




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>



United Nations
Framework Convention on
Climate Change

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Roster of Experts

The UNFCCC Roster of Experts contains information on experts, who are nominated by their respective Governments through the National Focal Points of the Parties under the UNFCCC, to contribute to a number of processes mandated by the COP, CMP, CMA and the subsidiary bodies. These processes, among others, include the reviews of annual submissions of greenhouse gas (GHG) inventories and supplementary information under the Kyoto Protocol submitted by Annex I Parties, reviews of national communications and biennial reports submitted by Annex I Parties and technical analysis under the international consultation and analysis (ICA) process of biennial update reports (BURs) submitted by non-Annex I Parties.

In addition, nominated experts to the UNFCCC Roster of Experts contribute to the technical assessment sessions of proposed forest reference emission levels and/or forest reference levels for the implementation of the activities referred to in decision 1/CP.16, paragraph 70 (REDD-plus), submitted on a voluntary basis by developing country Parties.

To be able to implement activities mandated by the COP, CMP, CMA and the subsidiary bodies, the secretariat continuously invites Parties to the Convention:


- To nominate new experts to the UNFCCC Roster of Experts;
- To regularly check, and, where necessary, update the information on experts already nominated to the Roster of Experts;
- To remove experts from the Roster of Experts who are no longer available to cooperate with the secretariat.

These updates are performed by the National Focal Points, or roster custodians designated by the respective National Focal Points.

[Sign in to the Roster of Experts](#)

[Access Instructions](#)


For questions, please contact roster@unfccc.int





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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*.




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UNFCCC Application and Network Access Portal

Please be sure to enter your full user name, as communicated to you when your UNFCCC user account was created

This site is intended for authorized users only. It is being monitored and malicious activities will be reported.

Sign in





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

I already have an expert profile

For experts that have already been nominated and want to request access to their profile.
To gain access to your expert profile and be able to submit changes and review the information submitted by your National Focal Point please contact us and provide the following information:

- You Username
The account name you used to login to this webpage, it starts with **ext.unfccc.net**
- Full name
- Organization
- Nominating Party

[CONTACT US](#)

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](#).

[START SELF-NOMINATION](#)



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

Personal Details

Family name *		First name(s) *	
0 / 50		0 / 50	
Nationalities		Work Email *	
		0 / 100	
Date of birth yyyy-MM-dd	Sex *	Personal Email	
		0 / 100	

Nominating Party

Select party *

The National Focal Point of the selected country will review your self-nomination to be part of the Roster of Experts.




CANCEL

CLEAR

START SELF-NOMINATION PROCESS



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.

**Your National Focal Point (NFP) needs to approve your self-nomination**

Your nomination requires the approval of the Focal Point of your country to be added in the Roster of Experts. Submit your profile for approval once you complete all the information.

SUBMIT NOMINATION

Curriculum Vitae

In order to provide a complete overview of your expertise attach a curriculum vitae (A pdf and word of up to 2MB in size).

UPLOAD CV

CONTACT DETAILS

EDUCATION

EXPERTISE

REGIONAL EXPERTISE

NOMINATION

Personal Details

Family name *


External

First name(s) *

Tester



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

**Your National Focal Point (NFP) needs to approve your self-nomination**

Your nomination requires the approval of the Focal Point of your country to be added in the Roster of Experts. Submit your profile for approval once you complete all the information.

SUBMIT NOMINATION

Curriculum Vitae

In order to provide a complete overview of your expertise attach a curriculum vitae (A pdf and word of up to 2MB in size).

UPLOAD CV

CONTACT DETAILS

EDUCATION

EXPERTISE

REGIONAL EXPERTISE

NOMINATION

I hereby confirm that the information given is correct to my knowledge and that I intend to be nominated for the following task(s).

☒

Technical review of GHG inventories and other annual information reported by Annex I Parties

☒

In-depth review of Annex I Party national communications

☐

Review of biennial reports of developed country Parties

☐

Matters related to non-Annex I Party national communications

☐

Technical analysis of biennial update reports from non-Annex I Parties

☐

Review of methodologies and tools to assess impacts and adaptation

☐

Review of information related to technologies, financial resources, development, and transfer of technologies

☐

Review of reports on systematic observation

☐

Technical assessment of proposed forest reference emission levels and/or forest reference levels for the implementation of the REDD-plus activities (decision 1/CP.16, para 70)

DELETE PROFILE

← PREVIOUS

SUBMIT NOMINATION



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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MY PROFILEHELP

External, Tester

Nomination details for the UNFCCC Roster of Experts

Your Self-Nomination is Pending approval

You have submitted an expert profile for the consideration of your National Focal Point. Your request to be part of the Roster of Experts is pending approval. You will receive an email notification once the National Focal Point decides on your request.

Until your Focal Point approves or rejects your request your profile will be in read only mode.

CONTACT DETAILS

EDUCATION

EXPERTISE

REGIONAL EXPERTISE

NOMINATION

Personal Details

Family name *

External

First name(s) *

Tester

If you have submitted your nomination successfully, the national focal point should see the following message when logged in the ROE.

Olga Rasmus

United Nations
Framework Convention on
Climate Change

MDA | ROE

United Nation Framework Convention on Climate Change Experts

Below are all the experts currently nominated by United Nation Framework Convention on Climate Change. In your role as National Focal Point you can approve or reject the nomination.

There are Expert Profiles pending your approval

Carefully review the details of each profile in order to include them as experts nominated by your country.

ROSTER (1)

PENDING APPROVAL (1)

Experts in the Roster

Filter experts

Name

Some one new LastName, Someone FirstName