

## A GUIDE FOR REGISTERING AS AN EU EXPERT

This guide is designed to assist anyone attempting to register as an EU expert, particularly those from the photonics sector. If you encounter difficulties, problems or questions please seek assistance with the relevant support bodies at the European Commission

### WHY BOTHER

The European Commission is looking for experts specifically for the Horizon 2020 part "Industrial Leadership - Leadership in Enabling and Industrial Technologies" (LEIT), and for the Key Enabling Technologies (KET), notably for:

- Nanotechnologies
- Advanced materials
- Advanced manufacturing and processing
- Biotechnology
- Micro-/nanoelectronics
- Photonics and for cross-cutting and interdisciplinary questions.

“Experts, as peer reviewers, assist in the: **evaluation** of proposals and **monitoring** of actions. In addition, experts assist in the : **preparation, implementation or evaluation of programmes** and **design of policies**. Assignments mainly concern research and innovation, falling within the Horizon 2020 programme”

### THE PROCESS

1. To access the online registration form, first you have to get an account on the EU Commission Authentication Service <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>. This is standard on-line registration where you provide an email address and username. You must wait for the email confirmation and click on the link contained in it to set a password before you can login (email may take 30mins to arrive!). When setting a password note it requires use of a combo of lower case, upper case, numbers and special characters.
2. After you choose a password you should be redirected to the expert registration page. If not login at <https://webgate.ec.europa.eu/cas/wayf> choosing ‘EXTERNAL’ as the domain if asked. When logged in go to expert registration page at <https://ec.europa.eu/research/participants/experts/profile/index.jsf>. N the top left you will see a candidate number and a status.  
The status shows how much of your profile you have completed. Many people (>50%) fail to complete all 6 sections and there registration is invalid as a result.

The following steps walk you through completing the required profile sections. Make sure you read and are comfortable with all the conditions and privacy statements. You will get an email to confirm you have started the process.

#### Page 1 programme selection

3. Check the ‘Horizon2020’ box at the bottom of first registration page you reached above at <https://ec.europa.eu/research/participants/experts/profile/index.jsf>
4. Check two radio buttons concerning information sharing the way you see fit.

#### Page 2

5. Enter personal contact details

#### Page 3

6. Enter you language preferences. English is the common language for evaluations and returns.

#### Page 4

7. Enter your educational qualifications. Note there is the option to further qualifications after you save the first one.

8. Enter your specialist field. There are three tabs to be completed
- a. **Specialist Fields.** Select update field button. Click on arrows adjacent to 'Science' and 'Business and Innovation' to see subtopic choices and further drill down the tree. At the 3<sup>rd</sup> level you will see items you can select. Choose as many as are relevant. For example



A list of the fields you have selected will appear on the left side. Note some categories have 4 levels e.g. business support services. You cannot add more than 20 themes. Remember to hit 'SAVE' on bottom left when you have selected all relevant categories. There are many relevant business categories plus specific technology ones.

Photonics is captured under

- Science
  - Natural Sciences
    - Physical Sciences
      - Optics (including laser optics and quantum optics)

With further subtopics on optics, lasers, optical Engineering/photronics/lasers) etc (note you can select the whole of higher level optics category)

And in addition

- Science
  - Engineering and technology
    - Electrical engineering

Communications is captured under

- Science
  - Engineering and technology
    - Electrical engineering
      - Electrical and electronic engineering
        - Electronics and photonics

- b. **Predefined Themes.** Select update themes button at bottom. Similar drill down menu to above requires you to select which areas of H2020 your expertise is relevant to. Again remember to hit 'SAVE' on bottom left when you have selected all relevant categories Most relevant is

Horizon 2020 areas

- Information and Communication Technologies

This is where photonics specific calls are contained. But future and emerging tech, advanced manufacturing (the home of many laser calls) nanotechnologies and innovation in SMEs may also be relevant along with others.

In addition you may find areas under Horizon 2020 cross cutting theme relevant to you.

Especially:-

Horizon 2020 cross cutting issues

- Business management...
- Use of the results of research and innovation...

- c. **Open keywords.** Add any of your own word to describe your expertise. **You must enter at least 3 key words,** so break up your description into single searchable words / phrases, e.g lasers, photonics, new product engineering etc

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9. Professional Experience. Four tabs to complete
  - a. **Employment history.** Indicate total length of time in field, whether you have worked in industry and provide employment history.
  - b. **Experience in field.** Indicate if you have previously assisted the EU Commission and if you have past experience in peer review (e.g EPSRC College, TSB assessor etc)
  - c. **Publications.** Complete if relevant, otherwise list achievement (1000 characters max!)
  - d. **Additional info** as required (10,000) characters use if achievement space is insufficient

When you have complete all 6 pages you will get an info box indicating so and your status will change to 'VALID'. You will also get an email confirming your expert profile is complete.

You can pause and go back and complete registration at any time, but remember only when it is complete and listed as valid will the commission considered you as a registered expert. They will not contact you to ask you to complete the registration.

Additional FAQ are available at

<http://ec.europa.eu/research/participants/portal/desktop/en/support/faq.html#f13>