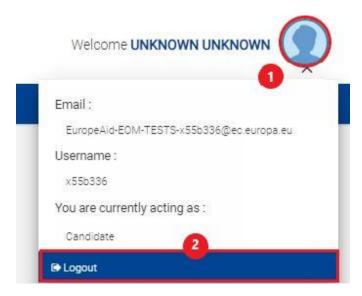
The navigation panel is on the left side of the application:



1.4 Log out from the system

To log off from the application:

- 1. Click on the top right profile icon
- 2. Click on Logout button at the bottom of the user menu

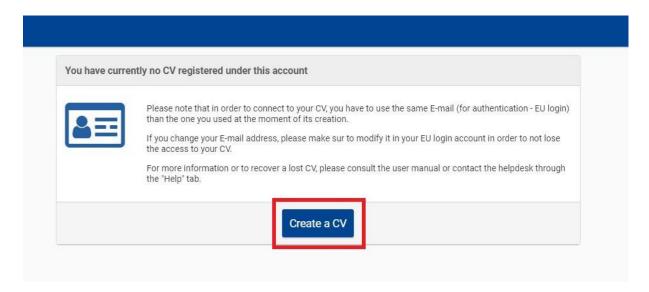


Clicking on the right profile icon also allows you to consult your EU login account details (Email and Username), along with the role you have in the application. The role determines the rights and permissions (functionalities you have access to) that you have in the application.

2 Manage your CV

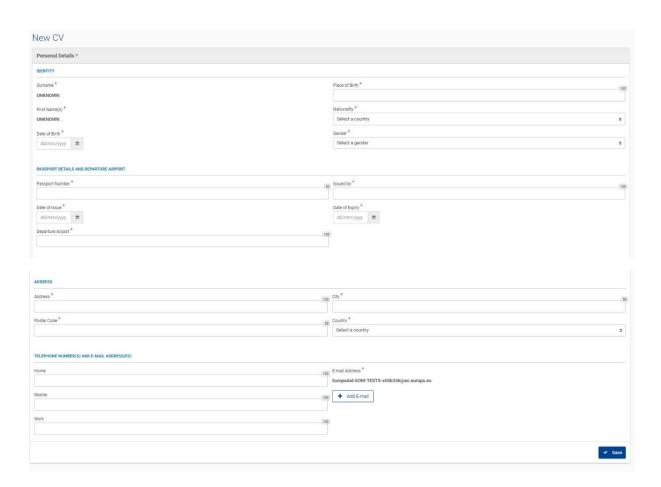
2.1. Create a CV

If you do not have a CV yet, when clicking on "My CV" tab, you will reach an empty screen with an invitation to create a CV. Click on "create CV" to start the process.



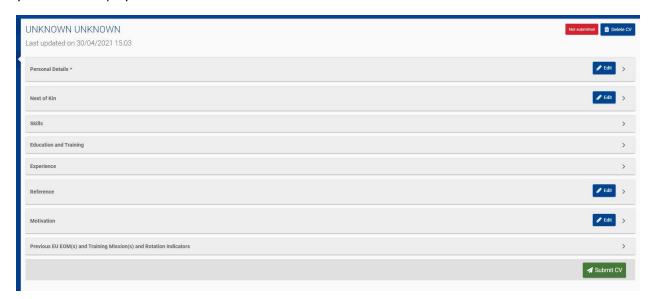
To create a CV, you must fill in the information contained in the first section: "Personal Details". All information marked by an asterisk* is mandatory.

You will notice that your surname, First Name(s), and main E-mail Address are already filled in and cannot be edited. This information is retrieved from your EU login account and is the way the system authenticates you and does the match between you and your CV. Therefore, it is of utmost importance to always use the E-mail address indicated in your EU login account to log in the EOM Roster. Otherwise, the system will not be able to retrieve your CV.



- The Date of birth must be in the past.
- Only the EU members citizens, Canadians, Swiss, and Norwegians can participate to EU EOMs.
 And the 3 latest as Observer only (proposed by their focal point). Therefore, you cannot create a CV if you do not have one of these nationalities.
- The maximum length authorised in each field is indicated at the upper right corner of the field.
- The date of Expiry of your Passport must be posterior to the Date of Issue.

Once you save this first section (with valid information), your CV is created, and the other sections of your CV are displayed.



2.2. Update your CV

You can update each section or sub-section of the CV independently. The CV contains 8 sections. The first one, Personal Details, is mandatory and must be filled in to be able to create the CV. The last one, Previous EU EOM(s) and Training Mission(s) and Rotation Indicators, is automatically filled in by the system and cannot be edited (see section 2.5 here below). The 6 other ones cand be edited according to your timing and preferences.

When a section of your CV has not been filled in yet, a message indicates that no information has been provided yet. Click on the "Edit" button to start filling information or to update existing information.



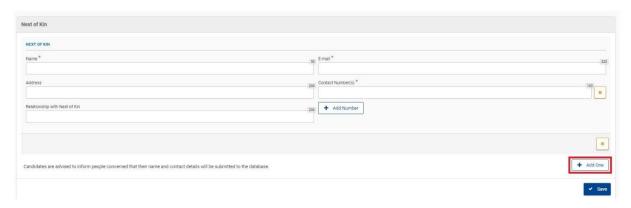
Once the information has been filled in or updated, click on the "save" button. In case you forget to do so, a message will be displayed:



2.2.1. Next of Kin section

All information marked by an asterisk* is mandatory.

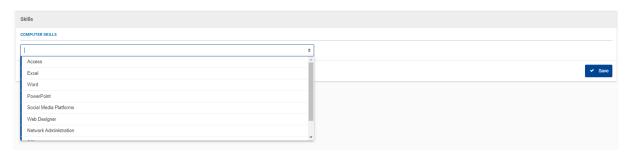
You can add up to three next of kin by clicking on the "Add One" button.



2.2.2. Skills Section

The Skills section of the CV is further subdivided into three sub-sections: Driving Skills, Computer Skills, and Language skills. Each sub-section can be edited independently.

The computer skills can be selected among a predefined list:

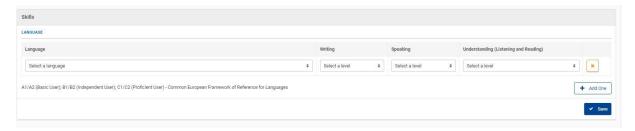


You can select as many as you want:



In the language skills sub-section, information is displayed in a grid. For each new language selected, you must indicate your writing, speaking, and understanding levels.

You can add as many language as needed by clicking on the "Add One" button. This will generate a new row to fill in.



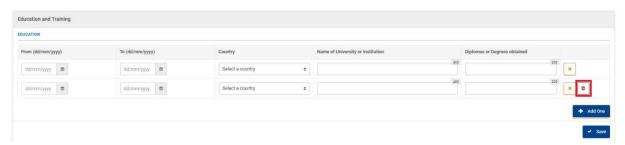
2.2.3. Education and Training Section

The Education and Training section of the CV is further subdivided into three sub-sections: Education, Election Related Training, and EU E-Learning Certification. Each sub-section can be edited independently.

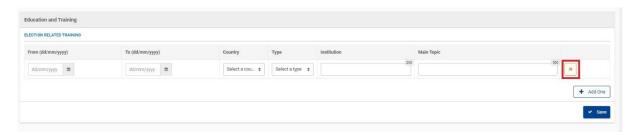


In each sub-section the data is presented in the form of grids. The sub-section itself is not mandatory information. You can choose to not fill it in. But once you start filling in information in one row of the grid, the whole row must be completed.

You can always add more rows by clicking on the "Add One" button. The additional rows can then be removed by clicking on the trash bin icon.



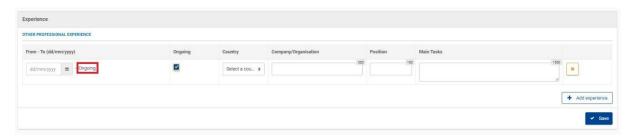
To clear all the information contained in a row at once, click on the orange cross button.



2.2.4. Experience Section

The Experience section of the CV is further subdivided into two sub-sections: Election Related Experience and Other Professional Experience. Each sub-section can be edited independently. As the previous section, all the data of this section is presented in the form of grids. And likewise, once you start filling in information in one row of the grid, the whole row must be completed.

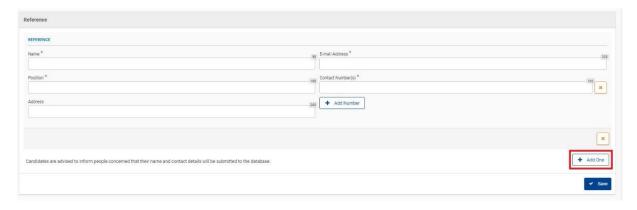
For the other professional experience, once you select the "ongoing" option, the "To" date field is automatically replaced by the "ongoing" mention.



2.2.5. Reference Section

All information marked by an asterisk* is mandatory.

You can add up to three references by clicking on the "Add One" button.



2.2.6. Motivation Section

This section is a free text field. There is no formatting option.

You may copy-paste the text from another source but formatting will not be kept (bold, colours, underlining...). The numbering or bullet points listing will be kept.

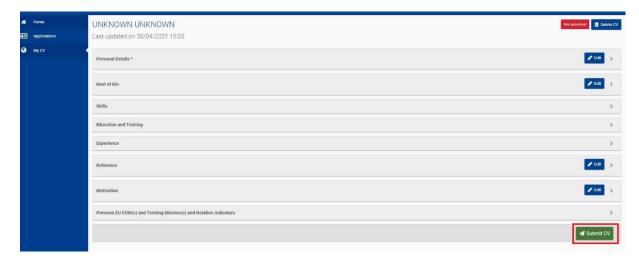
2.3. Submit your CV



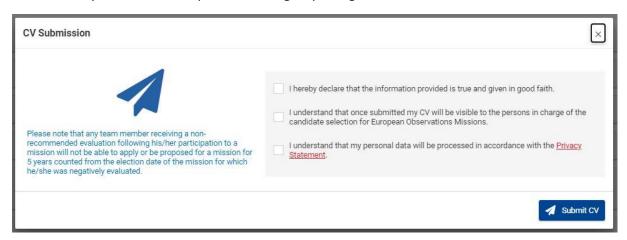
If the CV has not been submitted, you are the only one to be able to see it.

To be able to apply to an EU EOM or a training mission and to be visible by your Member State (to be proposed as Observer for an EU EOM) or by the persons in charge of candidates' selection, you must submit your CV.

To submit your CV, just click on the "submit" button at the bottom right of your CV (below all the sections):



Read carefully the information provided, and give your agreement:



Once confirmed, the CV changes from status draft to status "submitted" and is visible to the persons in charge of the selection process and to your Member State representatives.

2.4. In the case your CV was migrated from the old system to the new EOM Roster

If you had already a CV recorded in the EOM Roster and regularly updated it, it has been migrated into the new system.

Only the "active" CV, meaning updated within the last 5 years or linked to a mission (retention period of 7 years for selected team members) and linked to a valid EU Login account have been migrated.

In the case your CV was migrated, please carefully review all the data, and complete the missing information. Particular attention is required regarding the following:

- Personal Details Section: this section is the most important one and contains all the mandatory information. Some fields have changed format and therefore some information might be in the wrong place or missing. Please review carefully and correct if necessary. Particularly: Additional e-mail(s) if not the correct format, Address/City/Country/Postal Code and Mobile phone (potential incomplete information).
- Next of Kin section: please review and correct if necessary the contact number and e-mail fields.

- **Computer skills sub-section**: new values have been added among the choices.
- Language Skills sub-section: the value "mother tongue" has been added among the possible choices.
- Education sub-section: please review and correct if necessary the Country, From and To fields.
- <u>Election related training sub-section</u>: please review and correct if necessary the From and To fields
- <u>Election related experience sub-section</u>: please review and correct if necessary the Country, From and To fields.
- Other professional experience sub-section: please review and correct if necessary the Country, From and To fields. Previous "experience from developing countries" has been migrated in this section but with very partial information.
- Previous EU EOM(s) and training mission(s) and Rotation Indicators: The new system only keeps and displays your participation to missions and trainings for the past 7 years. For data protection reasons, the previous participations are no longer kept in memory. Therefore if you would like to keep track of it, please indicate them in the "experience" section of your CV.

2.5. View your participation to EU EOM(s), trainings, and Rotation Indicators

The last section of the CV automatically records:

- (1) Your participation to EU EOMS or Training missions. Each time you have been selected through the system and you participated to a mission, this information will be displayed in this section. The system keeps and displays your participation for the past 7 years only (see previous section).
- (2) The number of times you have applied for a certain type of position and the number of times you were selected for this position type. This calculation is done by the system and covers the 5 last years.

2.6. Delete your CV

If you did not apply to any mission and your Member State has not proposed you for a mission, you can delete your CV unconditionally.

Just click on the "delete" button on the top right corner of your CV and confirm your intention.



The CV will be immediately deleted along with all the data it contains.

Note that if you never applied or have never been proposed by your Member State to any mission, you must regularly update your CV to maintain it in the database of the EOM Roster. A CV not updated for 5 years will be automatically deleted by the system (notifications are sent before to warn you about it).

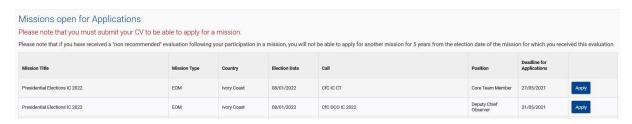
If you have applied or have been proposed at least once, the "delete" button is no longer available. Your CV is kept for a retention period as mentioned in the data protection rules applied (see the link on the home page of the EOM Roster for more information). Should you want to delete your CV, please contact the helpdesk.

3 Apply to a Mission

Once you have recorded your CV in the database and you have submitted it, you can apply for EU EOMs or Trainings. Direct application through the system is possible for the position of Deputy Chief Observer, for a position of Core Team Member or to participate to a specific training.

3.1 Missions Open for Applications

Each time a mission is foreseen and candidates are welcomed to apply, calls for candidatures are published on the <u>FPI website</u> (for the EU EOM Missions) or on <u>EODS website</u> (for the Trainings). As soon as the call for candidature is open, the related mission is displayed in the grid of missions open for applications. This section is accessible through the "Applications" tab in the navigation pane (left side of the screen).



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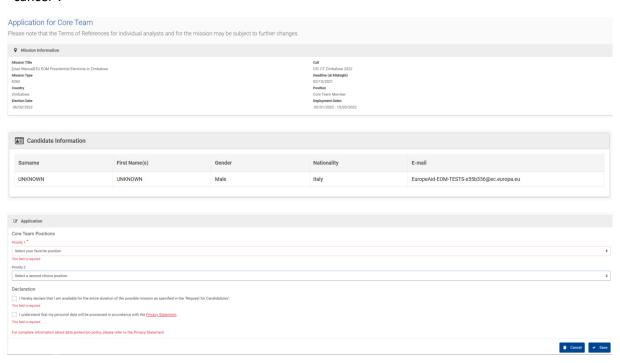
Note that you will see the "Apply" button only if your CV is submitted.

3.2 Application as Core Team Member (CT member)

The form to apply for a Core Team position is divided in three sections:

- (1) The first section displays the information related to the mission and call for candidatures. The deployment dates indicate the period of time you should be on the field, so you must be available at least for that period.
- (2) The second section displays your identity and contact information. This information is automatically retrieved from your CV.
- (3) The third section is the application. To apply, you must choose the specific Core Team position(s) you would like to apply for. You must at least indicate a first choice (priority 1), and optionally you may indicate a second-choice position (recommended). The last part of that section concerns your availability and agreement regarding the data protection policy.

To submit your application, just click on the "save" button. You can abort the process by clicking on "cancel".



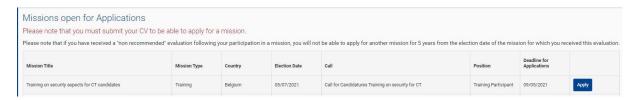
Note that you can only apply once for a specific position for a specific mission. Therefore, once your application is submitted, the "apply" button will no longer be displayed next to the related position and mission in the "missions open for applications" grid.

3.3 Application as Deputy Chief Observer (DCO)

The form to apply for a DCO position is the same as the one for CT position (here above) without the choice on the specific positions. Principles are the same.

3.4 Application to a Training

Trainings open for applications are also displayed in the "missions open for applications" grid.

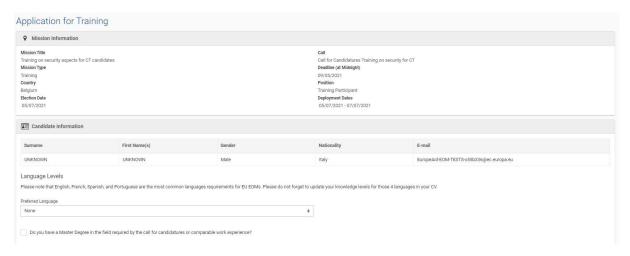


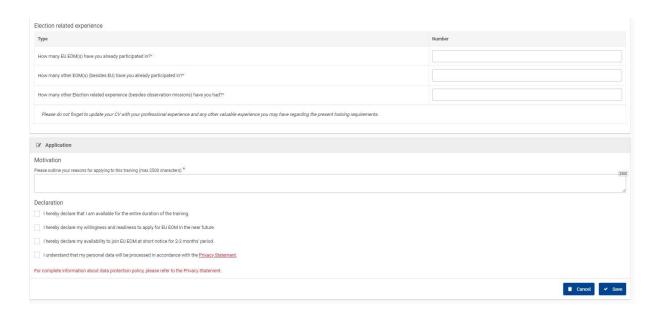
The form to apply for a training contains three sections:

- (1) The first section displays the information related to the mission and call for candidatures. The deployment dates indicate the timing of the training, so you must be available for that period.
- (2) The second section, Candidate Information:
 - Displays your identity and contact information. This information is automatically retrieved from your CV.
 - Asks for your preference in terms of language.
 - Asks if you have the required Degree or work experience. If you have, just select the checkbox displayed in front of the question.
 - Asks you to record your election related experience (only digits are accepted in those fields).
- (3) In the last section, Application, you must record your motivation and give your agreement. The Motivation is a free text field without formatting options.

All information marked by an asterisk* is mandatory.

Note that for this type of application, once submitted, you will not be able to modify or delete it.





4 Manage your applications

All the applications you are doing through the system are stored for 7 years and you may access it through the "Applications" tab of the navigation pane.

4.1 View my applications

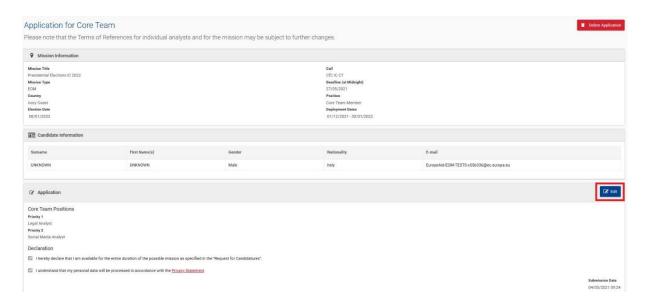
"My Applications" section displays all the missions and position for which you have applied during the last 7 years.

To consult an application, simply click on the "view" button.



4.2 Update an application

Except for the Applications for Trainings, if the deadline of the call for candidature is not reached, you may still update your application. To do so, open your application (see here above), and click on the "edit" button.



4.3 Delete an application

Except for the Applications for Trainings, If the deadline of the call for candidature is not reached, you may delete your application. To do so, open your application, and click on the "delete" button.



Note that once the deadline of the call for candidature is reached, you can no longer modify or delete your application. Access in "view" mode remains (for 7 years).

5 Evaluations

5.1 Access your Evaluation(s)

When you are selected and participate to a mission, your participation is automatically recorded in the last section of your CV (see section 2.5). Once the evaluation for your participation to the mission is available, it will be accessible trough the same last section of your CV: "Previous EU EOM(s) and Trainings – Rotation Indicators", "EU EOM(s) and Training in which you have participated in the last 7 years" sub-section.

The general conclusion of your evaluation is displayed in the grid directly. To view the details of the evaluation, click on the "view" button.

