



# Roster of Experts Survival Guidance

For National Focal Points and Roster Custodians

## How to approve/reject nominations in the Roster of Experts:

**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](mailto:roster@unfccc.int)





**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*.



**United Nations**  
Framework Convention on  
Climate Change

**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:** Go to *View Pending Profiles* and select the name of the expert

MDA | ROE NEW NOMINATION EXPERTS MY PROFILE HELP

### 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 or roster custodian designated by the National Focal Point, you can modify these experts' profiles and add new experts. For profiles pending approval, review the submitted profiles and approve or reject as you deem appropriate. Be aware that once you approve the changes, the expert will immediately be part of the roster of experts and his/her name and expertise will appear on the official **UNFCCC Roster of Experts**.

**!** **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. VIEW PENDING PROFILES

ROSTER (1) PENDING APPROVAL (1)

#### Experts in the Roster

Filter experts

1 experts from the roster match the criteria.

Name	Organization
Some one new LastName, Someone FirstName	

MDA | ROE NEW NOMINATION EXPERTS MY PROFILE HELP

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**!** **There are Expert Profiles pending your approval**  
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ROSTER (1) PENDING APPROVAL (1)

#### Profiles Pending Approval

Name	Organization	to approve
External, Tester		self-nomination



**Step 4:** You are now able to see his/her nomination form submitted for your approval. Please review the form. Note that you are able to make changes to the information in the expert's nomination form. You can change, approve or reject nomination.

MDA | ROE NEW NOMINATION EXPERTS MY PROFILE HELP

### External, Tester

Nomination details for the UNFCCC Roster of Experts

**Self-nomination pending your approval**  
Carefully review the details of the profile in order to include this nominee as an expert nominated by your country. APPROVE 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 the expert is 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 REJECT NOMINATION ADD TO ROSTER