



Election Observation Mission Roster

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1 Introduction

The Election Observation Mission Roster is the system allowing you to manage the calls for candidatures, applications screening, and preselection process of candidates to training missions you are in charge of.

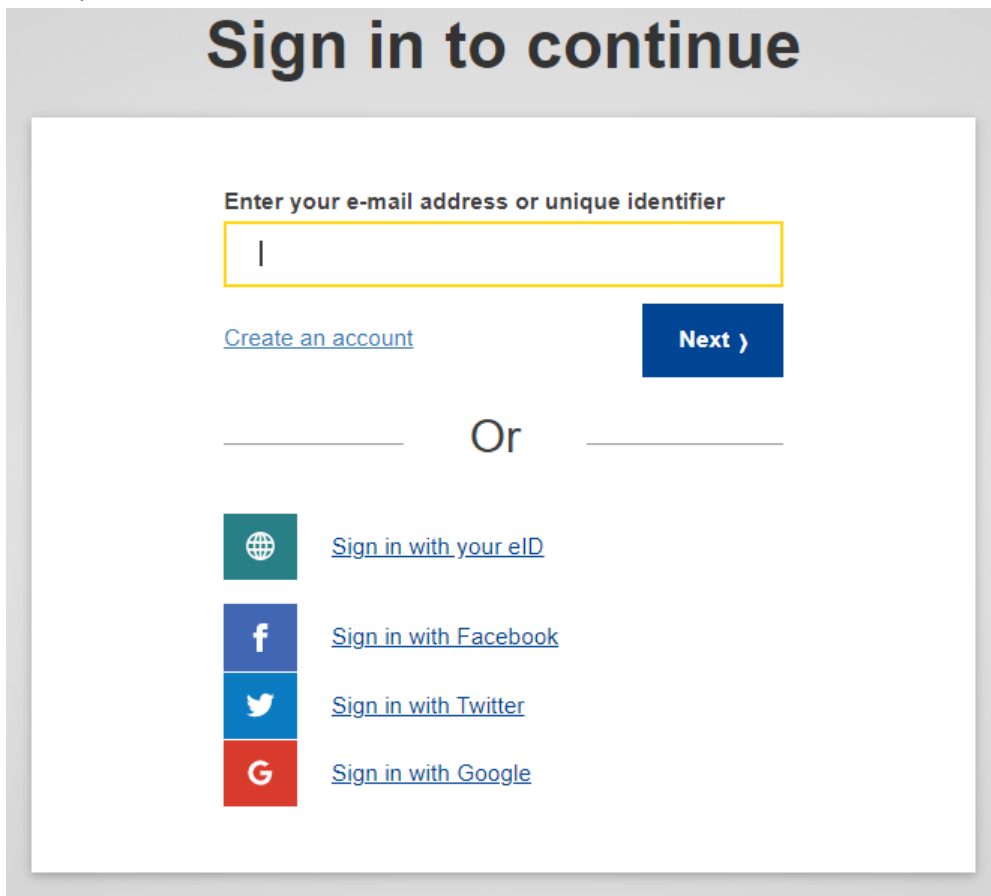
The system has been updated and a new version has been released in December 2021. This User Manual will help you find your way in the new application and guide you to use the new functionalities linked to the training mission to have the best experience possible.

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.

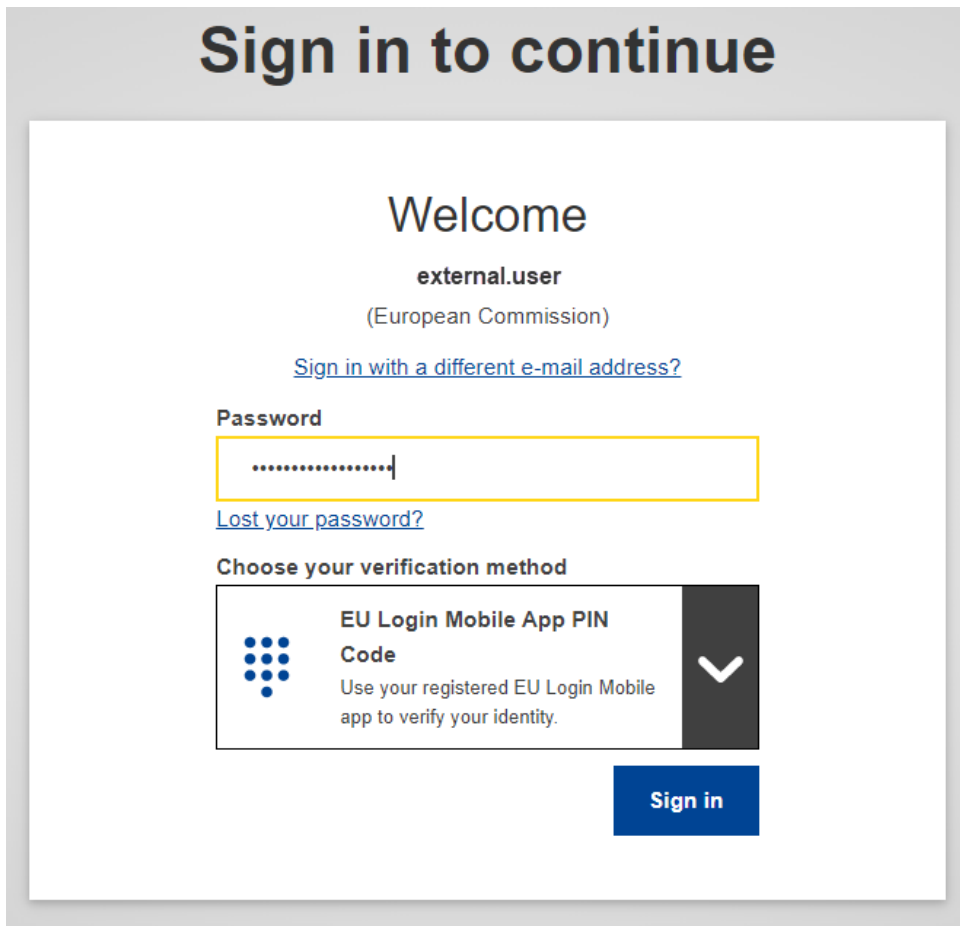
1.1 Log into the system

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.



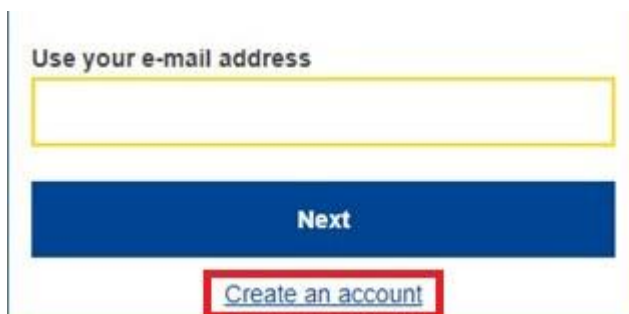
If you did not set up the 2-factor verification method yet, please refer to the [EU Login Guide](#) (PDF) from page 4.

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 – 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:

Create an account

[Help for external users](#)

First name


Last name

E-mail

Confirm e-mail

E-mail language
 ▼

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.

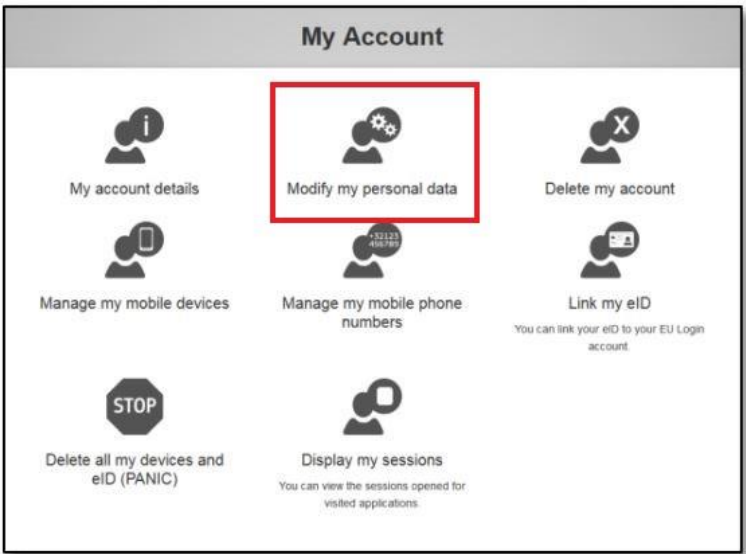
If the form is correctly filled in, an e-mail is sent to the address you provided in order to verify that you have access to it. After a couple of seconds, you should **receive an e-mail** in your mailbox. If you cannot find the e-mail, check your spam or junk folder. **Click the link** in the e-mail 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

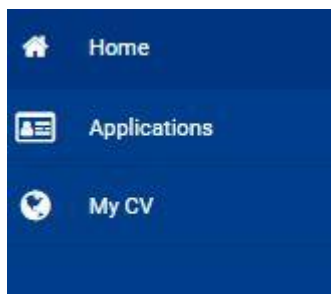
Always require multi-factor authentication

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:

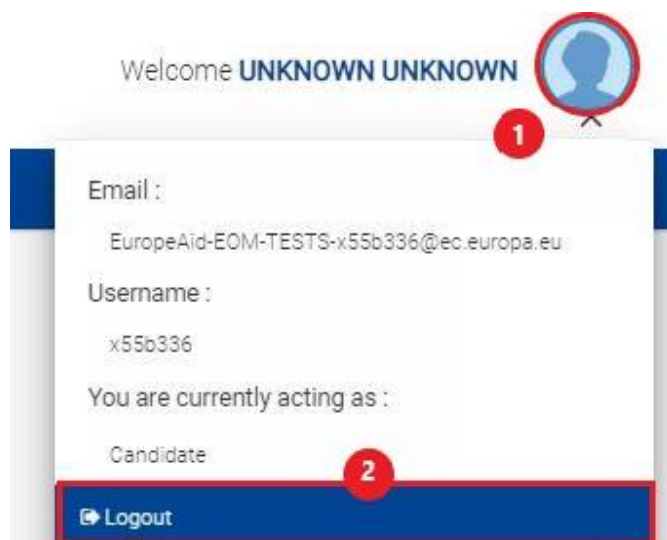


As a user external to the European Commission, you are automatically granted the role of candidate by the system. Therefore, you have access to the CV and Application tabs. To learn how to register a CV or apply to a mission, please refer to the Candidate User Manual.

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



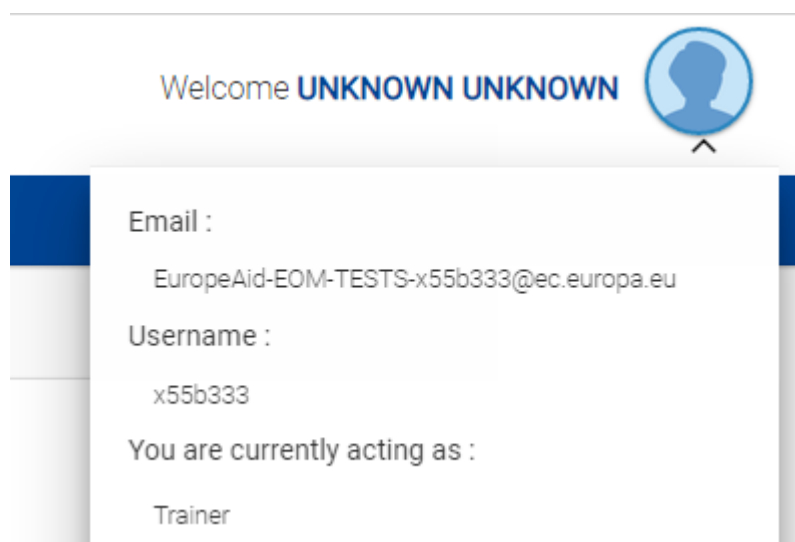
Clicking on the right profile icon also allow you to consult your EU login account details (Email and Username), along with the role(s) you have in the application. The role determines the rights and permissions (functionalities you have access to) you have in the application.

2 The Trainer Role

On a regular basis, the FPI, along with EODS, decides to organise training sessions on specific topics for the future EU EOM observers or Core Team members. Training missions have always been created in the EOM Roster, but previously, the call for candidatures, candidate applications, and preselection process were done outside the system. The new version of the EOM roster integrates these steps into the system.

FPI is still responsible for the mission creation, but from this step, can delegates to the trainer the creation of the call for candidatures and the first screening of candidates. To do so, the programme manager of FPI will assign to someone the role of Trainer for a specific mission.

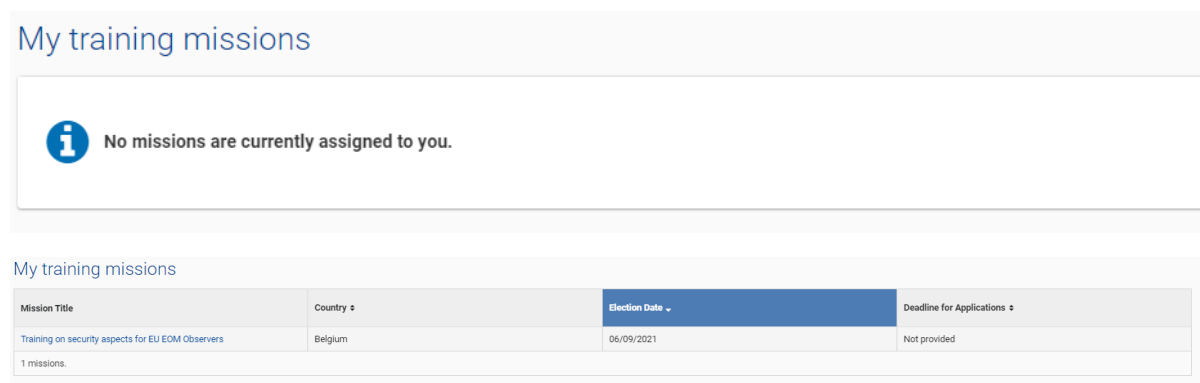
This role is always limited in time (assignment period) and limited to a particular mission. However, if you have been assigned once as trainer to a mission, you will see the role displayed in the user information even when the assignment period is over. It means you acted as such once and potentially 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 Trainer

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

When you log into the EOM Roster, you will see on the home page a new section “My Training Missions”. 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 trainer for a mission, even if empty.



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

The mission contains 4 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.
- “Call(s)/Team Structure” section allows you to manage the call for candidatures linked to the mission (see point 4 here below).
- “Mission Members” Section will allow you to access the candidate pool and perform the preselection (see points 5 and 6 respectively).
- “Documents” allows you to have a view of all the documents related to the mission (usually uploaded with the call) and to easily download them.

Training on security aspects for EU EOM Observers

General Information	
Mission Type Training Election Date 06/09/2021	Country Belgium Programme Manager UNKNOWN UNKNOWN
Call(s) / Team Structure + Add New Call	
There is currently no call for this mission.	
Mission Members	
there is no information provided yet concerning the mission members	
Documents	
There is currently no document for this mission.	

4 Manage a call for candidature – Training

When a training mission is decided, a call for candidatures is launched in order to alert potential candidates and collect their applications. The call and related documents are published on EODS website. However, it is necessary to record the call information in the EOM Roster because this is what will allow the candidates to apply through the system.

The candidates will not access the call or its document through the EOM roster, but will see the main mission and call information via the “Applications” tab, “Missions open for Applications” section, and from there will be able to submit an application form.

4.1 Create a call

To create the call:

(1) Click on the “Add New Call” button, in the header of the “Call(s)/Team Structure” section of the mission.

Call(s) / Team Structure + Add New Call
There is currently no call for this mission.

(2) Fill in the requested information. All information marked by an asterisk* is mandatory.

New Call

Mission Training on security aspects for EU EOM Observers Election date
06/09/2021

Call Information

Title *

CALL LIFETIME DEPLOYMENT(S)

Publication Date *

Deadline (at Midnight) *

Category *

Comments

Send an E-mail notifying about the call to the Focal Points once the call is ongoing

The call title will be visible to the candidates in the “Missions open for Applications” grid.

The system publishes the calls on the date indicated in the “Publication Date” field at midnight. This means that if you create a call on 15/05/2021 with the date of the day as publication date. The call will pass from draft status to ongoing status at midnight and the candidates will be able to apply from 16/05/2021 at 00:01 AM.

The same process is applied for the Deadline date. The system passes the call from ongoing status to ready for selection status at midnight and from that moment the candidates will no longer have the possibility to apply.

For training missions, the only possible call category is “Call for Candidatures Training”. Once selected, you will have to enter the training dates.

DEPLOYMENT(S)

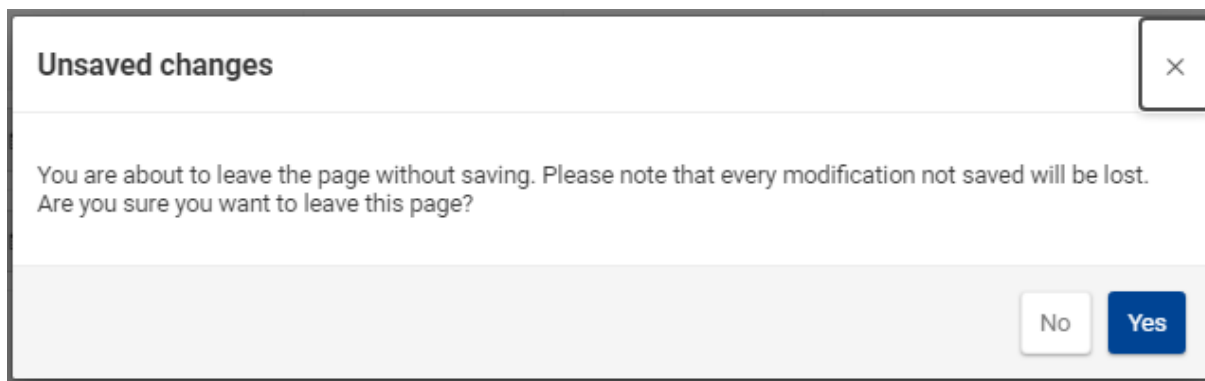
Category *

Training Dates

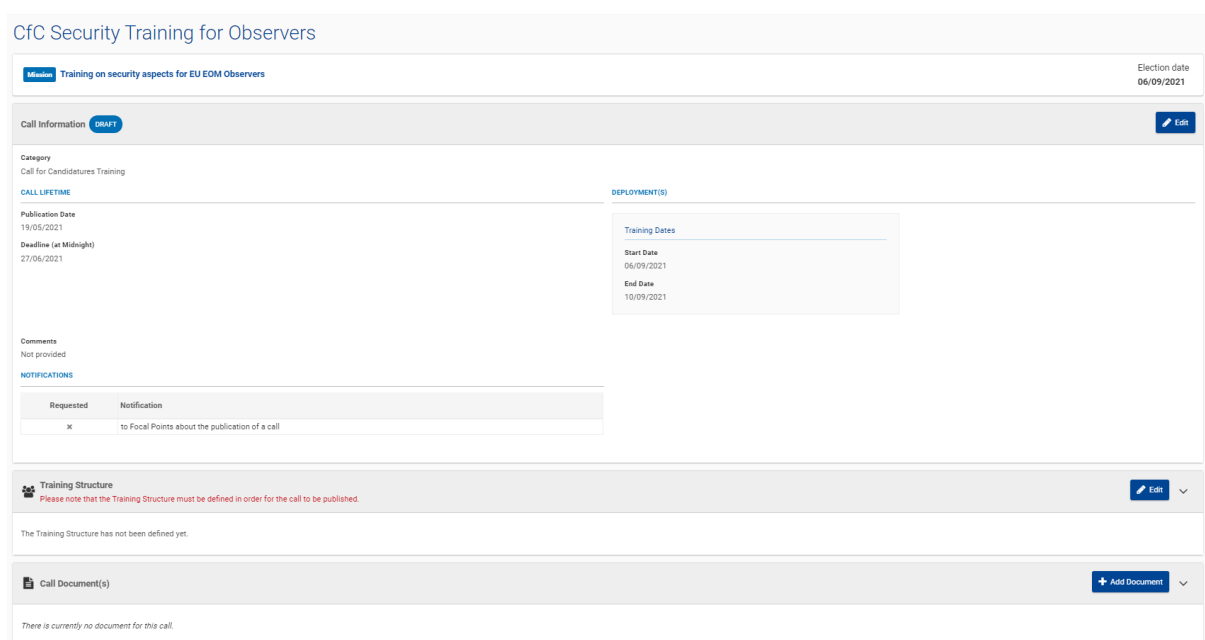
Start Date *

End Date *

Click on the “save” button to finalise the creation process. In case you forget to do so, a message will be displayed:



Once the call is created by filling in the Call information, two other sections appear: “Training Structure” and “Call Document(s)”. This last section is optional information as the candidates does not access the call documents through the EOM Roster. So, it is more for consistency and institutional memory purposes. The Training Structure section on the other hand is mandatory information (see point 4.2 here below).



The call appears in the “Call(s) / Team Structure” section of the mission:



To navigate from the mission to the call and the other way around:

- In the mission: click on the call title (“Call(s) / Team Structure” section).
- In the call: click on the mission title (mission is displayed above the call information section, below the call title).

4.2 Define the team structure



This step is imperative for the call to be published. If you do not define the team structure, the call will not be published, and candidates will not be able to apply.

1. Click on the “Edit” button in the “Training Structure” section of the call

2. And set up the maximum number of participants you are allowing for the training (minimum 1 – only digits are accepted in the field)

4.3 Update a call

Each section of the call can be edited independently. Just click on the “Edit” button of the section you want to update. Edition is possible until the call is ready for selection (deadline reached). Afterwards, the only possible actions are the document management (“Call Document(s)” section of the call) and the call extension (through the “Mission Members” section of the mission, see point 4.4).

Documents can be added by clicking on the “Add Document” button:

Once uploaded, the document appears in the “Call Document(s)” section of the call and in the “Documents” section of the mission.

In the call, the document can be either downloaded or deleted by clicking on the related option from the “actions” menu:

Call Document(s) + Add Document

Notice CfC Security Training for Observers 2021
Uploaded by x556333 on 19/05/2021 17:04

Training Application Notice Actions
Download
Delete

In the mission, the document can be downloaded by clicking on its title:

Title	Type	Description	Upload Date	Uploaded by
Notice CfC Security Training for Observers 2021	Training Application Notice		19/05/2021 17:04	x556333

4.4 Extend a call

As long as you have not validated your preselection (see section 6 below), you will be able to extend a call already closed for application (in status “open for selection”).

To do so, click on the “Extend the Call” button:

Training Candidates

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

Mission Members

Candidate Pool Validate Preselection and Notify FPS Selection Report

CfC Training mission management for DCO Open for Offer

Not enough (suitable) candidates? Extend the Call

Name	Gender	Nationality	CV	Application	Comments	Rank
Moe946 Jane946	Female	Canada	View	View	<input type="text"/>	Select a rank
Moe949 Jane949	Male	Czech Republic	View	View	<input type="text"/>	Select a rank

Insert the new deadline (in the future) and confirm:

Call Extension ✕

You are about to extend the call CfC Training mission management for DCO for mission [User Manual] Training for DCO - Mission Management (including COVID context) in Belgium. This means the call will be back in status "ongoing".

New *
 Deadline

✔ Confirm Call Extension

The call is automatically passed into “ongoing” status and new candidates can apply.

Training Candidates

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

Mission Members

Candidate Pool Selection Report

CfC Training mission management for DCO Ongoing

Name	Gender	Nationality	CV	Application	Comments	Rank
Moe946 Jane946	Female	Canada	View	View	<input type="text"/>	Select a rank
Moe949 Jane949	Male	Czech Republic	View	View	<input type="text"/>	Select a rank

5 Access the candidate pool

As soon as the Call for Candidatures is Ongoing, you can access the candidate pool by clicking on the “Access Preselection” button, in the “Mission Members” section of the mission.

Training on security aspects for EU EOM Observers

General Information

Mission Type	Training	Country	Belgium
Election Date	06/09/2021	Programme Manager	UNKNOWN UNKNOWN
Deadline Training	27/06/2021		

Call(s) / Team Structure

CFC Security Training for Observers
27/06/2021
Publication Date: 19/05/2021
Current number of applicants: 0

Mission Members

Training Candidates

Access Preselection

Documents

Title	Type	Description	Upload Date	Uploaded by
Notice CFC Security Training for Observers 2021	Training Application Notice		19/05/2021 17:04	v59c333

In the candidate pool, you can see all the candidates that applied for a position of training participant as soon as they submit their application. They are listed in a grid retrieving their Name, Gender, and Nationality. By default, the order of appearance is alphabetical on the Name but you can sort them differently by using the “arrows” available on top of the columns.

Training Candidates

Training on security aspects for EU EOM Observers

Election date: 06/09/2021

Mission Members

Candidate Pool

CFC Security Training for Observers

Name	Gender	Nationality	CV	Application	Comments	Rank
Moe2884 Jane2884	Female	Malta	View	View		Select a rank
Moe2878 Jane2878	Female	Hungary	View	View		Select a rank
Moe2881 Jane2881	Male	Lithuania	View	View		Select a rank
Moe2880 Jane2880	Female	Italy	View	View		Select a rank
Moe2888 Jane2888	Female	Portugal	View	View		Select a rank
Moe2875 Jane2875	Male	France	View	View		Select a rank
Moe2877 Jane2877	Male	Croatia	View	View		Select a rank
Moe2887 Jane2887	Male	Poland	View	View		Select a rank
Moe2882 Jane2882	Female	Luxembourg	View	View		Select a rank
Moe2883 Jane2883	Male	Latvia	View	View		Select a rank
Moe2885 Jane2885	Male	Netherlands (The)	View	View		Select a rank

You can always easily go back to the mission by clicking on the mission title (top of the screen).

In the candidate pool, the possible actions are:

1. **To consult the CV of a candidate.** You can access the full CV of the candidate by clicking on the “View” link in the “CV” column. The CV will open in a new tab.

Jane2884 Moe2884 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 >

- To consult the application form of a candidate.** You can access the application form of the candidate by clicking on the “View” link in the “Application” column. The application will open in a new tab.

Application for Training

Mission Information

<p>Mission Title Training on security aspects for EU EOM Observers</p> <p>Mission Type Training</p> <p>Country Belgium</p> <p>Election Date 06/09/2021</p>	<p>Call CFC Security Training for Observers</p> <p>Deadline (at Midnight) 27/06/2021</p> <p>Position Training Participant</p> <p>Deployment Dates 06/09/2021 - 10/09/2021</p>
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Candidate Information

Surname	First Name(s)	Gender	Nationality	E-mail
Moe2884	Jane2884	Female	Malta	

Language Levels
Please note that English, French, Spanish, and Portuguese are the most common languages requirements for EU EOMs. Please do not forget to update your knowledge levels for those 4 languages in your CV.

Preferred Language
French

Do you have a Master Degree in the field required by the call for candidatures or comparable work experience?

Election related experience

Type	Number
How many EU EOM(s) have you already participated in?	2
How many other EOM(s) (besides EU) have you already participated in?	3
How many other Election related experience (besides observation missions) have you had?	10

Please do not forget to update your CV with your professional experience and any other valuable experience you may have regarding the present training requirements.

Application

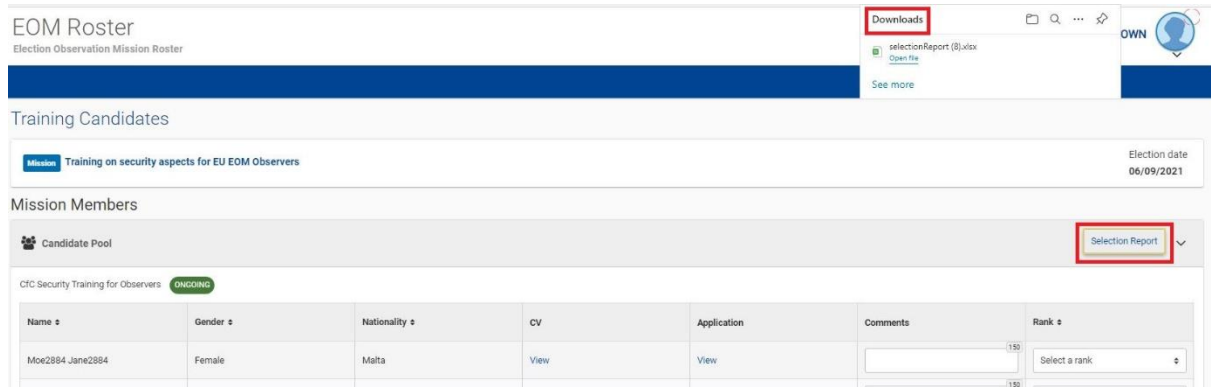
Motivation
script

Declaration

- I hereby declare that I am available for the entire duration of the training.
- I hereby declare my willingness and readiness to apply for EU EOM in the near future.
- I hereby declare my availability to join EU EOM at short notice for 2-3 months' period.
- I understand that my personal data will be processed in accordance with the [Privacy Statement](#).

Submission Date
21/05/2021 10:54

- To export the list of candidates.** In case of need, you can export the list of candidates in Excel Format by clicking on the “Selection Report” button. The report retrieves the name and Nationality of candidates and proposes a series of evaluation criteria in additional columns. You can of course change the columns in the file as you need.



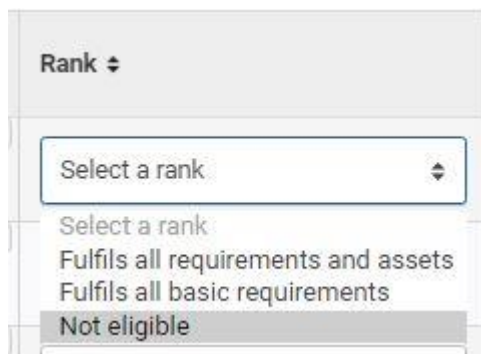
4. **To preselect the candidates** (see section 6 here below).

6 Preselect the candidates to training

As soon as there is a candidate, you can start the preselection process. This consists in reviewing the candidate applications, ranking them, and optionally commenting them. The preselection will guide FPI project managers during the final selection of candidates.



1. The “comment” box is a free text field and is optional.
2. The “rank” field is a list box and is mandatory.



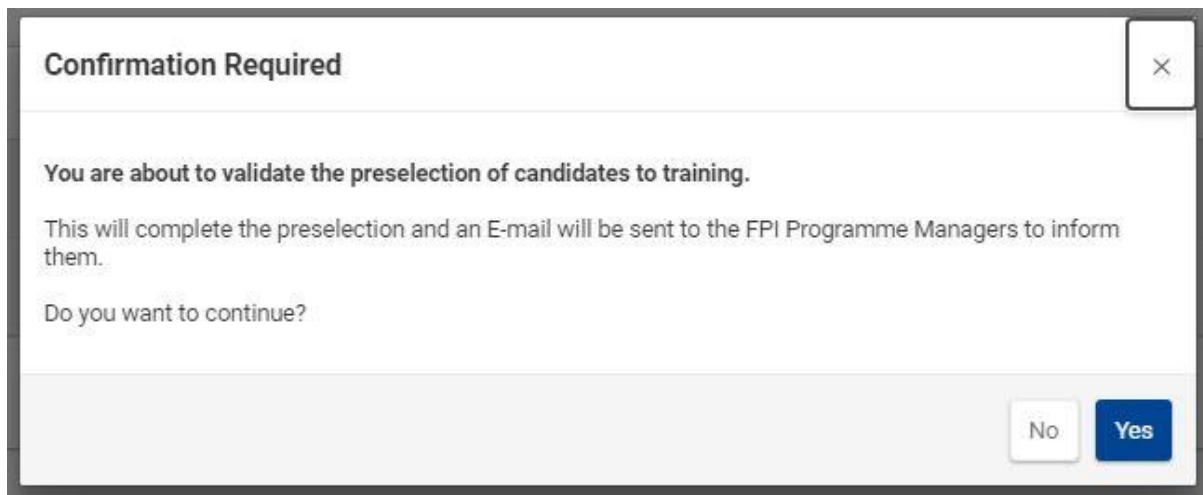
You can perform the preselection progressively, by saving your work each time.

Name	Gender	Nationality	CV	Application	Comments	Rank
Moe2894 Jane2884	Female	Malta	View	View	<input type="text"/>	Fulfills all requirements and as...
Moe2878 Jane2878	Female	Hungary	View	View	<input type="text"/>	Fulfills all basic requirements
Moe2881 Jane2881	Male	Lithuania	View	View	<input type="text"/>	Fulfills all requirements and as...
Moe2890 Jane2880	Female	Italy	View	View	<input type="text"/>	Not eligible
Moe2888 Jane2888	Female	Portugal	View	View	<input type="text"/>	Not eligible
Moe2875 Jane2875	Male	France	View	View	<input type="text"/>	Select a rank
Moe2877 Jane2877	Male	Croatia	View	View	<input type="text"/>	Select a rank
Moe2887 Jane2887	Male	Poland	View	View	<input type="text"/>	Fulfills all requirements and as...
Moe2892 Jane2882	Female	Luxembourg	View	View	<input type="text"/>	Select a rank
Moe2893 Jane2883	Male	Latvia	View	View	<input type="text"/>	Select a rank
Moe2885 Jane2885	Male	Netherlands (The)	View	View	<input type="text"/>	Select a rank
Moe2895 Jane2886	Female	Norway	View	View	<input type="text"/>	Select a rank
Moe2876 Jane2876	Female	Greece	View	View	<input type="text"/>	Fulfills all basic requirements
Moe2874 Jane2874	Female	Finland	View	View	<input type="text"/>	Select a rank
Moe2879 Jane2879	Male	Ireland	View	View	<input type="text"/>	Select a rank

When the call is **ready for selection**, **AND all the candidates have been ranked**, you can validate the preselection to end the process. To do so, click on the “Validate Preselection and Notify FPI” button.



The system will ask for confirmation:



Once confirmed, your job is done, and **you will no longer have access to the candidate pool** for this call and this mission. You can still access the mission screen, mainly for information, and see the people selected, as long as the assignment period is valid.