



Election Observation Mission Roster

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1 Introduction

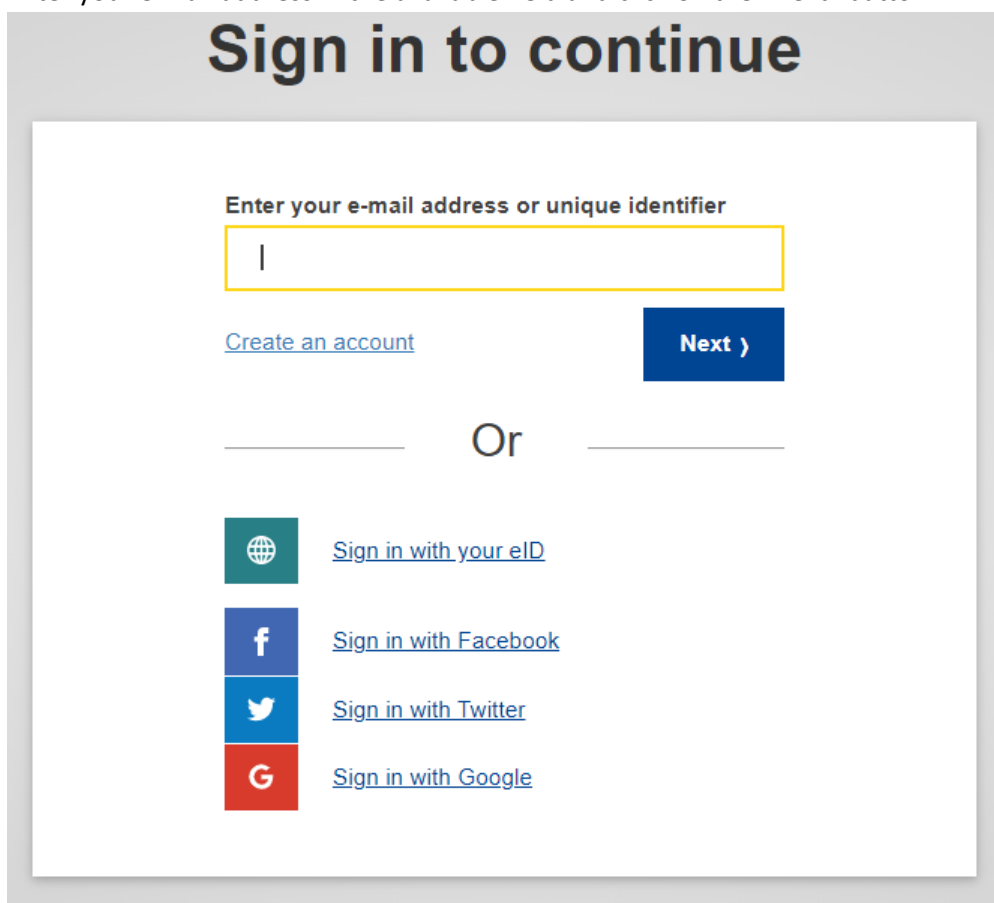
The EOM Roster, the system supporting the management of EU EOMs, has been updated and a new version has been released in December 2021. This User Manual will help you find your way in the new application and guide you to use the new functionalities and have the best experience possible.

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.

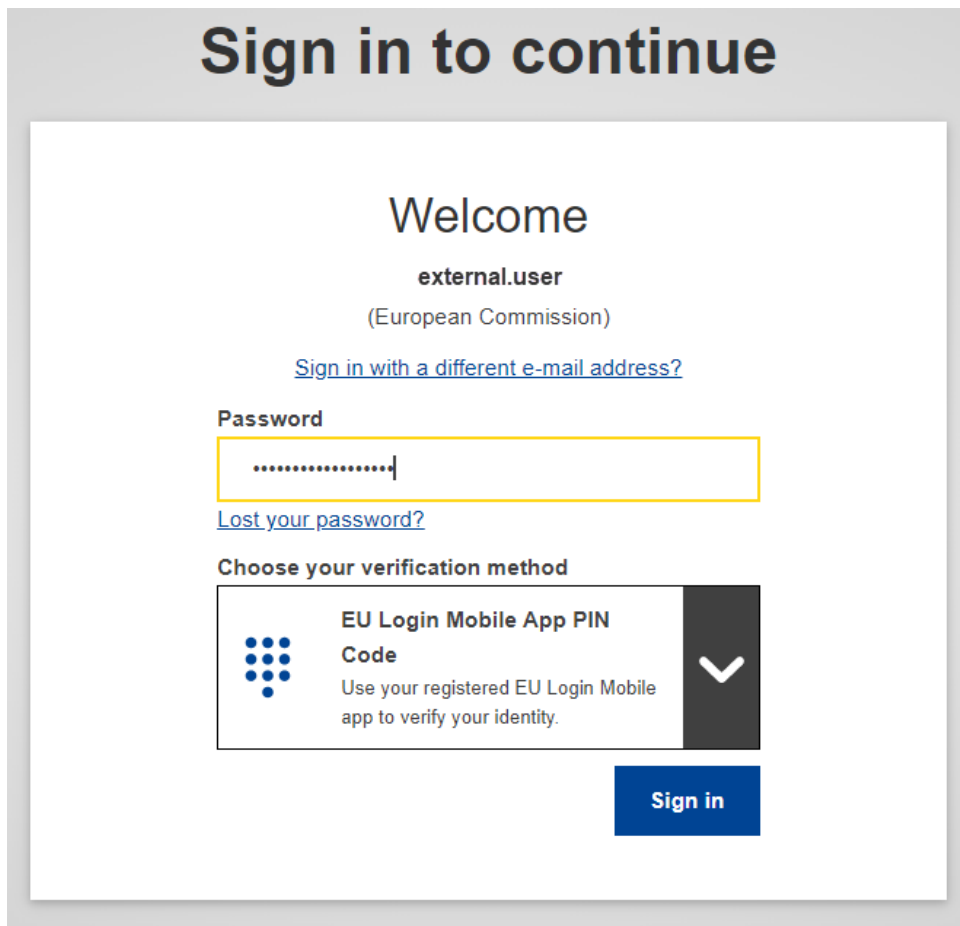
1.1 Log into the system

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, **select your 2-factor verification method**, and then click on the "Sign in" button.



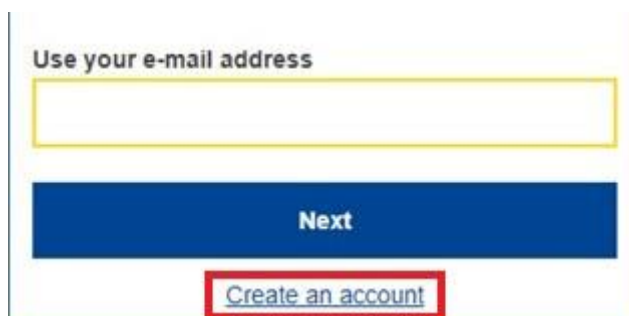
If you did not set up the 2-factor verification method yet, please refer to the [EU Login Guide](#) (PDF) from page 4.

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

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:

Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language
 English (en)

Enter the code

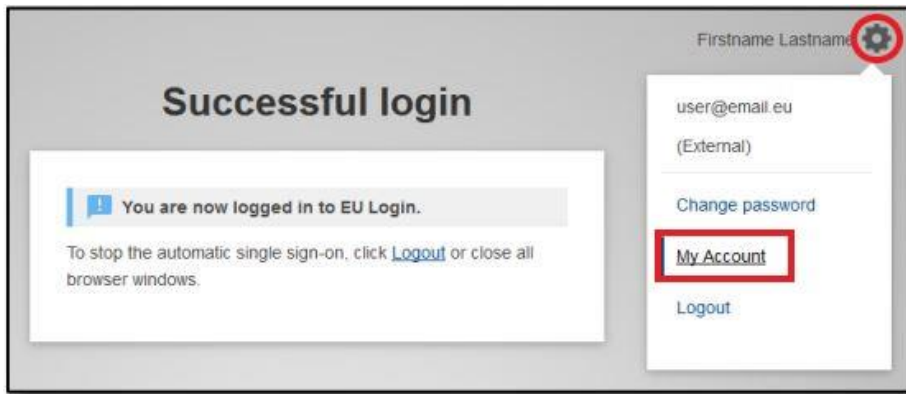
By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

- **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.

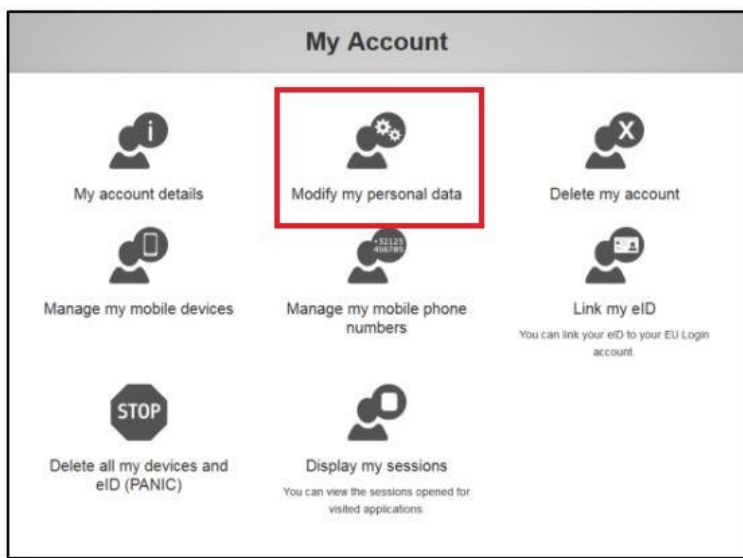
If the form is correctly filled in, an e-mail is sent to the address you provided in order to verify that you have access to it. After a couple of seconds, you should **receive an e-mail** in your mailbox. If you cannot find the e-mail, check your spam or junk folder. **Click the link** in the e-mail 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 [EU Login Guide](#) (PDF) from page 4 to create your **required 2-factor verification method**.

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.



Modify my personal data

First name

Last name

E-mail

E-mail language
English (en)

I want to receive e-mail notifications.

Warn me each time an application asks for my identity

View my EU Login account details after logging me in

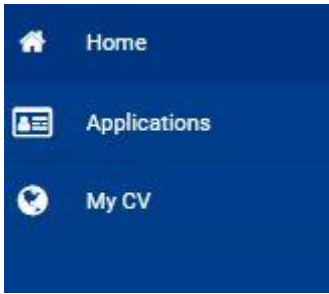
Always require multi-factor authentication

Enable adaptive authentication for my account

⚠ If you foresee a change of your main E-mail address, you should change it in your EU login account as the E-mail is the entry point to the EOM Roster.

1.3 Navigation

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

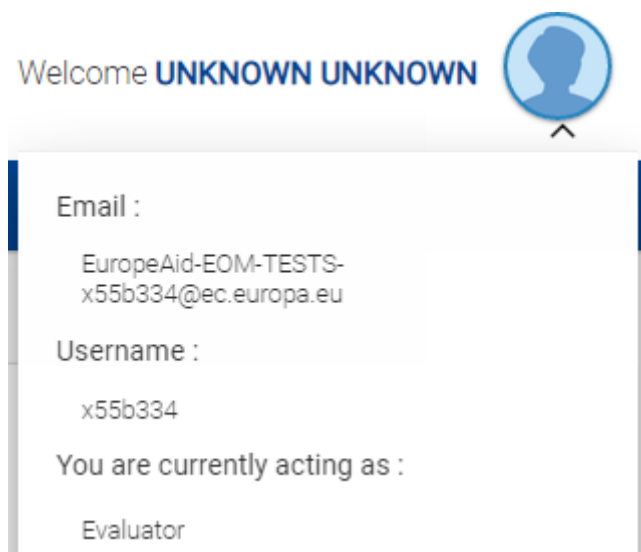


If you are a user external to the European Commission, you are automatically granted the role of candidate by the system. Therefore, you have access to the CV and Application tabs. To learn how to register a CV or apply to a mission, please refer to the Candidate User Manual.

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 allow you to consult your EU login account details (Email and Username), along with the role(s) you have in the application. The role determines the rights and permissions (functionalities you have access to) you have in the application.

2 The Evaluator Role

Just like in the old EOM Roster, evaluators are responsible for the evaluation of Observers (LTO and STO) work during the mission. Core Team and DCO record of performances are still managed in the system by the FPI Programme Managers. To delegate the evaluation of observers to the evaluators, the programme manager of FPI will assign to someone the role of Evaluator for a specific mission.

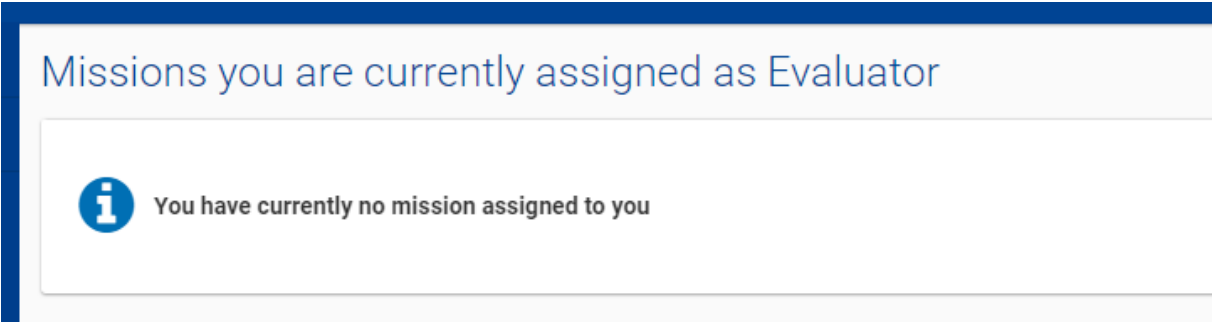
This role is always limited in time (assignment period) and limited to a particular mission. However, if you have been assigned once as evaluator to a mission, you will see the role displayed in the user

information even when the assignment period is over. It means you acted as such once and potentially can do it again. But for the rights to be effective, you will have to be assigned to a specific mission once again.

3 Access Missions you have been assigned as Evaluator

When a Programme Manager assigns you as evaluator for a specific mission, you are notified about it by the system via e-mail.

When you log into the EOM Roster, you will see on the home page a new section “Missions you are currently assigned as Evaluator”. This section displays the mission(s) you have been assigned to for the duration of the assignment. As soon as the assignment period ends, the mission will disappear from this section. Nevertheless, as for the role, the section stays displayed on the home page once you have been evaluator for a mission, even if empty.



Missions you are currently assigned as Evaluator

Mission Type	Mission Title	Country	Election Date	Evaluation Deadline
EOM	[User Manual] EU EOM Presidential Elections in Zimbabwe	Zimbabwe	06/02/2022	31/08/2021

1 missions.

To access the mission you have been assigned to, simply click on the title of the mission.

4 View the team members

When you click on the title of a mission you have been assigned to, the mission will open. It contains 2 sections:

- “General Information” section defines the type of the mission, the country, and the election date and is created by the FPI programme Manager. You cannot edit it.
- “Mission Members” Section will allow you to access the list of selected team members and perform the evaluations (see points 5).

To see the participants to the mission, click on the “Access Selection” button below the category of positions you would like to consult.

Mission Members			
Evaluators			
Name	E-mail Address	Evaluation Assignment Valid From	To
UNKNOWN UNKNOWN	EuropeAid-EOM-TESTS+558334@ec.europa.eu	05/07/2021	31/08/2021
Deputy Chief Observer Access Selection		Observers Access Selection	
Core Team Analysts Access Selection			

For Deputy Chief Observer, and Core Team Analysts, you are allowed to consult the selected team, but you will not be able to perform any action on it as the management of record of performance is handled by the FPI Programme Manager(s).

For the Observers or the training participants, you may **consult the CV** of each selected member by clicking on the “View” link. The CV will open in another tab of your browser.

Mission Members			
Selected Team			
Name	CV	Position	Evaluation
Moe10214 Jane10214	View	Short-Term Observer	Edit
Moe11144 Jane11144	View	Long-Term Observer	Edit

5 Manage the Evaluations

As evaluator, you may need to evaluate 3 types of mission members: Long-Term Observers, Short-Term Observers, or Training Participants.

! Note that Short-Term Observers Focal-Points (STO-FP) should not be evaluated.

5.1 Create an Evaluation

To start **encoding an evaluation**, click on the “create” button (evaluation column of the selected team grid) in front of the concerned person:

Observers			
Mission User Manual EU EOM Presidential Elections in Zimbabwe			Election date 06/02/2022
Mission Members			
Selected Team			
Name	CV	Position	Evaluation
Moe10070 Jane10070	View	Short-Term Observer	Create
Moe19 Jane19	View	Long-Term Observer	Create

! Evaluations cannot be created if the deployment start date of the concerned position has not been reached.

5.1.1 For LTOs

The Evaluation form for the Long-Term Observers contains two parts:

1. The “Observer Details” section that contains the name, nationality, and position of the mission member.

Observer Details

Name
Moe11144 Jane11144

Nationality
Belgium

Position
Long-Term Observer

2. The “Evaluation” section, which is the part you must fill in.

Evaluation

Present during the entire mission? *

Select an option

Respect of the Code of Conduct? *

Select an option

Electoral Knowledge, Comprehension of Election and EU EOM Role *

Select an option

Collection and Analysis of Information *

Select an option

Reports: Timely and Accurately *

Select an option

Human Resources Management Skills *

Select an option

Organisation, Planning, and Coordination *

Select an option

Compliance with Logistical and Security Guidelines and Instructions *

Select an option

Team Spirit *

Select an option

Capacity to work in an Intercultural Environment *

Select an option

Followed the Core Team Instructions *

Select an option

Language of the Mission *

Select an option

General Conclusion *

Select an option

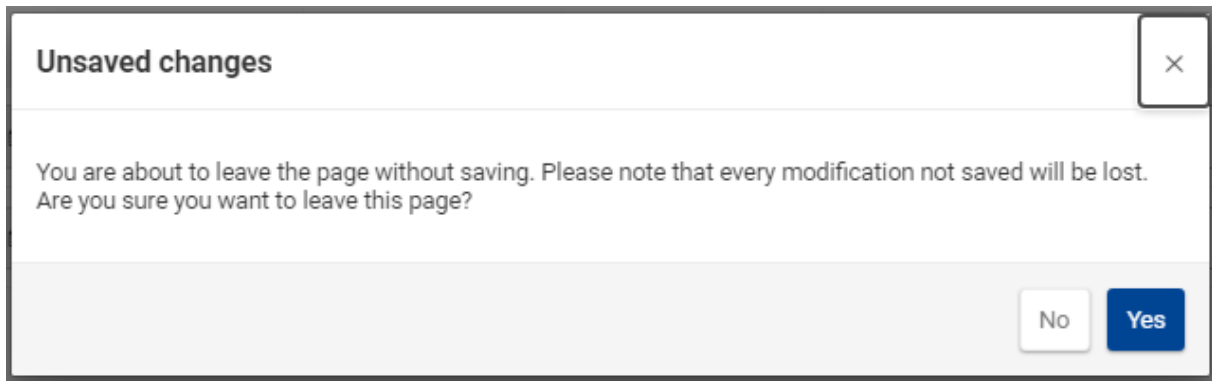
Comments 2000

- Present during the entire mission? If you answer “No” to that question, the “Comments” field (at the bottom of the form) becomes mandatory.
- Respect of the Code of Conduct? If you answer “No” to that question, you will not be able to put anything else that “not recommended” for the “general conclusion” field.
- 10 criteria by which you should rate the person on a scale from bad to very good.
- General Conclusion. The general conclusion will be displayed in the last section of the candidate CV (along with an access to the full evaluation form).



Note that if “not recommended” is given as general conclusion, the candidate will not be able to apply or be proposed for 5 years.

The title of the mission is always displayed on top of any evaluation form, along with the election date. To go back to the mission, click on this title. If you forget to save you work before leaving the page, a message will be displayed:



5.1.2 For STOs

The Evaluation form for the Short-Term Observers contains two parts:

1. The “Observer Details” section that contains the name, nationality, and position of the mission member.
2. The “Evaluation” section, which is the part you must fill in.

- Present during the entire mission? If you answer “No” to that question, the “Comments” field (at the bottom of the form) becomes mandatory.
- Respect of the Code of Conduct? If you answer “No” to that question, you will not be able to put anything else that “not recommended” for the “general conclusion” field.
- General Conclusion. The general conclusion will be displayed in the last section of the candidate CV (along with an access to the full evaluation form).

5.1.3 For Training Participants

Training Candidates

[Mission](#) [User Manual] Training for DCO - Mission Management (including COVID context) Election date 16/08/2021

Mission Members

Selected Team

Name	CV	Position	Evaluation
Moe949 Jane949	View	Training Participant	Create
Moe955 Jane955	View	Training Participant	Create
Moe953 Jane953	View	Training Participant	Create

The Evaluation form for the Training Participants contains two parts:

1. The “Observer Details” section that contains the name, nationality, and position of the mission member.

Training Participant Details

Name
Moe949 Jane949

Nationality
Czech Republic

Position
Training Participant

2. The “Evaluation” section, which is the part you must fill in.

Evaluation

Present during the entire mission? *

Select an option

General Conclusion *

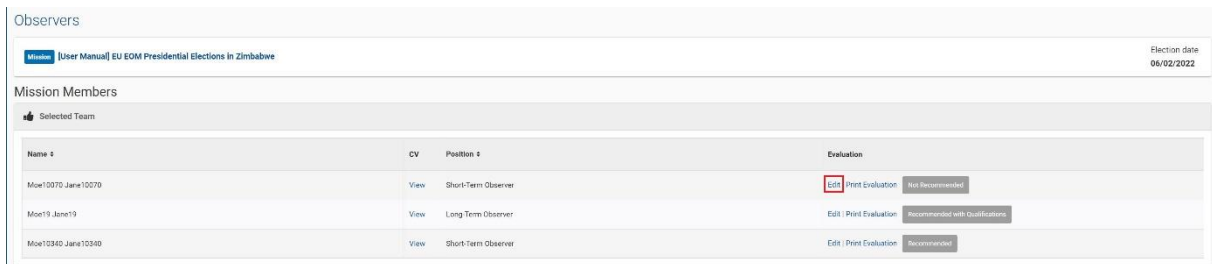
Select an option

Comments 2000

- Present during the entire mission? If you answer “No” to that question, the “Comments” field (at the bottom of the form) becomes mandatory.
- General Conclusion. The general conclusion will be displayed in the last section of the candidate CV (along with an access to the full evaluation form).

5.2 Edit an Evaluation

Once the evaluation has been created, the general conclusion appears in the selected team grid. You can edit it until the end of your assignment period. To do so, just click on the “edit” button.

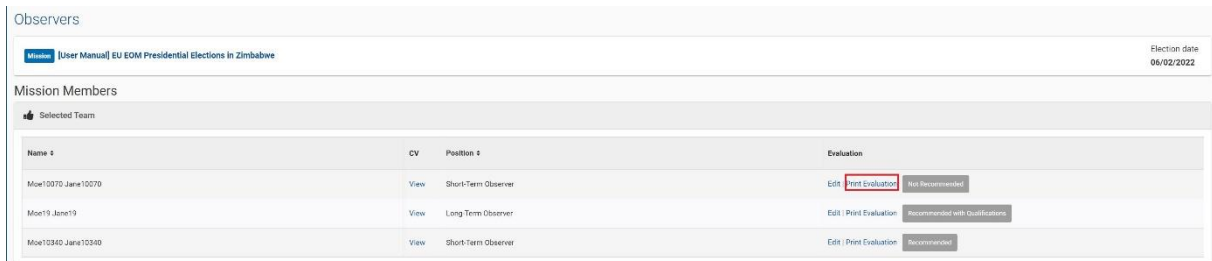


The screenshot shows the 'Observers' interface for the mission 'EU EOM Presidential Elections in Zimbabwe'. It displays a table of 'Mission Members' with columns for Name, CV, Position, and Evaluation. The 'Evaluation' column contains buttons for 'Edit', 'Print Evaluation', and a status button. The 'Edit' button for the first member is highlighted with a red box.

Name	CV	Position	Evaluation
Moe10370 Jane10370	View	Short-Term Observer	Edit Print Evaluation Not Recommended
Moe19 Jane19	View	Long Term Observer	Edit Print Evaluation Recommended with Qualifications
Moe10340 Jane10340	View	Short-Term Observer	Edit Print Evaluation Recommended

5.3 Print an Evaluation

Once created, you can also print an evaluation by clicking on the “print Evaluation” button available in the selected team grid.



The screenshot shows the 'Observers' interface for the mission 'EU EOM Presidential Elections in Zimbabwe'. It displays a table of 'Mission Members' with columns for Name, CV, Position, and Evaluation. The 'Print Evaluation' button for the first member is highlighted with a red box.

Name	CV	Position	Evaluation
Moe10370 Jane10370	View	Short-Term Observer	Edit Print Evaluation Not Recommended
Moe19 Jane19	View	Long Term Observer	Edit Print Evaluation Recommended with Qualifications
Moe10340 Jane10340	View	Short-Term Observer	Edit Print Evaluation Recommended

The system will then generate a PDF file (the same as the one generated in the previous system).