Manual for External Assessors - e-Calls PROSPECT

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e-Calls PROSPECT Manual for External Assessors

Announcement:

From the 1st of June 2022, users will have to use EU Login 2-factor verification to access e-Calls PROSPECT and e-Calls PADOR. EU Login is the European Commission's user authentication service. The EU Login authentication, composed of an e-mail address and a password, allows authorised users to access a wide range of Commission web services through a variety of verification methods. We encourage you to download the EU Login app from your mobile phone's app store to use as a verification method, and confirm validation requests via a PIN code, face ID, QR code, etc. You can **login or create your EU Login account** now. Please view the **EU Login Guide** for more information, or if you need help, please contact **EC External Relations Application Support** (ERAS).

e-Calls PROSPECT is an electronic system developed for **internal and external actors** dealing with *call for proposals procedures for European Union's external action*.

This manual of the system will guide you in the process of *call evaluation* done by **External Assessors**.

It explains:

1. The **definition of the Assessment Team**;
2. The **assignation of calls** to Team Leaders and individual Assessors;
3. The **encoding of evaluations**, the **revision of scores** and **sending the finalised evaluations to the EC**.

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