



# Election Observation Mission Roster

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# 1 Introduction

The Election Observation Mission Roster is the system allowing you to consult the CV the citizens of your country have registered and to propose observers for an EU EOM to the FPI.

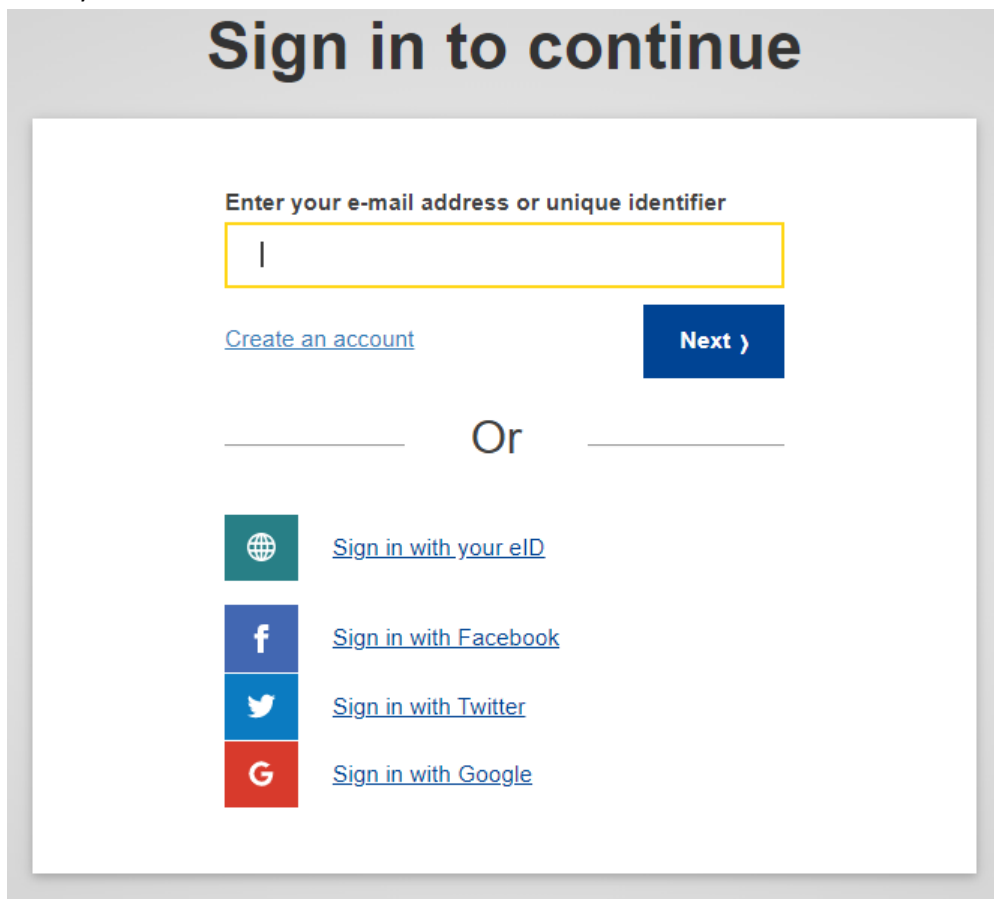
The system has been updated and a new version has been released in December 2021. This User Manual will help you find your way in the new application and guide you to use the new functionalities and have the best experience possible.

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](mailto:intpa-support-services@ec.europa.eu).

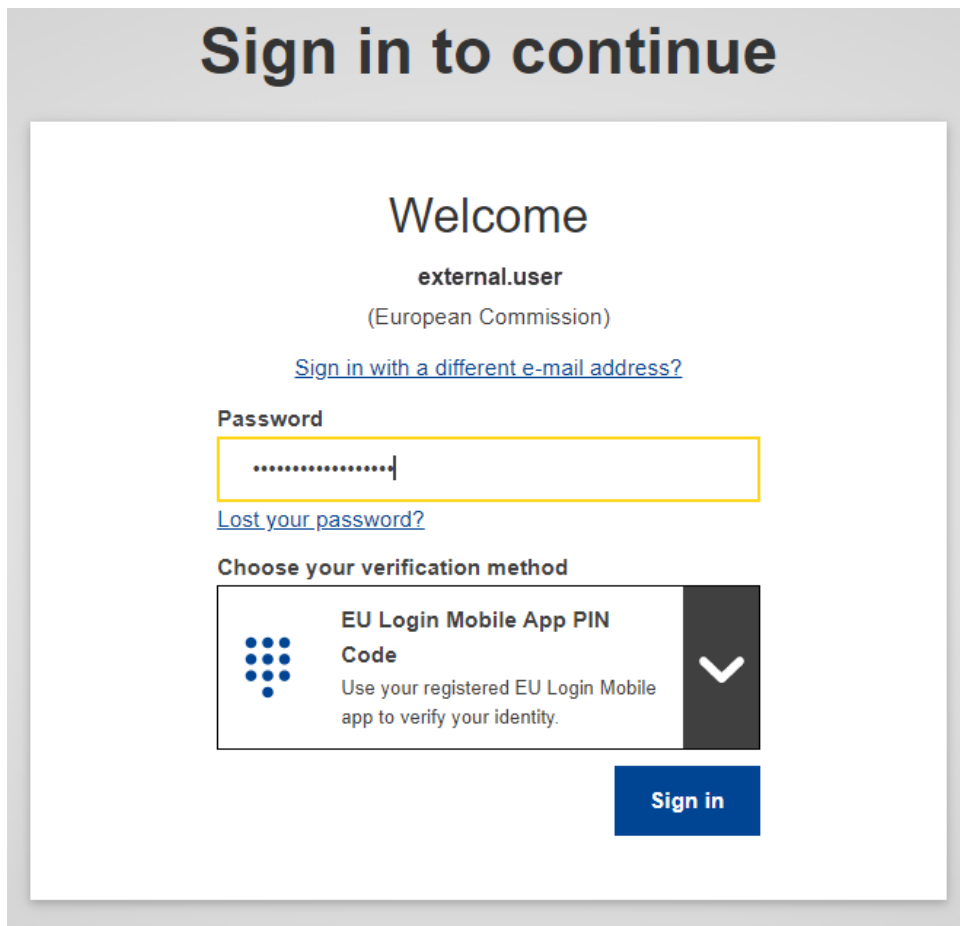
## 1.1 Log into the system

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

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**⚠ Note that your contact details are no longer stored in the application. The notifications are sent by the system to the e-mail of your EU Login account. If you need to add a functional mailbox or an additional e-mail, we advise you to create a specific EU Login account for that purpose and ask the FPI to add it in the list of Focal Points entitled to access the system.**

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### 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.

Use your e-mail address

Next

Create an account

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](#)

Create an account

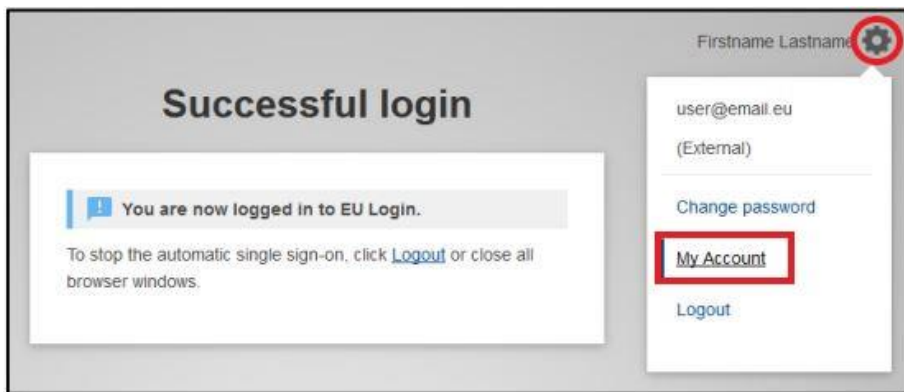
- **First name** – Your first name cannot be empty and can contain letters in any alphabet;
- **Last name** – Your last name cannot be empty and can contain letters in any alphabet;
- **E-mail** – An e-mail address that you have access to;
- **Confirm e-mail** – Type your e-mail address again to make 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

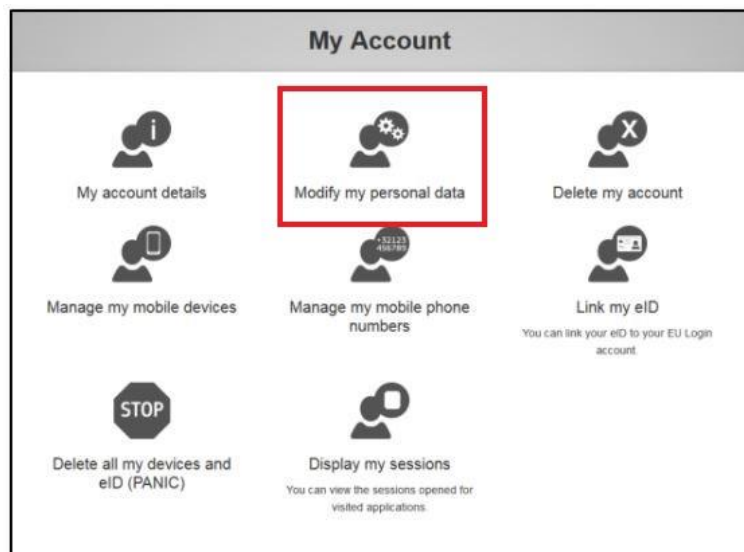
address you provided previously. Then, follow the instructions in the [EU Login Guide](#) (PDF) from page 4 to create your **required 2-factor verification method**.

### 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**

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

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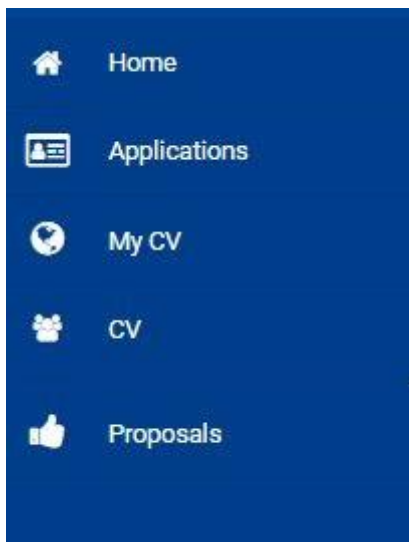
**⚠** *If you foresee a change of your main E-mail address, you should change it in your EU login account as the E-mail is the entry point to the EOM Roster and the link between you and your CV (if you have one).*

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### 1.3 Navigation

The EOM Roster allows you (1) to consult the CVs of your citizens who registered into the EOM Roster database, and (2) to propose observers for an EU EOM.

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

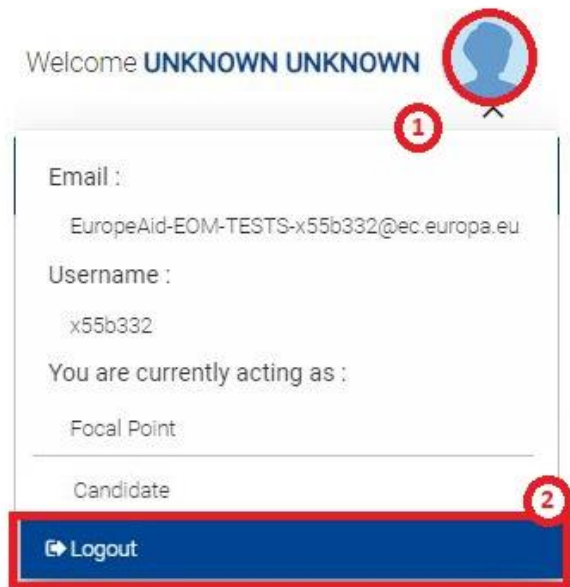


As a user external to the European Commission, you are automatically granted the role of candidate by the system. Therefore, you have access to the CV and Application tabs. To learn how to register a CV or apply to a mission, please refer to the Candidate User Manual.

### 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 Search for a CV

As Focal point of your Member State for the EU Election Observation Missions, you have access to the EOM Roster CV database for the citizens of your own country (based on Nationality 1). Each time a CV is added to the Roster (submitted) by a fellow citizen, the system will automatically notify you by E-mail.

There are two Nationality fields in the CV: Nationality 1 and Nationality 2, both are limited to the EU member states nationalities + Norway, Canada, and Switzerland. When consulting a CV, you will see both fields, but "Nationality 1" is the only one considered to grant you access to the CV. Once the CV is submitted by a user, this "nationality 1" field can only be changed once a year (running year). You will also be notified in case a fellow citizen changes this field.

Nationality 1 \*

This field is required

Nationality 2

Please be aware that only the Focal Point of your "Nationality 1" will be able to access your CV and propose you as observer for a mission. "Nationality 1" cannot be changed more than once a year (running year) once the CV is submitted.

### Nationality 1

Switzerland

### Nationality 2

N/A



## 2.1 Search tool

Search for a CV

Search for a CV

Surname

Gender

Residence Country

User ID

Language

Election Related Experience in Country

Has already participated in a EU EOM/Training as \*

\* Note that this criterion refers to the last section of the CV (automatically recorded) and is therefore only applied on the last 7 years

Search Results

Surname ^	First Name(s) v	User ID v	Gender v	Previous EU EOM(s) - Training(s)
0 curriculum-vitae found.				

1 25

You can access the search tool via the “CV” tab in the navigation pane on the left-hand side of the screen. (“My CV” tab will lead you to your own CV if you have registered one or to the page allowing you to create one).

You can enter one or several search criterion(a), the nationality being automatically taken into account (Nationality 1), and click on “Search” button. The “Clear Form” button allows you to reset the search criteria.

The results will appear in the grid below and are ordered by default alphabetically on the name. You can sort them differently by using the little arrow on top of columns.

## 2.2 Consult the CV

In the grid displaying the result of a CV search, you have a link allowing you to consult the CV of a person.

Search Results

Surname ^	First Name(s) v	User ID v	Gender v	Previous EU EOM(s)	
Moe10004	Jane10004	moetjanx10004	Female		<a href="#">View</a>
Moe10484	Jane10484	moetjanx10484	Female		<a href="#">View</a>
Moe10514	Jane10514	moetjanx10514	Female		<a href="#">View</a>
Moe10754	Jane10754	moetjanx10754	Female		<a href="#">View</a>
Moe10934	Jane10934	moetjanx10934	Female		<a href="#">View</a>
Moe11144	Jane11144	moetjanx11144	Female		<a href="#">View</a>

Simply click on the “view” button and the related CV will open in a new tab of your browser.

Jane10004 Moe10004 Submitted on 26/04/2021

Last updated on 26/04/2021 14:08

- Personal Details \* >
- Next of Kin >
- Skills >
- Education and Training >
- Experience >
- Reference >
- Motivation >
- Previous EU EOM(s) and Training Mission(s) and Rotation Indicators >

### 3 Submit a Proposal for a Mission

As Focal Point, you must propose candidates for the position of Observer (Long-Term or Short-Term) to any open EU EOM. Proposals are made in answer to a Call for Candidatures - Observers that is now launched and published through the system.

#### 3.1 Missions open for Proposals

Each time a mission is foreseen and Focal Points are welcomed to propose candidates, calls for candidatures are published through the EOM Roster and you are notified about it by E-mail.

As soon as the call for candidature is open, the related mission is displayed in the grid of missions open for proposals. **This section is accessible through the “Proposals” tab in the navigation pane (left side of the screen).**

Mission Title	Country	Election Date	Call	Deadline for Proposals	
Presidential Elections IC 2022	Ivory Coast	08/01/2022	<a href="#">CfC Observers IC 2022</a>	31/05/2021	<a href="#">Propose</a>

All deadlines are set at midnight - CET

You can consult the call details by clicking on the call title:

#### CfC Observers IC 2022

**Mission** Presidential Elections IC 2022 Election date  
08/01/2022

**Call Information** ONGOING

**Category**  
Call for Candidatures Observers

**CALL LIFETIME**

**Publication Date**  
30/04/2021

**Deadline (at Midnight)**  
31/05/2021

**Comments**  
Not provided

**DEPLOYMENT(S)**

Long-Term Observers	Short-Term Observers
<b>LTO - Start Date</b> 08/12/2021	<b>STO - Start Date</b> 05/01/2022
<b>LTO - End Date</b> 20/01/2022	<b>STO - End Date</b> 10/01/2022

**NOTIFICATIONS**

Requested	Notification
✓	to Focal Points about the publication of a call
✗	to Candidates that already applied about changes occurring in a call
✗	to Focal points about changes occurring in a call

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**Observers Structure**  
Please note that the Observers Structure must be defined in order for the call to be published.

Position Title	Number of Positions	Number by Proposal
Long-Term Observer	10	3
Short-Term Observer	20	7
Short-Term Observer - Focal Point	2	1

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**Call Document(s)**

CIRCA IC 2022  
Uploaded by n00010jo on 04/05/2021 09:04

CIRCA Actions

To consult the documents attached to the call:

1. Click on the action button next to the document you want to consult
2. Click on Download

**Call Document(s)**

CIRCA IC 2022  
Uploaded by n00010jo on 04/05/2021 09:04

CIRCA Actions

Download

## 3.2 Create a Proposal

As long as the call is ongoing, you can create and submit a proposal for the related mission. To start the proposal, click on the “Propose” button

Missions open for Proposals

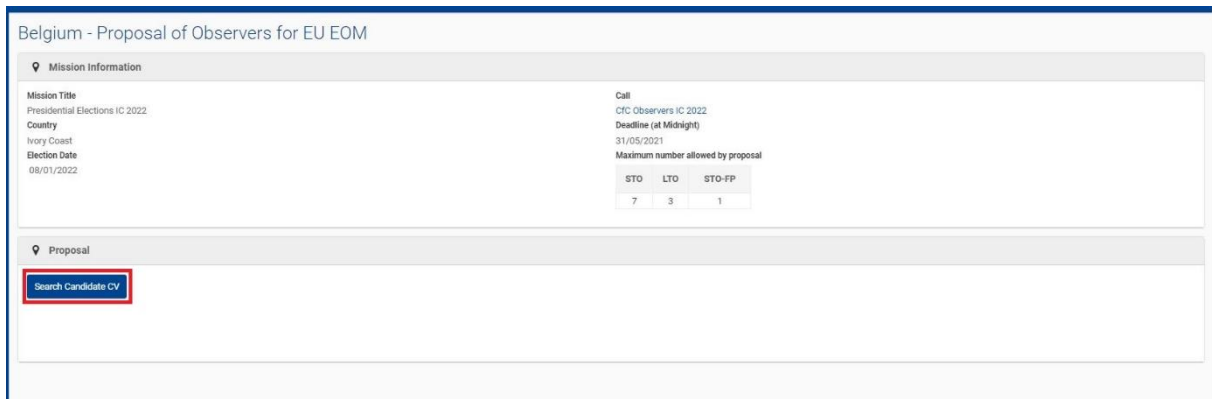
Mission Title	Country	Election Date	Call	Deadline for Proposals	
[Test] General Elections South Sudan 2021	South Sudan	27/11/2021	CfC Observers S. Sudan 2021	31/05/2021	Propose

### 3.2.1 Search for Observers

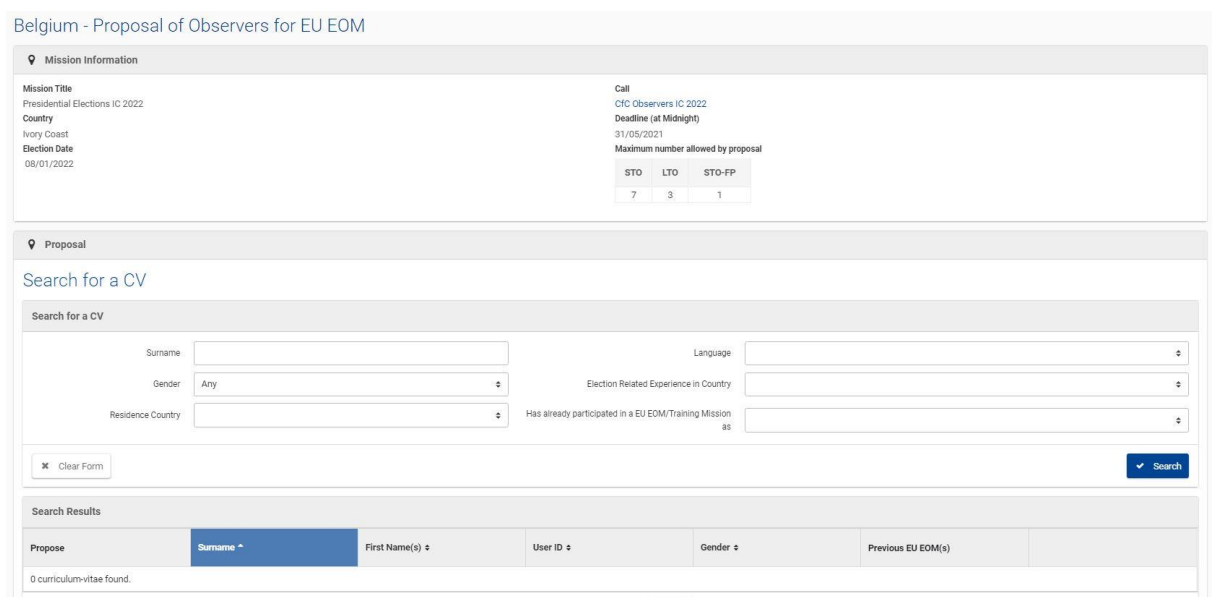
The proposal form contains two sections:

- The first section displays the mission and call information. You can access the call anytime from the proposal by clicking on the call title.
- The second section is the proposal itself.

**First, you must search** the candidates you would like to propose among the ones registered in the database. To do so, click on the “Search Candidate CV” button.



A search engine like the one used to search for a CV (CV tab in the navigation pane – see point 2 above) opens in the proposal and allows you to enter search criteria.

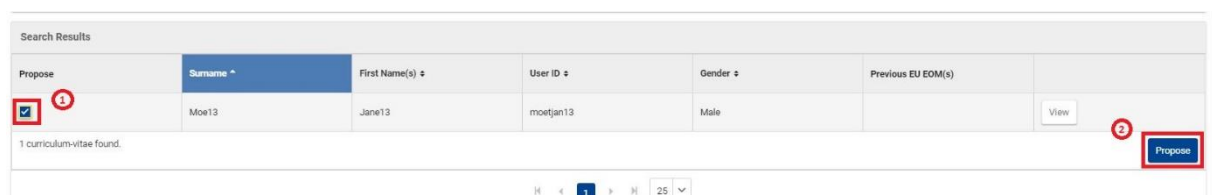


Clicking on “search” triggers the search and the results are displayed in a grid just below the search tool. If you add a search criterion after triggering the search, do not forget to click on the “search” button again.

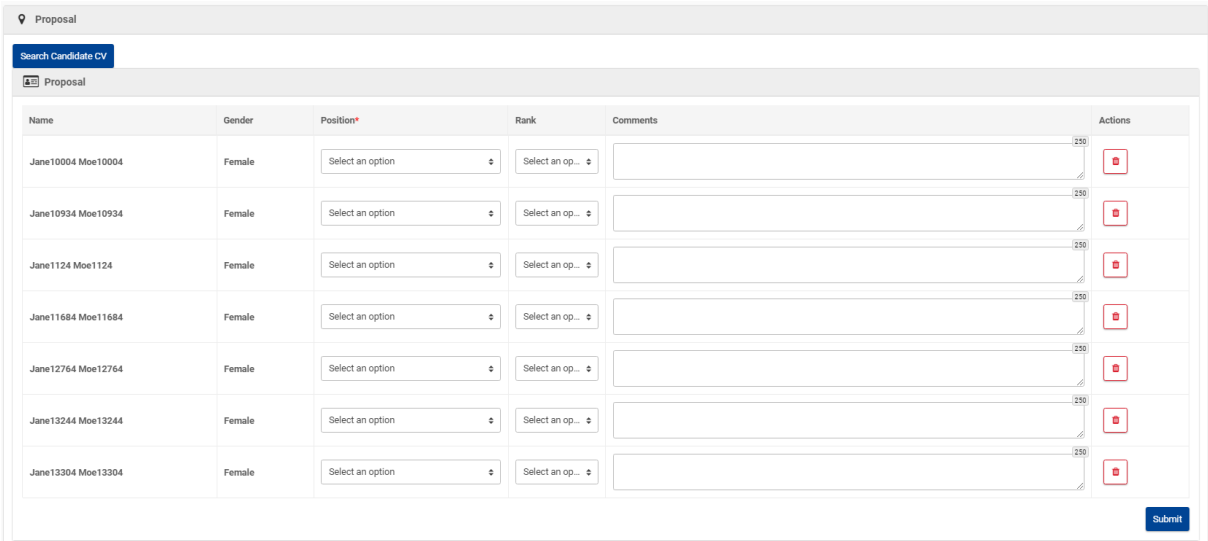
You can access the CV of a candidate by clicking on the “View” button, in the last column of the search results grid. The CV will open in a new tab of your browser.

Once you have spotted the candidates you would like to propose:

1. Select the check box displayed in the first column of the grid in front of the desired candidate(s). Multi selection is allowed.
2. Click on the “Propose” button displayed below the search results grid.



This action will close the search tool and bring you back to the proposal which will now display the candidates you selected.



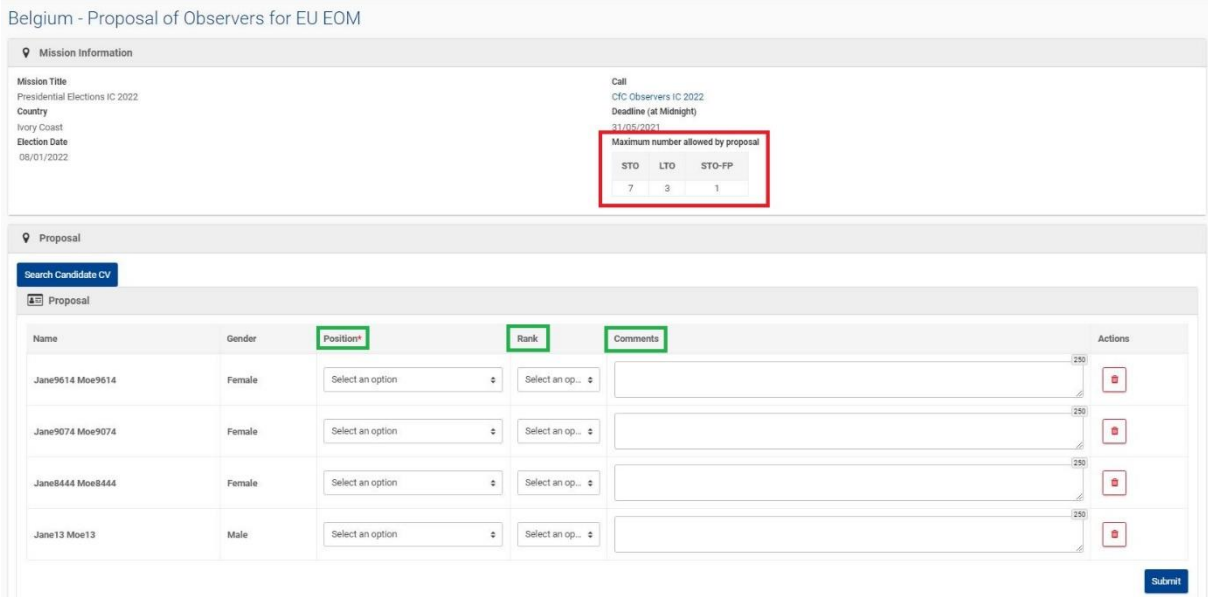
You can repeat the “search” action as many times as you need. Just click on the “search Candidate CV” button and the search tool will open.

**⚠ Note that the search tool will open in the proposal form, replacing on the screen the grid of already selected candidates, but the selection already made, even if no longer visible, is kept.**

Additional selection will be added to the previous one when clicking on “propose” and you will see the updated list of candidates.

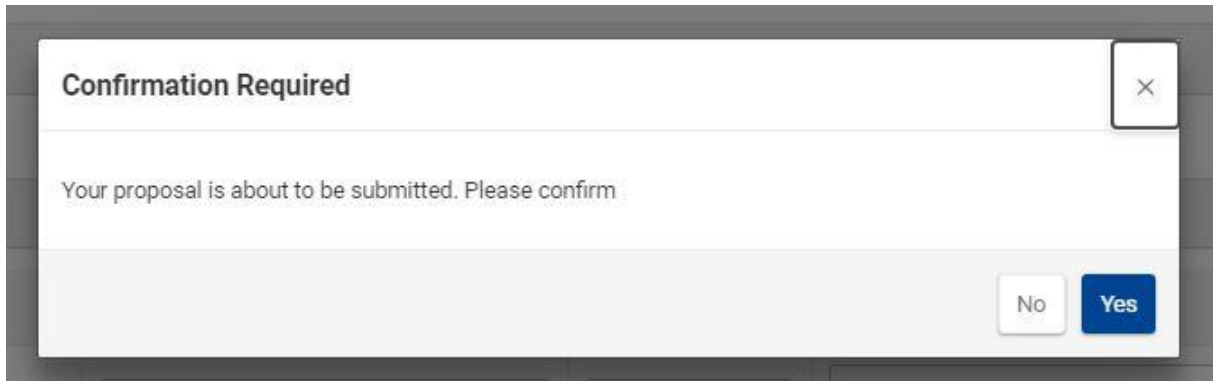
### 3.2.2 Select the Position – Rank – and Comment

**The next step is to decide to which position you would like to propose each candidate.** The maximum number of candidates you can propose per position is defined in the call and can be seen in the mission information section of the proposal form (see red box in the view below). Optionally, you can also give a rank to the candidates (from 1 to the maximum number for the concerned position) and leave a comment.



### 3.3 Submit a proposal

To finalise your proposal, click on the Submit” button at the bottom right of the proposal form. The submission requires a confirmation:



Once your proposal is submitted:

- FPI Project Managers can see the candidates you proposed for the mission.
- The “propose” button is no longer displayed in the grid of missions open for proposals even if the deadline of the call is not yet reached because you can only submit one proposal per mission.

However, you can still access your submitted proposal (see point 4 here below).

## 4 Manage your Proposals

All the proposals you or your colleague(s) are doing through the system are stored and you may access it anytime through the “Proposals” tab of the navigation pane.

### 4.1 View my Country’s Proposals

“My Country’s Proposal” section displays all the missions for which you (or a colleague or a Programme Manager acting on your behalf – see point 5 here below) have submitted a proposal during the past 7 years.

Missions open for Proposals					
Mission Title	Country	Election Date	Call	Deadline for Proposals	
Presidential Elections IC 2022	Ivory Coast	08/01/2022	CFC Observers IC 2022	31/05/2021	
<i>All deadlines are set at midnight - CET</i>					

My Country's Proposals					
Mission Title	Country	Election Date	Call	Submission Date	
Presidential Elections IC 2022	Ivory Coast	08/01/2022	CFC Observers IC 2022	04/05/2021	<a href="#">View</a>

To consult a proposal, simply click on the “view” button.

The proposal form you submitted will open in “view” mode.

### 4.2 Update a Proposal

If the deadline of the call for candidature is not reached, you may still update your proposal. To do so, open your proposal (see here above), and click on the “edit” button.

Belgium - Proposal of Observers for EU EOM

**Mission Information**

Mission Title: Presidential Elections IC 2022  
Country: Ivory Coast  
Election Date: 08/01/2022

Call: CFC Observers IC 2022  
Deadline (at Midnight): 31/05/2021  
Maximum number allowed by proposal:

STO	LTO	STO-FP
7	3	1

**Proposal**  
Submission Date 04/05/2021

[Edit](#)

Name	Gender	Position	Rank	Comments	Selected for Mission
Jane9074 Moe9074	Female	Long-Term Observer	1		
Jane8444 Moe8444	Female	Long-Term Observer			
Jane13 Moe13	Male	Short-Term Observer	1	Very experienced	
Jane9614 Moe9614	Female	Long-Term Observer	2		

**Note that once the deadline of the call for candidature is reached, you can no longer modify your proposal. Access in “view” mode remains.**

## 5 Proposals made on your Behalf

In exceptional circumstances, you may ask a FPI Programme Manager to submit a proposal on your behalf. When it happens, you are notified about it by e-mail.

The proposals made on your behalf are displayed as any other ones in “My Country’s Proposal” section. When you open it, you will see the mention “Made on Behalf of...”

Belgium - Proposal of Observers for EU EOM

**Mission Information**

Mission Title: [Test] General Elections South Sudan 2021  
Country: South Sudan  
Election Date: 27/11/2021

Call: CFC Observers S. Sudan 2021  
Deadline (at Midnight): 31/05/2021  
Maximum number allowed by proposal:

STO	LTO	STO-FP
-	5	-

**Proposal**  
Submission Date 26/05/2021

**i** This Proposal has been made on behalf of Belgium by a FPI Programme Manager.

Name	Gender	Position	Rank	Comments	Selected for Mission
Jane10004 Moe10004	Female	Long-Term Observer	1		
Jane10514 Moe10514	Female	Long-Term Observer			
Jane11504 Moe11504	Female	Long-Term Observer	2		
Jane11684 Moe11684	Female	Long-Term Observer			
Jane13 Moe13	Male	Long-Term Observer	3		

## 6 See the result of the selection process

When the selection process is finalised, you can see the result of it for the candidates you proposed.

Open your proposal, and, in the last column of the grid of proposed candidates, you will see the position for which the candidate has been selected. If nothing is displayed, it means the observer proposed was not selected for the mission.

## Germany - Proposal of Observers for EU EOM

Mission Information						
<b>Mission Title</b> E/Ext/Mon/08/EU EOM Presidential Elections In Zimbabwe			<b>Call</b> C/O Observers Zimbabwe 2022			
<b>Country</b> Zimbabwe			<b>Deadline (at Midnight)</b> 31/08/2021			
<b>Election Date</b> 06/02/2022			<b>Maximum number allowed by proposal</b>			
			STO	LTO	STO-FP	
			5	2	2	

Proposal						
Submission Date: 13/07/2021						
Name #	Gender #	Position #	Rank #	Comments	Selected for Mission as	
Jane19 Moe19	Male	Long-Term Observer	1		Long-Term Observer	
Jane12340 Moe10340	Female	Long-Term Observer	2		Short-Term Observer	
Jane12290 Moe12290	Female	Short-Term Observer	4			
Jane12320 Moe12320	Female	Short-Term Observer	1			
Jane10010 Moe10010	Female	Short-Term Observer				
Jane10070 Moe10070	Female	Short-Term Observer				
Jane1010 Moe1010	Female	Short-Term Observer				

## 7 The Programme Manager of the Mission

As of November 30, 2022, the Programme Manager in charge of the mission is displayed in the mission information section of the Proposal:

### Belgium - Proposal of Observers for EU EOM

Mission Information						
<b>Mission Title</b> EOM Sao Tome e Principe 2022			<b>Call</b> Call for candidature - Short term and Long term observers			
<b>Country</b> Sao Tome and Principe			<b>Deadline (at Midnight)</b> 10/08/2022			
<b>Election Date</b> 25/09/2022			<b>Maximum number allowed by proposal</b>			
<b>Programme Manager</b> Timo KNAUTE			STO	LTO	STO-FP	
			2	2	2	