



TAIEX Expert Database

Guidelines for National Contact Points



Contents

General	4
What is TAIEX ?.....	4
What is the TAIEX Expert Database (EDB)?	4
What is the role of the National Contact Point (NCP)?	4
NCP profile in the Expert Database	5
How does an NCP register in the EDB?	5
I forgot my password. How can I reset it?.....	5
How do I validate or reject the profile of an expert?	5
Eligibility and experts' profiles	6
Who are the experts eligible to register in the Expert Database?	6
Are retired experts from the public sector or experts not in active service eligible to register in the EDB?	6
What is the difference between a public expert and an institutional contact point?	6
Can an expert indicate their private email address?	7
What should the expert mention in the field “Experience in Acquis Chapters”?	7
What should the expert indicate in the “Keywords” section?	7
What should the expert indicate in the field “EU Legislation”?	7
Do they have to upload their CV?	7
How do I see if an expert already participated in a TAIEX event and where?	7
What are the registration steps for an expert?.....	8
Assignments	8
To what does the “Assignments” section correspond?	8
What is the difference between the “Assignments” section in the EDB and the “Library” under TAIEX website?	8
How do the search button function for assignments?	9

How can an expert express interest in a certain activity?	9
How does TAIEX look for the experts?	9
Data protection	10
What are the privacy statements?	10
Desktop Browser Support	10
Contacts.....	10

General

What is TAIEX ?

TAIEX is the Technical Assistance and Information EXchange instrument of the European Commission. TAIEX supports public administrations with regard to the approximation, application and enforcement of EU legislation as well as facilitating the sharing of EU best practices. It is largely needs-driven and delivers appropriate tailor-made expertise to address issues at short notice in three ways: workshops, study visits and expert missions.

What is the TAIEX Expert Database (EDB)?

The EDB has been developed to make the demand of TAIEX assistance meet the offer of expertise available in the Member States.

In order to efficiently respond to the requests for assistance from its beneficiaries TAIEX has established a database which acts on the one hand as a repository of information on public experts who are willing and available to share their expertise in their field of work. On the other hand, it lists the activities on the pipeline for which expertise is needed and the experts can express interest in participating.

What is the role of the National Contact Point (NCP)?

In your capacity of National Contact Point, you are asked to verify and validate or not those experts working in your country who have submitted a request to register in the TAIEX Expert Database.

The two main criteria to be involved as an expert in TAIEX activities are:

- Being actively working (or on unpaid leave/retired for less than 2 years) in a public or semi-public administration or institution, at the central level, in an EU Member State; and
- To be an expert in one or more of the fields of the Union *acquis* and have proven expertise in the legislation itself; the approximation of national legislation to EU legislation; or on the subsequent administration, implementation and enforcement of such legislation and EU standards.

Every new expert registration received by TAIEX, where the place of work is stated to be in your country, will be notified to you in an email requesting that you verify and validate or not, as the case may be, the expert. Should you not undertake the validation process, the expert will automatically be validated seven working days later.

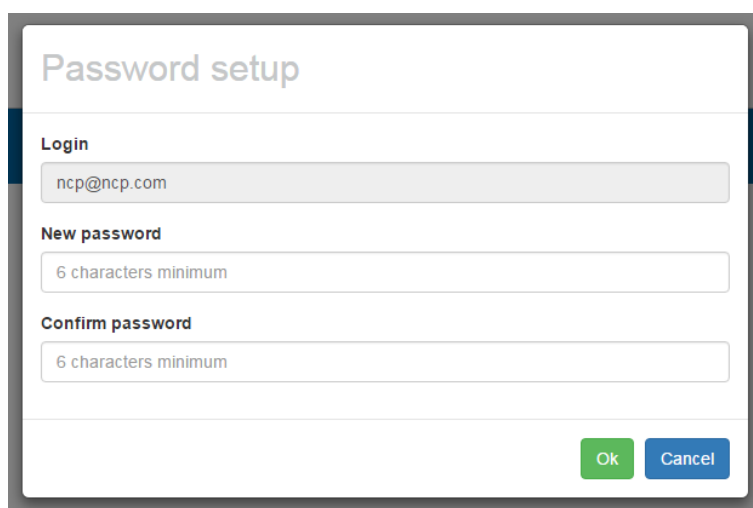
After the automatic validation by the system, you still have the possibility to refuse an expert. This will trigger an automatic email to TAIEX, which will take action and delete the profile of the expert, making them disappear from your list.

Adding a comment in the validation is optional while refusal of an expert requires always a justification which is shared with the TAIEX.

NCP profile in the Expert Database

How does an NCP register in the EDB?

There is only one email address per country which has an access to the EDB. It is therefore recommended using a functional mailbox to which several colleagues have access to ensure a back-up. Once the email address is communicated to the TAIEX unit in the Commission, an explanatory email is sent with a link. By clicking on the link the NCP is redirected to the Password setup page of the EDB, elaborated specifically for the NCP. The NCP can choose freely a password.

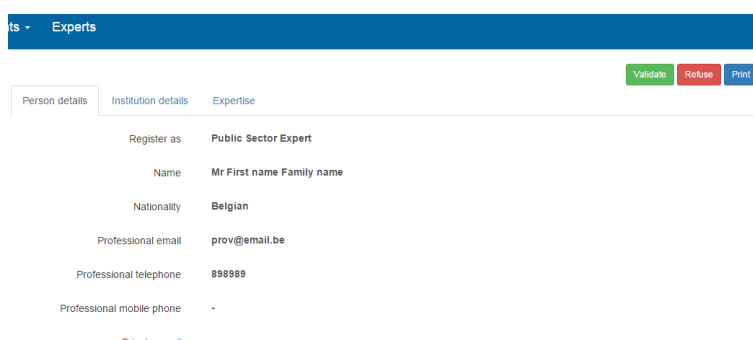


I forgot my password. How can I reset it?

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.

How do I validate or reject the profile of an expert?

By clicking on the family name of the expert, you will get access to their profile details. Verify the expert details and



click on the Validate or Refuse button.

Eligibility and experts' profiles


Who are the experts eligible to register in the Expert Database?

The database is exclusively designed for experts coming from the public administration of one of the 28 EU Member States. Based on the institution referenced in the experts profile or CV, it can be determined if an expert is working for the private sector. In this case the NCP is expected to refuse the expert.

Are retired experts from the public sector or experts not in active service eligible to register in the EDB?

Retired experts can register in the database, nevertheless, TAIEX considers that two years after retirement they are no longer eligible as a TAIEX public expert. The same applies to the experts who are not in active service for more than two years.

The date of retirement or date of 'not in active service' is mentioned under the "person details" linked to the "Employment Status".

Private mobile phone	-
Employment status	Retired Public Official
 Since	21/10/2015
Languages	English

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.

Can an expert indicate their private email address?

Yes. To register as a public expert and to enable the NCP and TAIEX to check their affiliation to a public institution, they have to utilise your professional email address. Nevertheless, it is possible for the expert to include their private email address as their main correspondence address.

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

In this section they have to select maximum two chapters of expertise (based on the [list](#) of Union *acquis* negotiation chapters). When indicating their specific area of expertise, they should only select those subchapters in the Directory of Community legislation which are most relevant to their current or previous experience.

What should the expert indicate in the “Keywords” section?

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

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

They have to provide background information in the "EU legislation" box. They are asked to refer in the boxes to their current or previous work experience directly related to EU legislation and use Celex (eg. 31990L0384) or Natural numbers (eg. Directive 90/984/EC).


Do they have to upload their CV?

Yes, the upload of the CV is mandatory to finalise the registration. To ensure a high quality of expertise provided, TAIEX looks for the best match between the needs and the experts' profile. Also, when their CV is up to date (and preferably in English as this is the working language of TAIEX), they have more chances to be contacted by TAIEX.

How do I see if an expert already participated in a TAIEX event and

Person details Institution details Expertise Assignments done				
Event	Year - Month	Event title	Requesting institution/authority	Requesting beneficiary/partner
56420 ETT IND/STUD	2014-06	Study Visit on Waste Management	Ministry of Sustainable development and Tourism	Montenegro
53008 ETT	2013-07	Workshop on waste management	Ministry of spatial planning, construction and environment of Republika Srpska.	Bosnia and Herzegovina

where?

By clicking on the number under the column "Assignments done", you will have access to the list of activities in which the expert took part. By clicking on the  you will get the original request of the beneficiary. While by clicking on the 5 digit reference of the event you will be redirected to the TAIEX library where you can find the agenda of the meeting as well as the presentations if relevant/communicated.

What are the registration steps for an expert?

To register an expert has to fill in all the mandatory fields are filled in and the CV is uploaded. When the expert clicks on "submit", they receive an activation email on their professional email address.

The NCP has 7 working days to validate or refuse the expert registration. After validation or after 7 days, the expert gets access to the list of TAIEX activities in the pipeline (Assignments). If the expert is refused by the NCP within the 7 days, the expert is blocked and TAIEX receives a message with the refusal justification of the NCP. If this refusal occurs after 7 days, the NCP refusal is transmitted to TAIEX which then takes action.

Assignments

To what does the “Assignments” section correspond?

You have access from your profile to ongoing and closed 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.

"Ongoing assignments" corresponds to the list of activities in the pipeline for which TAIEX is still looking for experts.

"Closed assignments" corresponds to the events which took place or are about to take place for which TAIEX has already found experts.


What is the difference between the “Assignments” section in the EDB and the “Library” under TAIEX website?

The assignments section gathers the list of activities for which TAIEX is looking or looked for experts.

While the "[Library](#)" accessible on TAIEX website gathers the list of events which are ready to be implemented, under "Upcoming" and the list of events which took place under "Library".

A discrepancy between the two lists might be possible, as on the first tool only events for which TAIEX is looking for expertise are published while in the second one all implemented events are listed.

How do the search button function for assignments?

By hitting 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 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.

How can an expert express interest in a certain activity?

Once a month the experts receive an automatic email informing them of the recent requests received in their field of expertise. They are able to react if they are interested in taking part in one of the listed assignments by clicking on the "show interest" button.

The list of activities in the pipeline is available all year long under the "Assignments" section in the expert profile.

When an expert expresses interest for a TAIEX activity in the pipeline, an automatic email is sent to NCP. The expert is contacted by TAIEX only if the profile corresponds to the needs and if expertise is still needed. If the expert is selected the NCP is informed by automatic email 3 days before the event starts.

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 expert's past and present experience and will make it easier for TAIEX to identify the specific expertise they have. By completing their registration in this way they will increase their chances of being selected for a TAIEX event.

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.).

Desktop Browser Support

These desktop browsers work best with the participant portal:

- Firefox - last two version
- Chrome - last two version
- Edge - last two version

Additional, some changes on the default configuration options may cause problems in the functionality of the site.

Contacts

In case of problem, you can address your questions to ENEST-TAIEX-Experts@ec.europa.eu.