TAIEX Speaker form

Guidelines for registration

Version 1.0

Neighbourhood and Enlargement Negotiations

Contents

General 4

What is TAIEX ? 4

What is the TAIEX Expert Database? 4

Data protection 4

What are the privacy statements? 4

Eligibility 4

I am working in the private sector; can I register in the Expert Database? 4

I am retired from the public sector or I am momentarily not in active service; can I register in the Expert Database? 5

Desktop Browser Support 5

Registration in the Expert Database 6

What is the difference between a public expert and an institutional contact point? 6

I don't always have access to my professional email address. Can I indicate my private email address? 6

I am working for European institutions or International organisation, can I register in the Expert Database? 6

What should I mention in the field "Experience in Acquis Chapters"? 7

What should I indicate in the "Keywords" section? 7

What should I indicate in the field "EU Legislation"? 7

Do I have to upload my CV? 7

Access to your profile 8

I forgot my password. How can I reset it? 8

What happens once I registered in the Expert Database? 8

How does TAIEX look for the experts? 8

Assignments 9

To what does the “Assignments” section correspond? 9

How can I search for assignments corresponding to my expertise?..... 9

Contacts..... 9

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?

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.

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.).

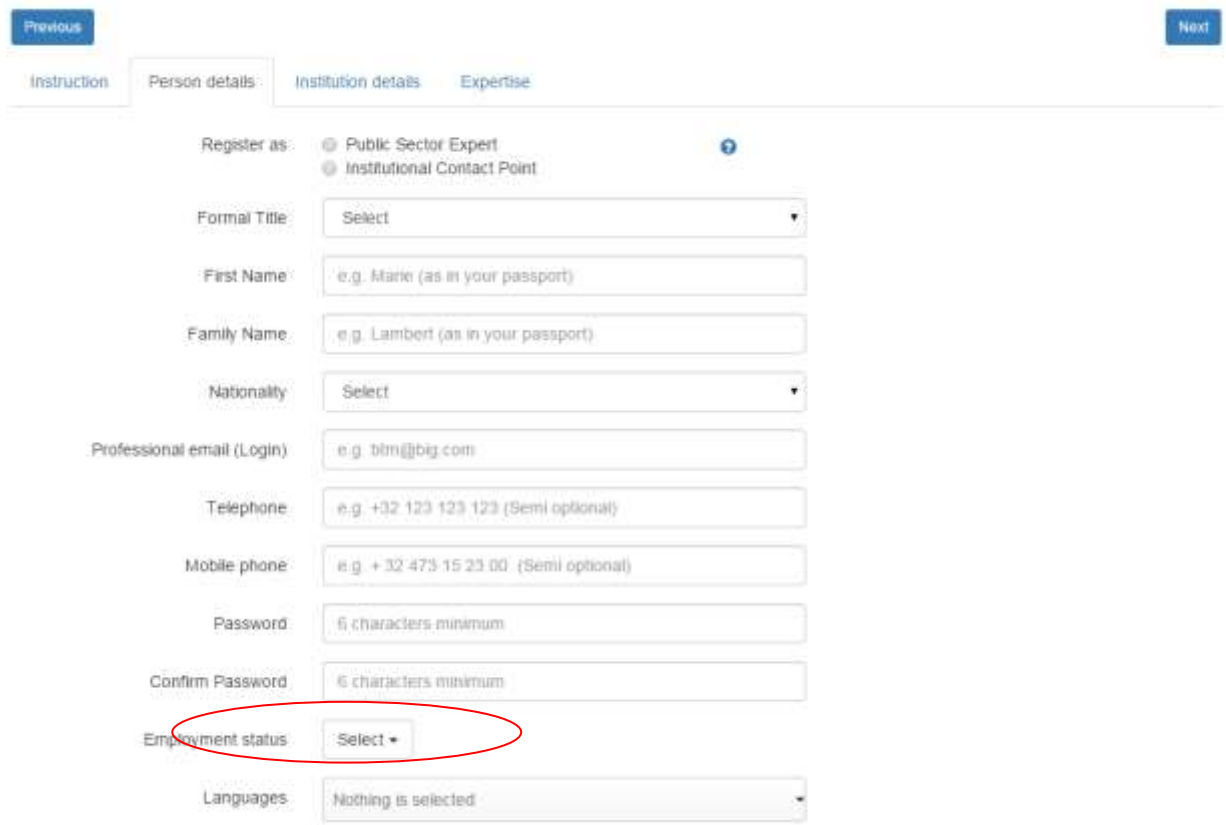
Eligibility

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.



Desktop Browser Support

These desktop browsers work best with the expert database.

- Firefox 24® and later
- Chrome™ 35 and later
- Internet Explorer® 10 and later

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

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.

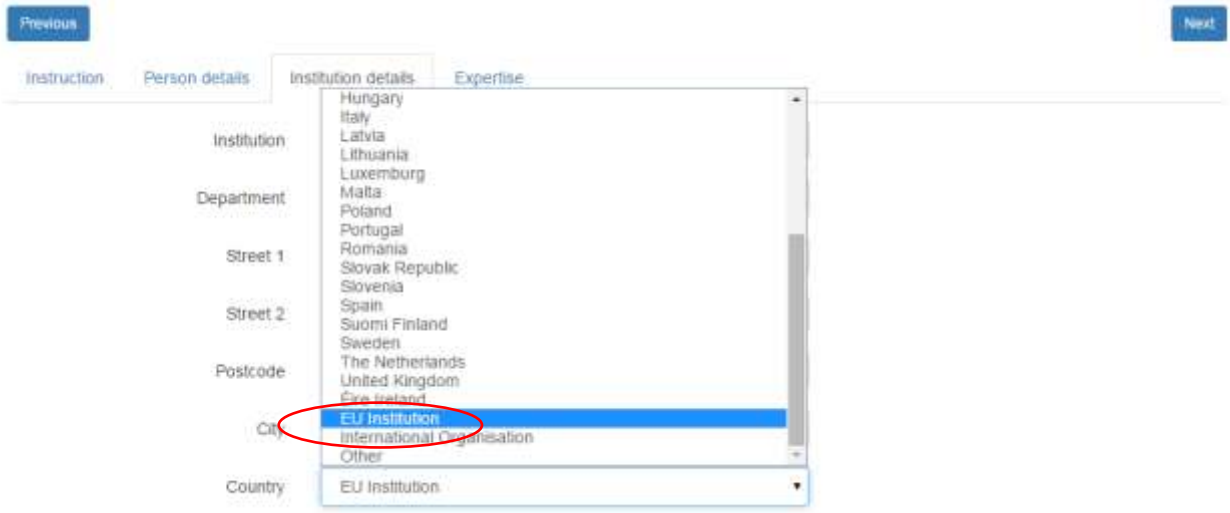
An Institutional Contact Point (ICP) is a representative of a public institution working in the approximation, implementation or enforcement of EU legislation. The ICP's position in the organisation enables them to act as a reference point and to draw on a pool of experts from the institution. The ICP's 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?

No, 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. At a later stage it is possible to include your private email address as your main correspondence address.

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

Yes, you can register. When the country of your institution is requested, please select EU institutions or International organization. Please note that in this case specific conditions apply.



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

Beneficiary: This relates to the beneficiary who submitted the application

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

Registered between: the assignments can be sorted by a specific period of time in which the assignment has been registered in the system.

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

Contacts

Only in case of problem with the registering in the Expert Database, you can address your questions to NEAR-taiex-experts@ec.europa.eu.