

Roster of Experts Survival Guidance

For experts' self-nomination and information update

Step 1: To login, click *Sign in to the Roster of Experts* in the *Home* page http://www4.unfccc.int/sites/roe/Pages/Home.aspx





Step 2: Type in your user name including the prefix 'ext.unfccc.net\', then type your password below, as indicated in the figure, and click *Sign In.*

	Framework Convention on Climate Change
UNFCCC App	lication and Network Access Portal
communicated was created	I to you when your UNFCCC user account
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ext.unfccc.net\	external.user



Step 3: After you sign, you will find two options at the bottom of the page:

1. If you have already been nominated, please follow the instructions here



- 2. If you have not yet been nominated, then you will need to fill in the self-nomination form. For this purpose, please click on <Start self-nomination>
- I would like to nominate myself as an expert

For new experts that have not yet been nominated. You'll need to provide your personal details and expertise details. The National Focal Point for your country will review your submission and approve or reject your profile to be included in the Roster of Experts. Please ensure you have the necessary expertise before submitting an application to the National Focal Point. After your profile is approved by the National Focal Point, your name and expertise will appear on the official UNFCCC Roster of Experts.





Step 4: Please fill in the self-nomination form and click on <Start self-nomination process> again

Welcome to the Roster of Experts Complete the form below with your contact details and nominating party. Once you are done the system will take you to the nomination form to be completed.					
Self Nomination					
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Family name *		F	irst name(s) *		
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United Nations Framework Convention on Climate Change

Step 5: Additional fields of the self-nomination form will appear. You should fill in all the mandatory fields and attach a curriculum vitae form as required. Ensure that you have filled-in all the fields under each tab (contact details, education, expertise, regional expertise, nomination) before submitting your nomination.

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Step 6: As soon as you are ready please click on one of the buttons <Submit Nomination>

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		DELETE PR		EVIOUS SUBMIT NOMINATION



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After you have submitted nomination, your profile will be available in read mode only until your national focal point accepts/rejects the nomination. You will be notified by email on the status of your nomination.

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External, Te	ster INFCCC Roster of	f Experts			
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Until your Focal	Point approves or	rejects your requ	est your profile will be in re	ad only mode.	
CONTACT DETAILS	EDUCATION	EXPERTISE	REGIONAL EXPERTISE	NOMINATION	
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If you have submitted your nomination successfully, the national focal point should see the following message when logged in the ROE.

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