



United Nations
Climate Change

HOW TO ACCESS & REVIEW NEW EXPERTS' NOMINATION REQUESTS

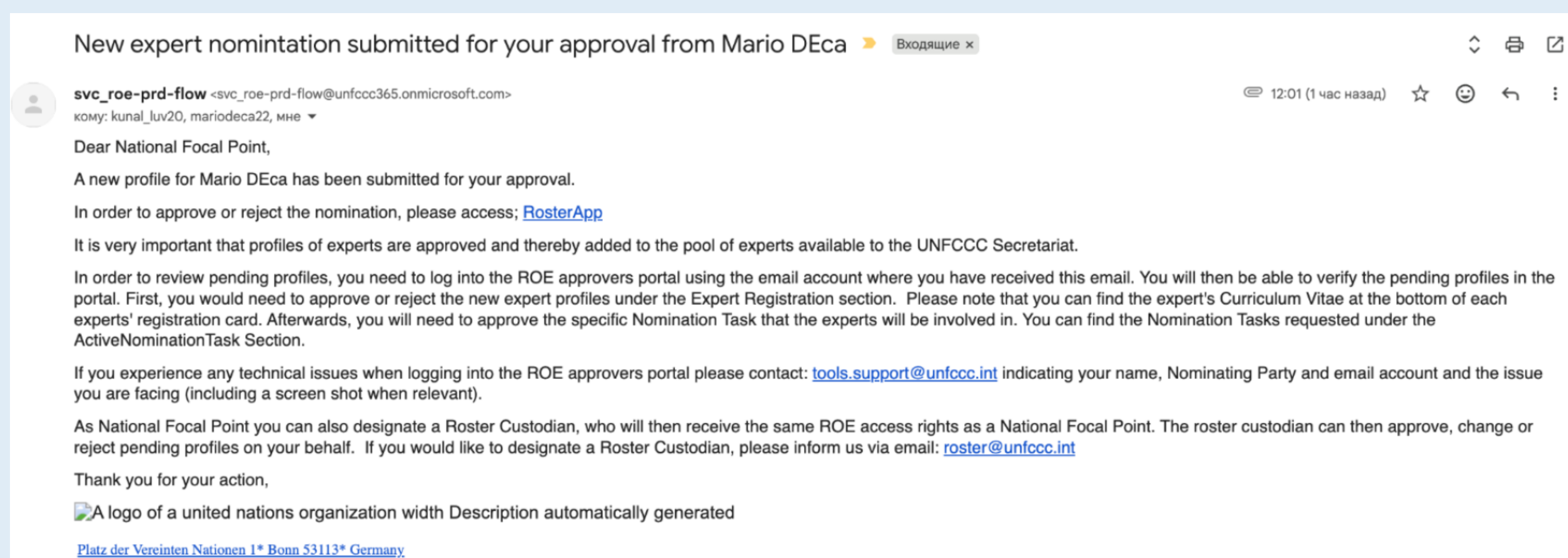
Step 1: Portal access email

National Focal Points, IGO-designated focal points, and ROE Custodians will receive a welcome email providing you with the access link to the UNFCCC Roster of Experts Portal.

If you have not received a welcome email please check your Junk email mailbox and if not please contact us at: roster@unfccc.int and tools.support@unfccc.int

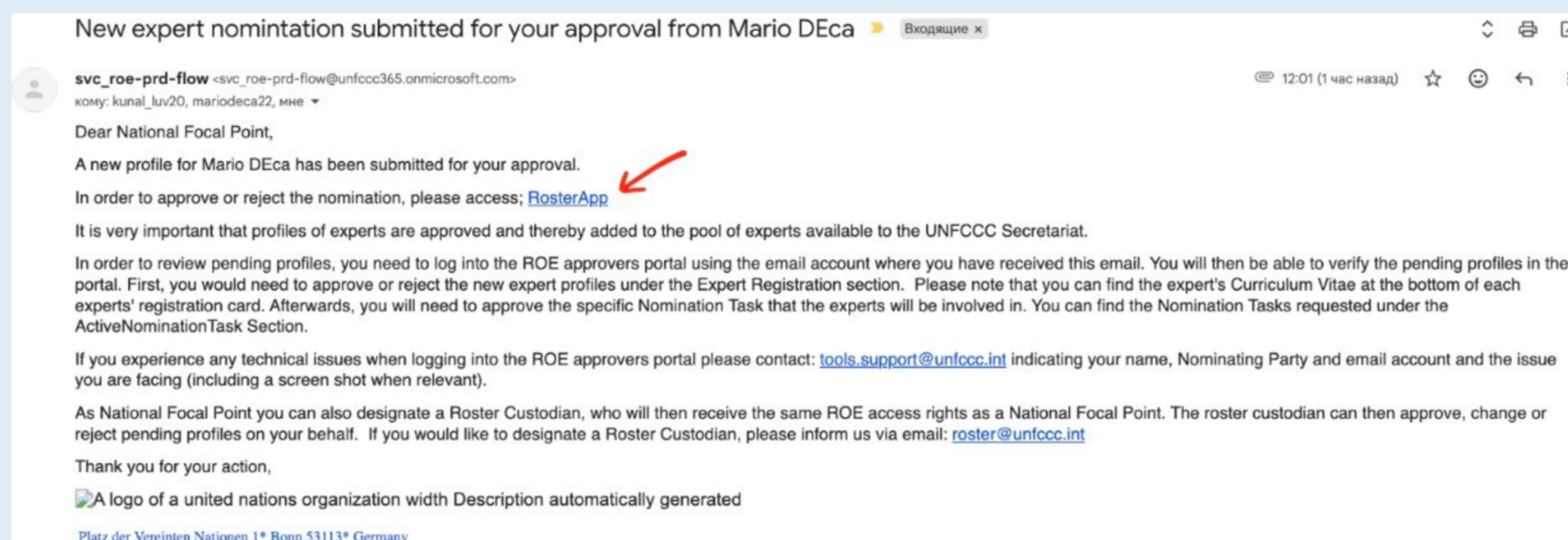
Step 2: Receive email notification

When an expert nomination request is submitted, the NFP receives an email notification that a new request is in the Roster of Experts Portal for their review.



Step 2: Open pending request through RosterApp link.

Follow **RosterApp** link in order to view the request.



#Together4Transparency





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Step 4: Scroll to the end of the page to review the expert's profile in the request card

To start the assessment of the expert's qualifications, the NFP has to scroll to the bottom of the page until they find the request card associated with the nomination.

The request card contains the profile information and buttons that allow the NFP to record and submit their decision.

The screenshot shows a form titled "Approval" with a sub-header "Approval Status". Below this, a red message states: "Approval comments are required before selecting Approve or Reject." There is a text area for "Approval / Rejection Comments" with a placeholder "-". Below the text area, another red message states: "Required before approval or rejection." and a blue button labeled "Add comments".

Below the comments section is the "Expert details" section, which contains a grid of input fields:

Full Name DEca, Mario	First Name Mario
Last Name DEca	Email mariodeca
Nationality German;	Date of Birth 1990-01-01

Step 5: Accept or decline the approval of Nomination Tasks

Once NFPs have assessed the overall profile, they need to accept or decline the Nomination Task that the experts have requested to be engaged, based on their experience. NFPs may see more than one Nomination Task per expert; please approve or not all the relevant ones in line with the expert's experience.

The screenshot shows a section titled "Approval Nomination ...". It contains three rows, each representing a nomination task. Each row has a text area on the left and an "Acceptance decision" section on the right.

Task Description	Acceptance decision
DEca, Mario Matters related to non-Annex I Party national communications	☒ Accepted
DEca, Mario In-depth review of Annex I Party national communications	☒ Accepted ☐ Not Accepted
DEca, Mario Matters related to non-Annex I Party national communications	☒ Accepted ☐ Not Accepted

Step 6: Add a comment

The NFP must provide a comment by clicking "Add comments" on the request card to indicate the rationale of their assessment. Another window will open where, at the bottom, NFPs can find the link to the expert's CV.

The available outcomes are:

Approved – the nomination is approved

Partially approved – the nomination is approved but not for all the nomination Tasks selected

Rejected – the nomination is not approved.

The comment should clearly state the NFP's decision .

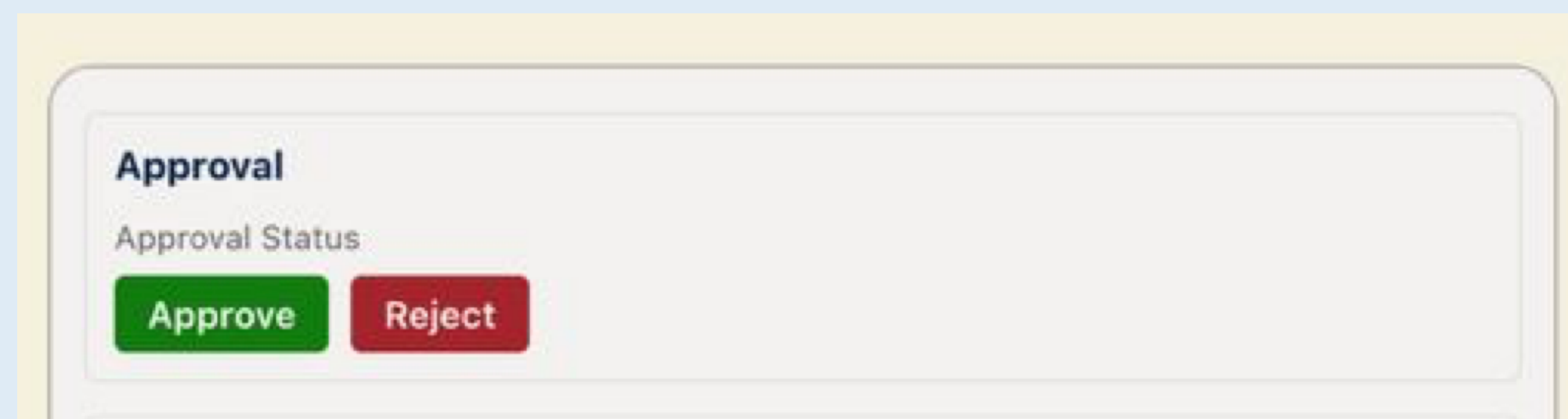
This is a duplicate of the screenshot from Step 4, showing the "Approval" form. The "Add comments" button is highlighted with a blue border.



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Step 7: Accept or decline the approval of nomination request

After the comment has been added, the NFP should use **the action botons available** on the request card **to accept or decline the overall profile**. The step confirms the decision in the system.



Important: The comment and the final action on the request card are **two separate steps**. The comment records the NFP's assessment, while the Approve/Reject action submits the decision.

Step 8: Confirmation notification

After the decision has been submitted, to increase the transparency of the process, the system automatically sends **an email notification** confirming the outcome to all NFPs and the relevant expert.

