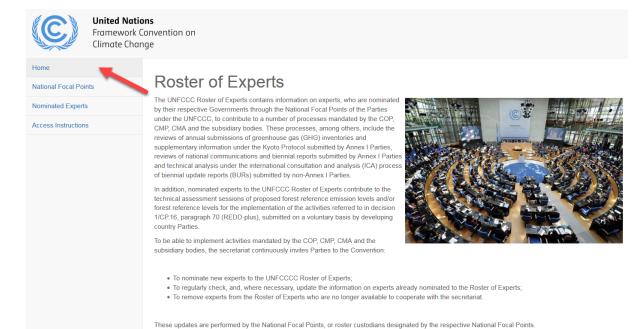


Roster of Experts Survival Guidance

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

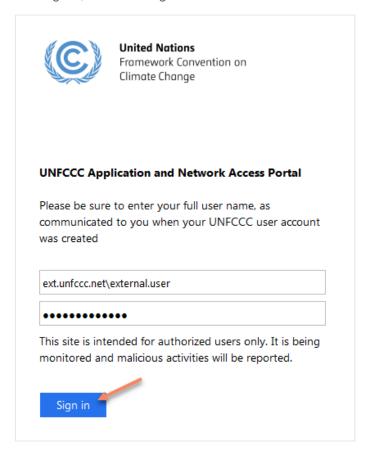
For questions, please contact_roster@unfccc.int



Sign in to the Roster of Experts



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*.





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:

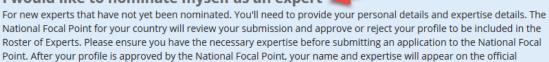
- You Username
 The account name you used to login to this webpage, it starts with ext.unfccc.net\
- Full name
- Organization
- Nominating Party

UNFCCC Roster of Experts.



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 4



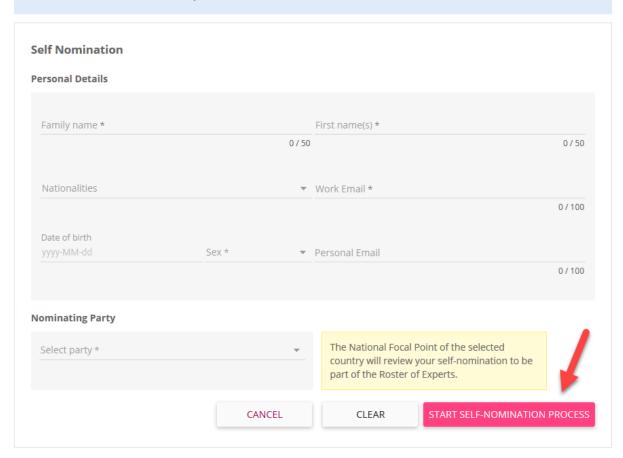




Step 4: Please fill in the self-nomination form and click on <Start self-nomination process> again

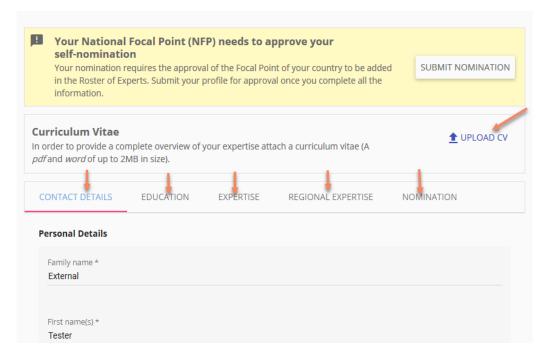


Complete the form below with your contact details and nominating party. Once you are done the system will take you to the nomination form to be completed.



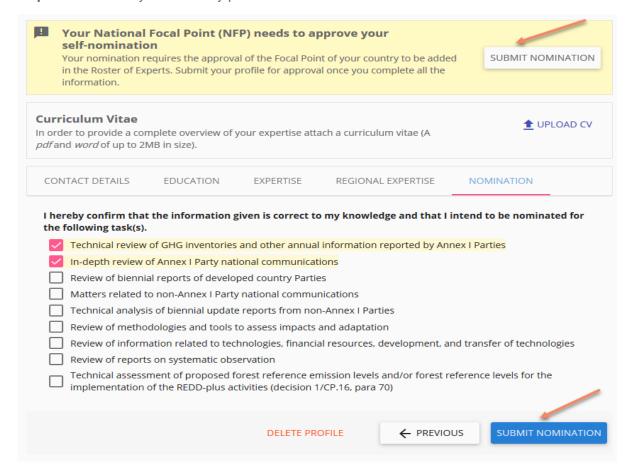


Step 5: Additional fields of the self-nomination form will appear. You should fill in all the mandatory fields and attach a curriculum vitae form as required. Ensure that you have filled-in all the fields under each tab (contact details, education, expertise, regional expertise, nomination) before submitting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



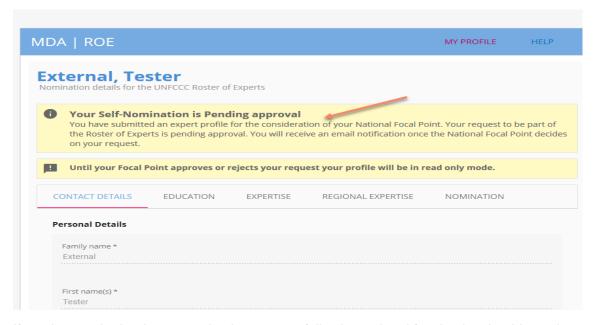


Step 6: As soon as you are ready please click on one of the buttons <Submit Nomination>





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.



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

