

# 1. Expert Registration

- **Experts:**

- Need a valid Portal account

- [Work as an expert \(europa.eu\)](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/work-as-an-expert) & register their profile,

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/work-as-an-expert>

- **When selected by EU:**

- Read notifications, Read/sign Contracts , Encode/submit declaration of Costs

# 2. Expert Registration

• Legal Entity and Bank Account validations tasks will experience issues in the Grant Management Services on Monday, 07.03.2022, between 20:00 and 22:00 CET.  
• The Identity, Bank Account, Contracts & Payments functionalities in the Experts Area of the F&T Portal will be unavailable on Monday, 07.03.2022, between 20:00 and 22:00 CET.

• Legal Entity and Bank Account validations tasks will experience issues in the Grant Management Services Monday 7.03.2022 between 7:30 and 8:10.

## Work as an expert

The European Union Institutions appoint external experts to assist in the evaluation of grant applications, projects and tenders, and to provide opinions and advice in specific cases.



In particular, experts assist in:

- **Evaluation** of proposals, prize applications and tenders
- **Monitoring** of actions, grant agreements, public procurement contracts

In addition, experts provide opinion and advise on:

- **Preparation, implementation and evaluation of EU programmes and design of policies.**

In order to select experts, the European Union Institutions publish regularly calls for expression of interest (see list below) detailing the selection criteria, the required expertise, the description of the tasks, their duration and the conditions of remuneration.

**Interested? Please join the database of external experts!**

[Register as expert](#)

As new expert, you will be first requested to create your EU login account and register your

# 3. My Expert Area- Expert Registration

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA)

Welcome Gauthier Hiernalx

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s) | My Formal Notification(s) | My Expert Area

## My expert area

Online manual "Work as an Expert" | IT HOW TO "Expert"

For Quick links and logistics for Brussels please refer to the public page Work as an expert

### My Work

Evaluation tasks | Results: 0 >

To access your tasks related to review of on-going projects, please go to my Project(s) page.

### My administrative area

My profile - summary

Gauthier HIERNALX (EX2018D339532)

Last modified on: 11-Apr-2019

Consult or edit your profile, follow up your active administrative tasks, fill in or edit your legal identity data, read and sign your contracts, add a bank account, fill in and submit your payment requests and more.

View/Edit profile

My contracts in the last 12 months | Results: 0 v

This section is under construction - Please use the "View/Edit profile" button to access your ongoing administrative tasks

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# 4. My Expert Area – Dashboard

European Commission | My Expert Area

Welcome [Redacted]

**Dashboard**

Personal Data

CV

Bank account

Contracts

Payments

Search Experts

Help

Welcome Gauthier HIERNAUX!

Your profile is 90% complete  
Only experts with complete profiles are contracted. Complete all sections to increase your visibility.

Delegations

Active Tasks (0)  
You have no tasks at the moment.

Contracts  
You have no contracts at the moment.

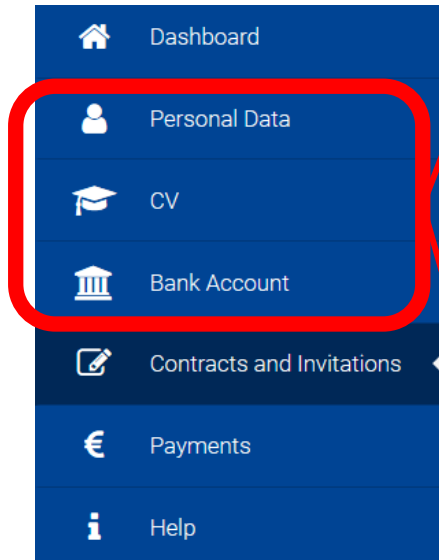
Payments  
You have no payments at the moment.

Profile

Personal details ✓	Contact details ✓	Expertise ✓
Current Employment ✓	Education ✗	Languages ✓
Data Protection ✓	Publications	Additional information

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# 5. My Expert Area – Personal Data, CV, BA

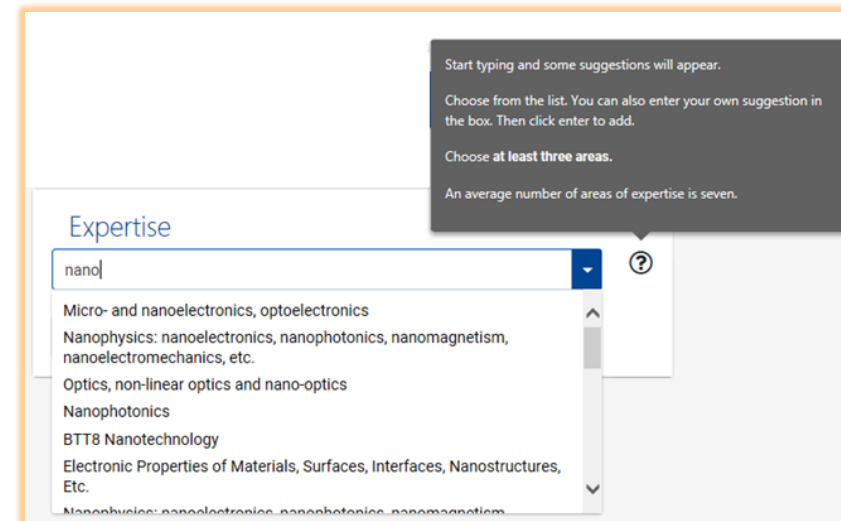


## The **Personal Data** section:

- Personal details
- Contact details
- Identity document (\* LE/BA requested by invitation)
- VAT Exemption Certificate (requested by invitation)

## The **CV** section:

- Area of expertise
- Languages
- Education
- Employment history
- Publications/books/articles
- Who can see my profile
- Additional information



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# 6. My Expert Area – Delegations

**Dashboard**

**Your profile is 90% complete**  
Only experts with complete profiles are contracted. Complete all sections to increase your visibility.

**Delegations**

**My delegations**

**With this function**

- as an expert, you may give access to a dedicated person to the management of your profile and administrative tasks, or
- you may access the profile of those experts who delegated tasks to you.

**I have delegated my profile to**

NAME	EMAIL	OPTIONS
No records found		

**DELEGATE Profile**

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# 7. My Expert Area – Guidance, FAQ & Helpdesk

My Expert Area / Help

Registration

Help

### Guidance

If you need help with **navigating, and completing data** in this application, this is the place to be.

What does it mean: **Working as an expert** for the Commission? What roles and what work can you be expected to perform?

[How to Wiki](#) [Manual](#)

### FAQ

The most frequent questions that have been submitted to the IT Helpdesk and your internal contact persons.

[FAQ](#)

### Helpdesk

The IT Helpdesk answers your questions about the Funding & Tenders Portal tools and processes. Before contacting our IT Helpdesk, please check our [FAQ](#) section.

[Helpdesk](#)

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# Thank you

- Additional questions & clarifications use [SANTE-fcm@ec.europa.eu](mailto:SANTE-fcm@ec.europa.eu)
- Once sign in, pls use the following keyword, in the experience section:
  - ✓ FCM (Food Contact Materials)