



United Nations  
Climate Change

# HOW TO COMPLETE THE ROE SELF-NOMINATION PORTAL FOR NEW EXPERTS

## About the **UNFCCC Roster of Experts (ROE)**

The ROE Self-Nomination Portal enables qualified experts to submit their profiles for inclusion in the new **UNFCCC Roster of Experts**. Nominations must be accompanied by an updated **Curriculum Vitae (CV)** and are subject to approval by the relevant **UNFCCC Focal Point**.

Applicants must also indicate the review activities and technical tasks for which they have expertise on and wish to be considered for, including technical expert reviews and technical analyses and other expert review activities conducted under the Convention, the Kyoto Protocol and the Paris Agreement.

*Please ensure that all information provided is complete, accurate, and supported by your uploaded CV. Incomplete applications will delay the nomination process.*

## Important Notice

Please note that once the profile is submitted, it cannot be modified. We therefore strongly recommend that you carefully review all information entered, including attachments, before saving your profile for approval.

Failure to provide complete and accurate information may result in delays or rejection of your nomination.

### Step 1: Access the portal

Complete the [Request Form](#) providing your full name and the email with which you would like to create your ROE profile.

An email with the ROE Self-Nomination Portal **link** will be sent to the account provided. Access the **ROE Self-Nomination Portal** landing page using Incognito mode in your browser.

To access the portal, use **only** your personal email (not your UNFCCC account), the one where you received the portal link.

You will then receive a **one-time verification passcode** in the email provided, insert it where requested and follow the instructions.

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# HOW TO COMPLETE THE NEW EXPERT'S SELF-NOMINATION FORM

## Step 2: Read instructions

Before beginning the registration process, please kindly **read the ALL instructions in the Welcome page** (under *Important* and *How to apply*) on how to correctly complete the form, as well as this step-by-step explainer guide.

### Important guidance

Please note that these forms does not provide a draft mode or temporary save option. Once you select Save under each section, your data is automatically recorded and no further modifications will be possible. We therefore strongly encourage you to carefully review all details before clicking Save.

## Step 3: Contact Information & Nationality(ies)

To start the registration process, click on **Add Contact Information and Nationality(ies)**, on the right-side blue bar of the portal.

First, click on **+Add your contact information**, enter all mandatory fields and Save.

*Note: in the email field you **must provide the same email account** that the one used to access the Portal.*

Click on **+Add your nationality(ies)** and enter your nationality and your Profile name and Save. You can add multiple nationalities by creating separate entries for each one. Ensure each nationality entry is linked to your profile by checking that the information is reflected accurately in the Nationalities table.

**Review all contact and nationality details carefully before saving each section.** Ensure the name, email address, phone number, address information and selected country are complete and accurate. **Before saving each entry, do not modify apply label field; leave it as None.**

## Step 4: Employer Information

Continue by clicking on **Add Employer Information**, on the right-side blue bar of the portal.

Click on **+Add employer contact information** and complete your employer's name and select the stakeholder type as well as the contact details and Save. If your employer already exist, click on Cancel and move to next step.

Click on **+Add your employment information**, select your profile and complete all the mandatory fields and Save.

**Review all stakeholder information carefully before saving.** Ensure the stakeholder name and stakeholder type are complete and accurate. Also, please complete the appropriate sections in accordance with your experience. **Before saving each entry, do not modify apply label field; leave it as None.**



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## Step 5: Language Knowledge and Nomination submission

Continue by clicking on **Add Language Knowledge and Nomination**, on the right-side blue bar of the portal.

Start by clicking on **+Add your language knowledge**, select your profile and complete all the mandatory fields and Save. Add at least one language.

You can add multiple languages by creating separate entries for each one. Ensure each language entry is linked to your profile by checking that the information is reflected accurately in the Languages table.

*Note: the official languages of the United Nations are; Arabic, Chinese, English, French, Russian, and Spanish.*

Click on **+Add your expertise**, select your profile and complete all the mandatory fields and Save. Add at least one area of expertise, as appropriate, reflecting your professional experience in reporting and reviewing national climate change reports.

You can add multiple areas of expertise by creating separate entries for each one. Ensure each expertise entry is linked to your profile by checking that the information is reflected accurately in the Expertise table.

It is expected that an expert will only choose those fields or areas in which he/she is most experienced.

*Note: if Article 6 of the Paris Agreement is selected as field of expertise, information on specific expertise should be detailed in the designated Article 6, paragraph 2 field.*

Click on **+Add your nomination task**, select your profile and at least one nomination task. Then select for the "Nominated by" field the Party/Country or IGO that will endorse your nomination through the relevant Focal Point who will revise your application and Save.

*Note: Based on your experience, you can add multiple nomination tasks in which you would like to be involved during the review process by creating separate entries for each one. Ensure each nomination task entry is linked to your profile by checking that the information is reflected accurately in the Nomination Task table.*

Review all the previously completed sections through the right-side blue bar of the portal. Ensure they are all complete and accurate.

Click on **+ Add your nomination and CV**, select your profile, attach your latest CV in the Attachment field, select your Employer and the Nominating Party or IGO that must match with the information provided in previous steps. Complete the remaining mandatory fields. Ensure qualifications, publications, current job details and relevant information are accurate and complete and Save to submit and finalize your self-nomination process.

*Note: before saving, **please ensure that your CV has been correctly attached**. Before saving each entry, do not apply the label; leave it as None.*

**Once your profile nomination has been reviewed by your Focal Point you will receive a notification email with the outcome.**