



TAIEX Expert Database Guidelines for registration



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General

What is TAIEX ?

TAIEX is the ***Technical Assistance and Information EXchange*** instrument of the European Commission. TAIEX provides short term technical assistance for institution building, in particular in the field of approximation, application and enforcement of the Union acquis and EU Standards, as well as for the promotion of democratic principles, fundamental rights and the rule of law. It is largely demand-driven and delivers appropriate tailor-made expertise to address issues at short notice in three ways: workshops, study visits and expert missions. The beneficiaries of TAIEX are:

- Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Kosovo*, Montenegro, Serbia and Turkey (i.e., beneficiaries of the Instrument for Pre-accession Assistance (IPA II)¹);
- Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Israel, Jordan, Lebanon, Libya, the Republic of Moldova, Morocco, Palestine², Syria, Tunisia, Ukraine (i.e., beneficiaries of the European Neighbourhood Instrument (ENI)³);
- Turkish Cypriot community in the northern part of Cyprus;
- all third countries, regions and territories eligible for measures supported by the Partnership Instrument (PI)⁴;
- as well as the European Union Member States in the framework of the administrative cooperation within the policies managed by DG for Regional and Urban Policy.

What is the TAIEX Expert Database?

In order to efficiently respond to the requests for assistance from its beneficiaries TAIEX has established a database which acts as a repository of information on public experts who are willing and available to share their expertise in their field of work.

*This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence

¹ Regulation (EU) No 231/2014 of the European Parliament and of the Council, of 11 March 2014, establishing an Instrument for Pre-accession Assistance (IPA II) – OJ L77 of 15.3.2014, p. 11

² This designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue

³ Regulation (EU) No 232/2014 of the European Parliament and of the Council, of 11 March 2014, establishing a European Neighbourhood Instrument – OJ L77 of 15.3.2014, p. 27

⁴ Regulation (EU) No 234/2014 of the European Parliament and of the Council, of 11 March 2014, establishing a Partnership Instrument for cooperation with third countries – OJ L77 of 15.3.2014, p. 77

Data protection

What are the privacy statements?

The data submitted to TAIEX will be administered according to the attached [privacy statement](#), in compliance with [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (Text with EEA relevance.).

Eligibility

I am working in the private sector; can I register in the Expert Database?

No, the database is exclusively for experts coming from the public administration of one of the 28 EU Member States.

I am retired from the public sector or I am momentarily not in active service; can I register in the Expert Database?

If you are retired, you can register in the database, nevertheless, TAIEX considers that two years after retirement you will no longer be eligible to be considered as a TAIEX public expert. You have to mention you status in the following field: "Employment Status" The same applied to those experts who are not in active service for more than two years.

Instruction Person details Institution details Expertise

Register as Public Sector Expert Institutional Contact Point ?

Formal Title

First Name

Family Name

Nationality

Email (Login)

Telephone

Mobile phone

Password

Confirm Password

Employment status

Languages

Registration in the Expert Database

What is the difference between a public expert and an institutional contact point?

An expert must be a Member State Official who has proven expertise in the approximation, implementation or enforcement of EU legislation or EU standards.

An Institutional Contact Point (ICP) is a representative of a public institution working in the approximation, implementation or enforcement of EU legislation. The ICP's position in the organisation enables them to act as a reference point and to draw on a pool of experts from the institution. The ICP's cooperation with TAIEX will be on a voluntary and *ad hoc* basis.

I don't always have access to my professional email address. Can I indicate my private email address?

Yes. To register as a public expert and to enable TAIEX to check your affiliation to a public institution, you have to utilise your professional email address. Subsequently, it is possible to include your private email address. You have the option to select it as

your main correspondence address but your professional email address still needs to be mentioned.

I am working for European institutions or International organisation, can I register in the Expert Database?

Yes, you can register. Under the address of your institution you should select the appropriate option. Please note that in this case specific conditions apply.

Institution Type Member State institution EU institutions International organizations 

What should I mention in the field “Experience in Acquis Chapters”?

In this section you have the possibility to select two chapters of expertise. When indicating your specific area of expertise, you should only select those subchapters in the Directory of Community legislation which are most relevant to your current or previous experience.

What should I indicate in the “Keywords” section?

For each chapter there is a predefined list of keywords. This list is not exhaustive and you have to select at least one of the most relevant keywords to define your expertise.

What should I indicate in the field “EU Legislation”?

You may also want to provide background information in the "EU legislation" box. Please refer in the boxes to your current or previous work experience directly related to EU legislation and use Celex (eg. 31990L0384) or Natural numbers (eg. Directive 90/984/EC) when referencing it.

Do I have to upload my CV?

Yes, to ensure a high quality of expertise provided, TAIEX looks for the best match between the demand and the experts' profile. When your CV is up to date, you have more chances to be contacted by TAIEX, as such you should upload a recently updated version of your CV, preferably in English as this is the working language of TAIEX.

[Access to your profile](#)

I forgot my password. How can I reset it?

Once you try to log in, you have two buttons appearing on the window: “login” and “lost password”. Click on lost password, you will have to indicate your email address with which you register. You will then get an email with a link which will allow you to reset your password. You have to indicate a new password which contains at least six characters.

What happens once I registered in the Expert Database?

If TAIEX identifies a need for expertise fitting your profile you might be contacted by us to participate as an expert in a workshop or an expert mission or to host a study visit.

Once a month you will receive an automatic email informing you of the recent requests received in your field of expertise. You are able to react if you are interested in taking part in one of the listed assignments.

How does TAIEX look for the experts?

When using the TAIEX Expert Database to find experts, TAIEX utilise search functions provided in the database. In the main, the search functions on Legislation and Keywords are used, following which a list of potential experts is provided. In order to narrow the list of potential experts down, TAIEX read the comments provided by the experts to determine if the potential expert has the necessary experience for the event that the staff member is organising. In order to further narrow the list of potential experts down the CV of the expert is consulted.

The provision of a concise summary in the Comments field will provide TAIEX with an overall view of your past and present experience and will make it easier for TAIEX to identify the specific expertise that you have. By completing your registration in this way you will increase your chances of being selected for a TAIEX event.

[Assignments](#)

To what does the “Assignments” section correspond?

Once registered, you will have access from your profile to ongoing and past assignments. This section is the former Expert Stock Exchange which has been integrated into the new Expert Database. You are able to check the details of the

approved assistance requests submitted to TAIEX by the beneficiaries and express your interest in the event. If your profile corresponds to the expertise needed you will be contacted by TAIEX.

How can I search for assignments corresponding to my expertise?

By clicking on the advanced search button , you get the possibility to search assignments by different elements:

Event ID: each event gets a 5 digit number when registered

Event category: this corresponds to the form of assistance requested and it can be either a workshop, an expert mission or a study visit.

Requesting beneficiary/partner: This relates to the beneficiary/partner country who submitted the application

Keyword search: this list of keywords corresponds to the one which is used by the experts when registering in the database.

Assignments between: the assignments can be sorted by a specific period of time in which the assignment is expected to take place.

Once you selected your criteria, hit the search button:  and you get a list of assignments corresponding to your research criteria.

If you are interested in one of the assignments you can click on the pencil icon  to express your interest. The colleague in charge of the organisation of the event receives an automatic email with your expression of interest and your contact details. If expertise is still needed and if your profile fits the requirements, you may be contacted.

Application Functionality

1. Home

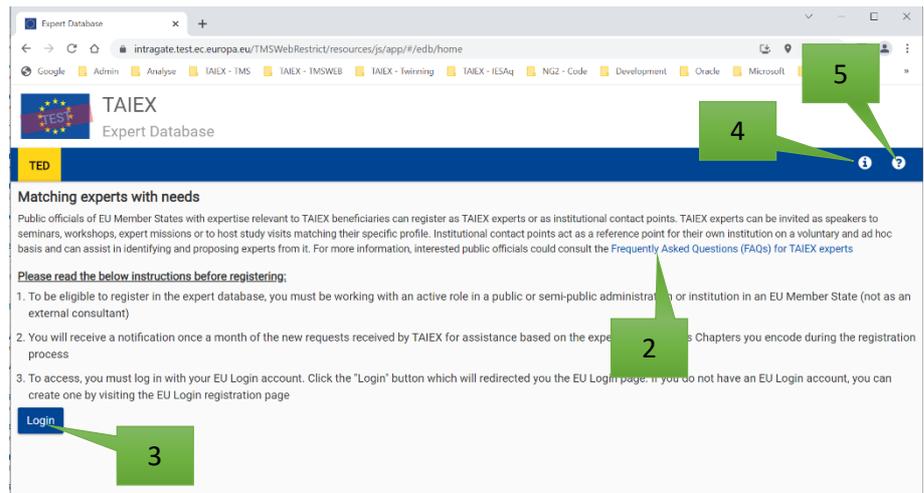
Before EU Login

User

Web user

Objectives

Allow you to access and get some basic details about the TAIEX Expert Database (TED) before access the application. The goal will be to clarify if you are eligible to submit a registration.

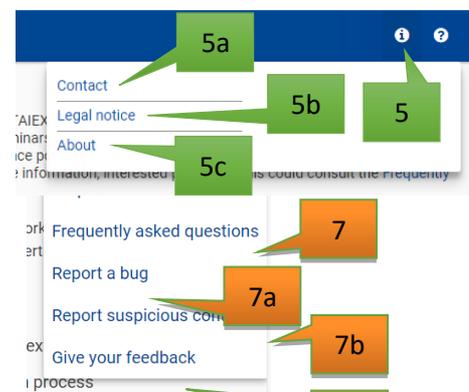


Access

Visits the TAIEX web site (https://ec.europa.eu/enlargement/tenders/taiax_en) and selects "Access/Register in the expert database" from the key links or using a direct link (<https://webgate.ec.europa.eu/TMSWebRestrict/resources/js/app/#/edb/home>)

Functionality

1. **Navigates** to the expert database: <https://webgate.ec.europa.eu/TMSWebRestrict/ExpertDatabase> or <http://ec.europa.eu/taiax/experts>
2. **Check** the basic site details and **consult** the **guide** with **Frequently Asked Questions** (FAQ)
3. **Press** the **Login** button to **enter** the **expert database** as **Expert** or **NCP**. You are redirected to the EU Login if not already login into the EU login. Once authenticated you are redirected to the home page. See [After EU Login](#)
4. Press the **i** button to access the
 - a. Contact page – https://ec.europa.eu/enlargement/contact_en
 - b. Legal notice page – https://ec.europa.eu/info/legal-notice_en
 - c. About page



5. Press the **?** button to access the

- a. [Help Guide – Expert or NCP](#)
- b. [Frequently asked questions](#)
- c. [Report a bug page](#)
- d. [Report suspicious content page](#)
- e. [Give your feedback page](#)

After EU Login

User

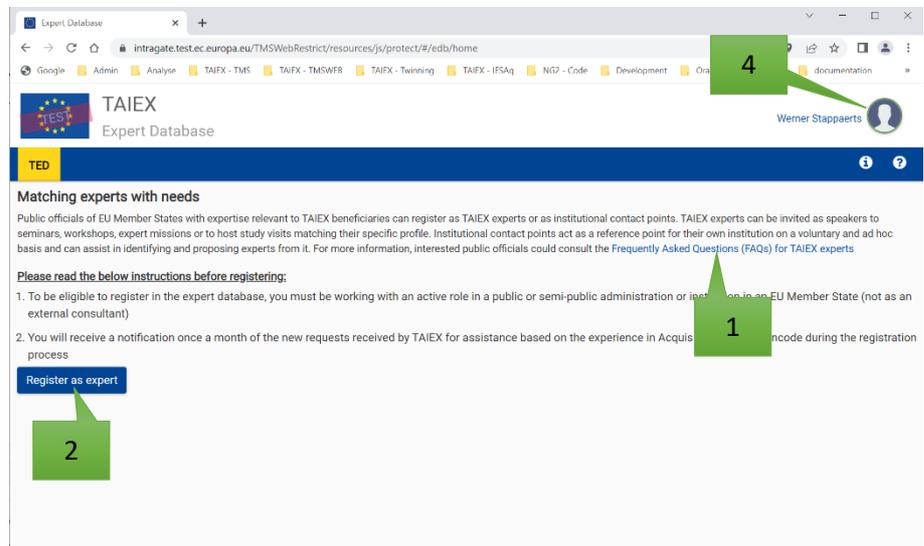
Web user

Objectives

Allows you to access and get some basic details about the TAIEX Expert Database (TED) on how to register

Access

You pressed the Login button in the home page. See [Before EU Login](#), point 3



Functionality

1. **Check** the basic **site details** and **consult** the **guide** with **Frequently Asked Questions (FAQ)**
2. You can **register** by **pressing** the **“Register as expert”** button. See [Register](#)
Note: The button is only **visible** if you are **not registered** in the **expert database**
3. You are **logged on** with **EU Login**. The following **actions** are **possible**:
 - a. **Registered** as **expert** and **NCP**, a **popup** is displayed to check if you wants to **login** as an **NCP or Expert**. Once selected the option, you are **redirected** to the **corresponding page** as described on **point b**
Note: To **switch profile**, **reload** the **page**
 - b. **Account status "Active"**:
 1. Expert: you are redirected to the "Assignment list" page with the screening chapters selected as mark in the profile of the expert. See [UC 6 – Assignment list](#)
 2. NCP: you are redirected to the Expert List. See [UC 8 - Expert List](#)
 - c. **Account status "Active"** but a **reconfirmation** (edex_d_lastchangeddate < edex_d_lastmailsend) of the **profile** is **needed**: The expert database is opened on the "Update profile – Reconfirm profile" page to reconfirm his profile. See [UC 1 - Speaker/Expert Form](#)
 - d. **Account status "Blocked"** – **Instruction**: There is a problem with your account. Please contact ENEST-TAIEX-Experts@ec.europa.eu
 - e. **Account status "Confirmed"** – **Instruction**: The registration validation process is still in

progress. You will receive at latest a response by <dd/mm/yyyy>

Note: The expert and NCP is informed about the validation process

4. Once logged in, you can get access to one of the points below by pressing on the Logon Icon:

a. Connection status: Check the connection status

b. My profile: Update the profile details – Only applicable for Expert or ICP. See [UC 1 - Speaker/Expert Form](#)

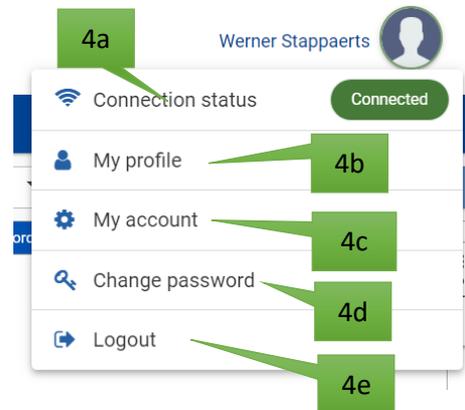
Note: Option is **only visible** when you are **login as Expert**

c. My account: Update the EU Login details. You are redirected to the EU login

d. Change password: You are **redirected** to the EU **Change password**

e. Logout: You are **redirected** to the EU **Logout page**

Note: After logout you are redirected to the Home page



2. Reset password

User

Expert/ICP/NCP

Objectives

Allow the user to reset the password

Access

You are logged on and makes a reset of the password via the menu.

Functionality

1. You are **logged on** and **press** the **menu item** “**Change password**”
2. You are **redirected** to the **EU login** change **password** option



3. Profile

An expert is registered with his/her personal profile, the expert agrees to make him or herself available to be contacted by the IBU unit as soon as a request is identified, which may correspond to their area of expertise.

Before the registration becomes active, the NCP of the country to which the your institution belongs can apply a validation and **accept** or **refuse** the **your account**. If the NCP **does not validate within 7 days** the profile is **automatically approved**.

To keep the pool updated and eliminate the list of experts, which are no longer interested, a yearly invitation to update their profile is required. The Reconfirm profile page handles this once the deadline is reached.

Register

User

Expert/ICP

Objectives

The process should result in a registration and verification of a new expert in the expert database. You registered as new expert or ICP or updates the profile

Access

You are logged in with EU Login and selected the "Register as expert" button of the

Functionality

1. You complete the online "Registration Form" (Person details, Institution details, Expertise)
2. Once you encoded all the details, **press** the **Submit** button to **submit** the **form** (the Submit button will only become enabled when the form is completed with all required field).
3. A **popup** is displayed and you **read** and **agree** the **privacy statement** by checking the "I have..." box. Finally "**Accept**" or "**Decline**" the privacy statement:
 - a. **Accept**: when pressing accept, the form will be submitted. Account status is updated to "Confirmed" and a **validation** request is **send** to the **NCP**
 - b. **Decline**: when pressing "Decline", the control is returned to the registration form.

Privacy statement

Data protection

Personal data related to experts will be processed in accordance with the privacy statement of the TAIEX instrument (see [Privacy Statement](#)) and in compliance with the [Regulation \(EU\) 2018/1725](#). Data provided by experts will be shared with the TAIEX National Contact Point (NCP) of the Member State where your institution is located, for validation purposes. The NCP may share this information with other relevant public authorities under the national data protection law of the Member State in which the NCP is located.

I have read and understood the privacy statement

Decline Accept

My profile - Update

User

Expert/ICP

Objectives

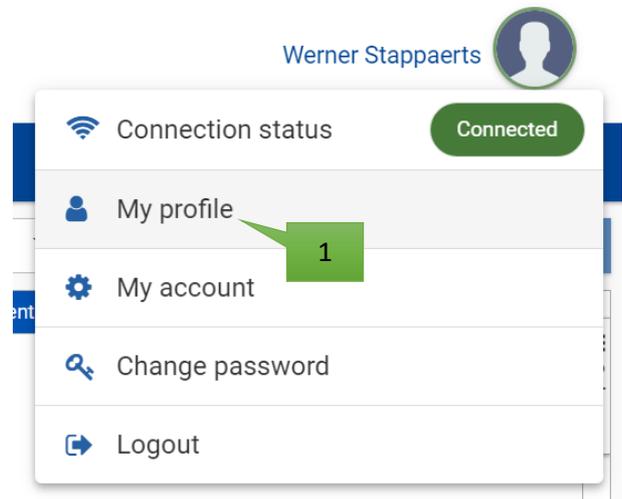
You update your profile details

Access

You need to be logged in into the expert database, see [Before EU Login](#), point 3

Functionality

1. You select the "My profile" menu items to open the profile
2. Update your Person details, institution details and expertise information details
3. **Presses** the "**Save**" button to store the update profile. A temp popup message ("Profile successfully updated") is displayed in the lower right corner.



Reconfirm

User

Expert/ICP

Objectives

You confirm the profile

Access

If a reconfirmation of your profile is required you are informed by email. When logging in into the expert database, you will be automatically redirect to this page.

Functionality

1. You are redirected to the "My profile" page and a message is displayed ("Your account is expired. To reactivate your account, update your profile and press the "Reconfirm" button)
2. Update your Person details, institution details and expertise information details
3. **Press** the "Reconfirm" button. A **popup message** is displayed ("Profile successfully updated") is **displayed** in the lower right corner

NCP Validation

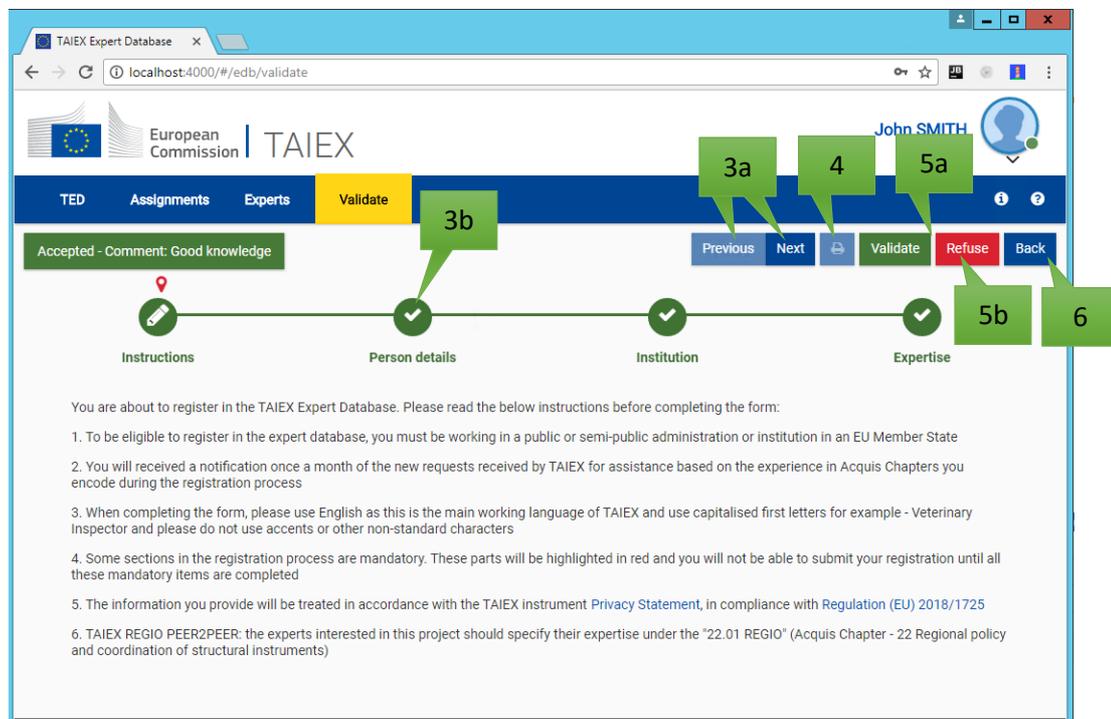
User

NCP

Objectives

The process result into an accept or refuse of the new expert registration by the NCP within the predefined deadline.

Alternatively the NCP can update the validation settings



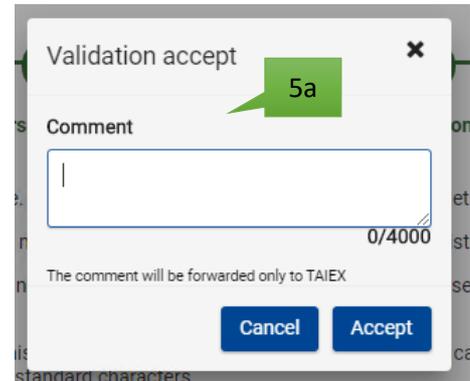
Access

You need to be registered in by TAIEX as an NCP and must be in the possession of a valid login and password. Additional, you received a validation email and **press** on the **validation URL** or you used the expert list - [UC 8: EDB – Expert list - point 3](#)

Functionality

1. If the **URL** is **expired** you are redirected to the expiration page and the UC is finished
2. You login into the expert database ([Before EU Login](#), point 3) or clicked on the **URL** which will you automatically redirect to the login
3. You can navigate through the page by:
 - a. Use the **Previous** or **Next button** (not available on the mobile version)
 - b. **Select** a specified **sheet button**
4. You have the possibility to print the result by **pressing** the "**Print**" button. The printout in PDF will contain the following:
 - a. Person details
 - b. Institution details
 - c. Expertise
5. A read-only version of the expert detail page is opened. Verify the request and two possible options:

- a. Accept: **pressing** the "**Validate**" button will open a popup window asking you to encode an optional reason and **press** the "**Accept**" button to finish the validation or "**Cancel**" to **return** to the expert detail page. When **pressing** "**Accept**" the request will be validated and put the **status** to "**Active**". Additional TAIEX and the expert are informed by email. You are returned to the read-only version of the page with a marking that the validation succeeded
- b. Refuse: **pressing** the "**Refuse**" button will open a popup window asking you to encode a reason for the refusal. **Press** "**Refuse**" to finish the validation or "**Cancel**" to **return** to the expert detail page. When "Refuse" is pressed an email is send to the TAIEX and you are returned to the read-only version of the page with a marking that the validation succeeded. This **expert** get **only blocked** if the expert account was **not already active**.



In case the account was already active, no emails are send to the expert, only IBU is informed

6. Press the **Back** button to **return** to the **expert list**.

Note: The button is only available if the page was opened from the expert list

4. Assignment

List

User

Expert/ICP/NCP

Objectives

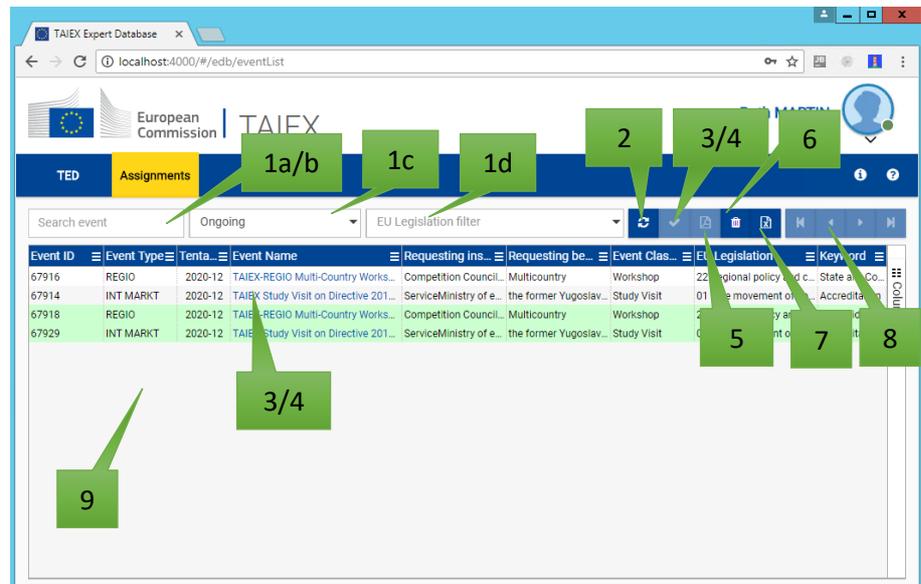
You consult the list of assignment, view the application form and submit an interest. For experts and ICP the list is filter by default for the “Ongoing assignments”.

Access

You are logged on. See [Before EU Login](#), point 3

Functionality

1. You can use one or more general filters to filter the list. Between the different filters an “And” relation is applied
 - a. Search filter based on a free text search events
 1. Event id or list of event id's
 - b. Search filter based on a free text search. The search result is a concatenation of different search result. Below the list and order of items that will be search to get the result and an “OR” relation is used
 2. Event id
 3. Event type
 4. Name
 5. EU Legislation
 6. Beneficiary
 7. Keyword
 8. Event Classification
 9. Year (yyyy)
 - c. Type filter - Possible options:
 1. Ongoing: Ongoing event
 2. New: New assignments are events which have been published on the TED for less than 31 days.
 3. Closed: Event classified as closed
 4. Interest: You expressed interest in this event



5. Participated: You participated to this event

Press the  button to get an explanation of the used colours in the grid:

- Gold: New assignments
- Green: Assignments where interest was expressed

d. EU Legislation filter: select one or more chapters from the legislation list.

2. Press the  refresh button to **reload the action list**

3. In case you are an **expert** or **ICP**, you can **express interest** for a **specified event**. **Experts from EU institutions, International organisations** or who has specified "**Other**" as **country** cannot express interest. Two options to perform this action:

a. Or by **pressing** the **link** in the event name

b. Alternatively, by pressing the  button.

Note: The **button** is only **enabled** if a **single row** is **selected**

In both cases the detail page is opened, see [Detail](#)

4. In case you are an expert or ICP, you can remove interest for a specified event. Two options to perform this action:

a. Or by **pressing** the **link** in the event name

b. Alternatively, by pressing the  button. The **button** is only **enabled** if a **single row** is **selected**

In both cases the detail page is opened, see [Detail](#)

5. You can **open** the **original request** by **pressing** the  button.

Note: The **button** is **enabled** only if a **single row** is **selected**

6. To **reset** the **default filters**, **press** on the  button. All filters are cleared and the result set is refreshed

7. Press the  button to **extract the** (filtered if applicable, without pagination) list to excel. **Maximum allowed number of records** to download is limited to

8. The  **navigation button** allows you to **navigate** through the different pages of the **result**

9. The grid layout can be extended with the following fields below

Caption	Default columns Order*	Sort/ Filter	Filters options
Event ID	1	Y/Y	Contains
Event Type	2	Y/Y	Multi_Select
Tentative date	3	Y/Y	Contains, From_To
Event Name	4	Y/Y	Contains
Requesting institution/authority	5	Y/Y	Contains

Requesting beneficiary/partner	6	Y/Y	Multi_Select
Event Classification	7	Y/Y	Multi_Select
EU Legislation	8	N/N	Contains
Keyword	9	Y/Y	Multi-select
Filter	<u>10</u>	N/N	

* Italic underlined = Default hidden

** Row colors:

- Gold: New assignments
- Green: this expert/ICP already submitted an interest

Detail

User

Expert/ICP/NCP

Objectives

The user consult the assignment details, get access to the original

request, express interest or removes interest. Experts and ICP from member states can submit or remove interest for the ongoing assignments. NCP and Expert or ICP from non-member states, EU Inst., Int. Org. or Other countries do only have a readonly access.

Access

You selected point 3 or 4 from the [List](#)

Functionality

1. Check the details.

2. **Expert or ICP from a member state country can express**

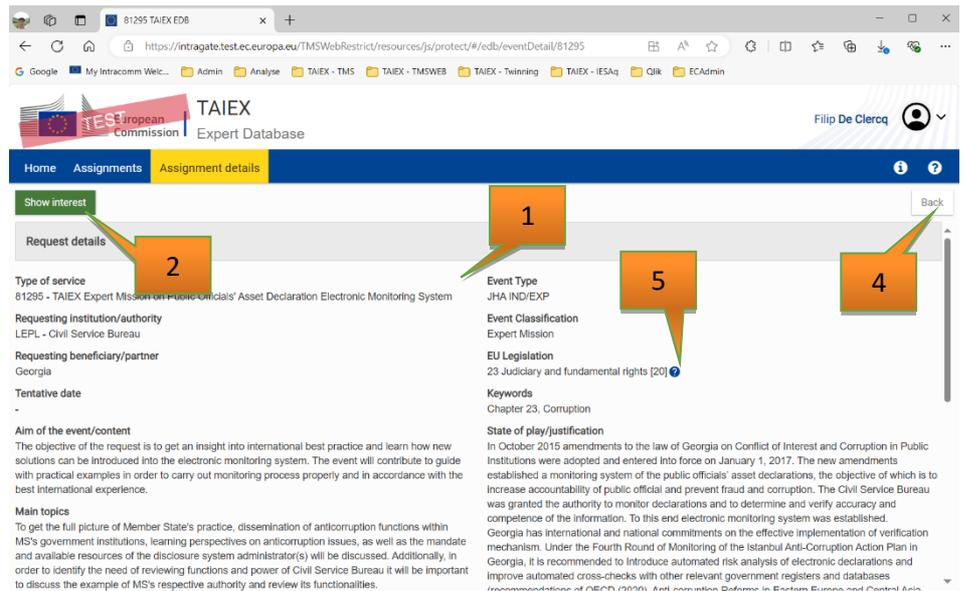
their **interest** in the assignment by **pressing** the **“Show interest”** button. Once **press** the **“Show interest”** button, the TAIEX will be informed about the interest. Finally, you will receive a confirmation email and the TAIEX are informed by email about the new received interest.

Note: **Experts from EU institutions, International organizations** or who has specified **“Other”** as **country** cannot express interest. Additional, **experts** and **ICP’s** which are **not jet validated** by the **NCP cannot express interest**. In this situation when the actor **hover** over the **disable** button the following **message** is **displayed**: **“Express interest is only possible when you are validated by your national contact point”**

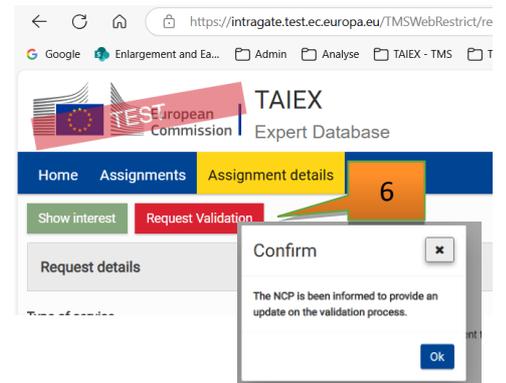
3. In case you **have** previously **expressed interest** in the assignment, you can **redraw** the **interest** at any moment. When you **press** the **“Remove interest”**, a confirmation message is displayed: **“Are you sure you want to remove the interest for the assignment?”**. If **“No”** the operation is cancelled. If you press **“Yes”** the interest is removed. TAIEX is informed by email about the new removed interest

4. **Press** the **“Back”** button to **return** to the **Assignment list**

5. When you **hover** over the **?** button, the following **message** is **displayed** **“To get more details on the chapters of the acquis, click on the link”**. **Press** the **link** a **new tab** is **open** the **reference** to the **details** of the **chapter** of the **acquis**



6. The actor **press Request validation** button to **request an update** on the **validation process**. An email is sent to the NCP to alert him about the hanging validation for the expert
- Note: The **button** is only **visible** for an **expert** where the **validation** is **not performed** by the **NCP** and for which the last request was **requested more than 7 days ago**.



5. Expert list

User

NCP

Objectives

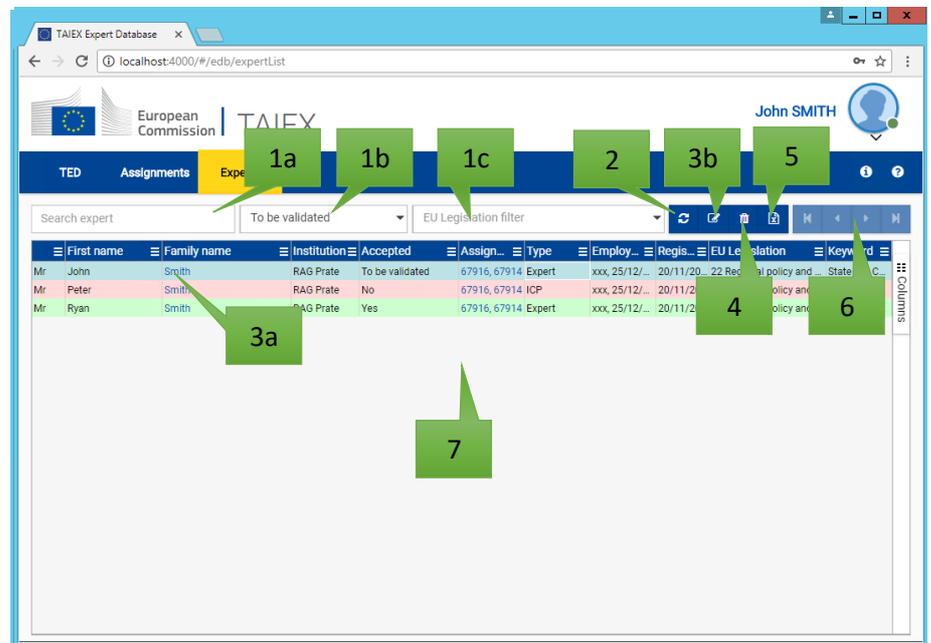
Allows you to view the list of active experts/ICP. NCP role is limited to experts of their country and has access to the validation process. Super user has access to all countries.

Access

You are logged on as NCP. By default the user is redirected to the expert list. See [Before EU Login](#), point 3

Functionality

1. You can use one or more general filters to filter the list. Between the different filters an "And" relation is applied
 - a. Search filter based on a free text search. The search result is a concatenation of different search result. Below the list and order of items that will be search to get the result and an "OR" relation is used
 1. Family name
 2. First name
 3. Institution
 4. EU Legislation
 5. Keyword
 - b. Type filter: bit filter that can contain different values. Between the different conditions, an OR relation needs to be applied. Possible options:
 1. To be validated
 2. Validated positive - Green
 3. Validated negative – Red
 - c. EU Legislation filter: select one or more chapters from the legislation list.
2. **Press** the  refresh button to **reload the list**



3. You have two options to perform the expert details and perform the validation:

a. Or by **pressing** the **link** in the family name

b. Alternatively, by pressing the  button.

Note: The **button** is only **enabled** if a **single row** is **selected**

In both cases the detail page is opened

4. To **reset** the **default filters**, **press** on the  button. All filters are cleared and the result set is refreshed

5. **Press** the  button to **extract the** (filtered if applicable, without pagination) list to excel. **Maximum allowed number of records** to download is limited to **50000**

6. The  **navigation button** allows you to **navigate** through the different pages of the **result**

7. The grid layout can be extended with the following fields below. Filters and sort order will be remembered during the session

Caption	Default columns Order*	Sort/ Filter	Filters options
ID	1	Y/Y	Contains
	2	Y/Y	Multi-select
First name	3	Y/Y	Contains, Sound_like
Family name	4	Y/Y	Contains, Sound_like
Institution	5	Y/Y	Contains, Sound_like
Accepted	6	Y/N	Multi-select
Assignments done	7	Y/N	Contains
Type	8	Y/Y	Multi-select
Employment status	9	Y/Y	Multi-select
Registration date	10	Y/Y	From_To
EU Legislation	11	Y/N	
Keyword	11	Y/Y	Multi-select
Filter	<u>12</u>	N/N	

* Italic underlined = Default hidden

** Row colours:

- Green: Validated Yes
- Red: Validated No

6. Logout

User

Expert/ICP/NCP

Objectives

Allows the user to log off from the TED and the EU login.

Access

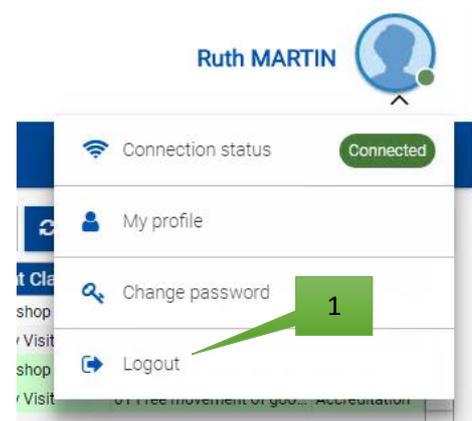
You are currently logged on. See [Before EU Login](#), point 3

Functionality

1. **Clicks** on the "**Logout**" menu items

Note: After logout you are redirected to the EDB – Home page

2. As a result, you are **forwarded** to the TED home page



Contacts

Only in case of problem with the registering in the Expert Database, you can address your questions to ENEST-TAIEX-Experts@ec.europa.eu.

