TAIEX EXPERTS – FREQUENTLY ASKED QUESTIONS (FAQs)

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Eligibility

1. What are the eligibility criteria to become a TAIEX expert and have a profile in the database?

TAIEX promotes peer-to-peer exchange of expertise between “public experts” working in public administrations. “Private experts” can only be mobilised on an exceptional basis, whenever the required expertise cannot be found in the public sector, and are subject to service procurement rules.

According to TAIEX rules, you are a “public expert” and you are eligible to have a profile in its Expert Database, if you are a public official working with an active role in a public or semi-public administration or institution at central level in an EU Member State. Having an active role in an EU Member State’s public or semi-public administration means that you are in **active** employment within your mother administration (see question n.2: rules on experts seconded abroad). Only “public experts” are eligible to have a profile in the TAIEX Expert Database.

Experts from municipalities can enrol in the database only if their institution is working on the European Environmental Review. Academics from public universities or retired public sector experts can be mobilised on an exceptional basis. Academics from public universities contributing to an event are treated as EU Member State experts, i.e. "public experts". For retired experts please see question n. 4.

Whoever does not qualify as a “public expert”, according to TAIEX rules, is considered as a “private expert”, including external consultants who occasionally or regularly work for public institutions or within publicly funded projects and experts working for not-for-profit organisations. “Private experts” are not eligible to have a profile in the TAIEX Expert Database.

Please note that the only way to become a TAIEX “public expert” and to be mobilised for TAIEX activities is creating a profile in the TAIEX Expert Database (see question n. 5) and expressing your interest via the notifications that you receive (see question n.12). Sending your CV to the TAIEX team is not sufficient and will not be considered as an expression of interest.

2. I am seconded abroad by my national administration. Why am I considered a “private expert”?

According to TAIEX rules you are assimilated to a “private expert” if you are seconded abroad by your Member State’s administration or if you suspend your active engagement within your administration for whatever reason. For example, you are temporarily working abroad, for an EU institution or in the framework of an international mission. You are also considered as a “private expert” if you have left your administration or are retired (see question n.4).

There are special rules for experts working for international organisations either permanently or temporarily. They are considered as an “other” category of experts and are not eligible to have a profile in the TAIEX expert database.
“Private experts” are not allowed to have a profile in the Database and should immediately inform TAIEX whenever their active engagement (as defined in question 1) is suspended or terminated, so that TAIEX can (temporarily or permanently) dismiss their profile in the database. Whenever they may resume their active involvement in their national administration, they are more than welcome to create a new TAIEX profile. On this occasion, they may inform TAIEX so that the IT team can merge the assignments they had (possibly) done in the past into their new profile.

3. I am a “private expert”. Can I participate in TAIEX activities?

TAIEX promotes peer-to-peer expertise between public officials in EU Member States’ and partner countries’ public administrations. “Private experts” (as defined in question n. 1 and n. 2) can be mobilised on an occasional or exceptional basis, when the desired expertise cannot be found in the private sector. However, “private experts” are not eligible to have a profile in the TAIEX Expert Database.

4. I retired last year. Can I still participate in TAIEX?

TAIEX still mobilises retired public experts for two years after the date of retirement. Retired experts are mobilised for TAIEX activities as “private experts”. Please make sure that you change your “employment status” and add the date of retirement in your profile under the “Person details” page.

5. I am an expert working for a non-EU public administration. Am I eligible for TAIEX?

As you are not a public official working in one of the EU Member States, you are not eligible to register in our Expert Database (see question n.1). Nevertheless, your administration may be eligible to be a beneficiary of TAIEX assistance. For further information on beneficiaries’ eligibility, please check out the TAIEX webpage:
http://www.ec.europa.eu/taiex

You will be able to apply for TAIEX assistance through the following link:
http://ec.europa.eu/taiex/application

Creating / deleting a profile in the Database

6. How do I create a profile in TAIEX Expert Database?

If eligible to have a profile (see question n.1), you can create one by following the step-by-step procedure provided on the TAIEX webpage:

The system will allow you to choose if you want to register as a “standard” TAIEX expert or as an institutional contact point. TAIEX experts can be invited as speakers to seminars, workshops, expert missions or to host study visits matching their specific profile or the profile of their administration. Institutional contact points act as a reference point for their own institution on a voluntary and ad hoc basis and can assist in identifying and proposing experts from it.
In the enrolment form, please fill-in carefully each field, especially the ones related to your areas and chapters of expertise. You should always upload a short CV in English. Follow the procedure until the end and always remember to confirm your profile via the confirmation link, which will be sent to you via email once the procedure is completed.

Once your account confirmed, you will receive automatic notifications on upcoming TAIEX activities, which match the competences and chapters you indicated in your profile. You will be able to express your interest via those emails. Your chance at being selected for participation in TAIEX activities relies on the information that you inserted in your profile. Therefore you may want to keep it updated and to access it at least a couple of times per year.

Please take into account that you are not allowed to have more than one profile in the TAIEX Expert Database: for example, please do not create multiple profiles with different email addresses. If you were the owner of an old profile, which you did not use for very long, please check with the TAIEX team whether that profile is still active before of possibly creating another profile. If you forgot the password of your account, please follow the procedure to choose a new password (see question n.9).

7. What happens after creating a profile in the database?

When engaging experts, we carefully analyse the profiles of eligible experts, looking for the best available match with the beneficiary’s needs. In doing so, we work very closely with the national administration of the experts applying to participate in our activities. Once your account confirmed (see question n.6), your profile is sent for validation to the TAIEX National Contact Point (NCP) in your national administration (typically in the Ministry of Foreign Affairs). They will confirm whether you are a “public expert” according to TAIEX rules (see question n.1) and therefore eligible to have a profile in the database.

8. I do not want to be registered in the TAIEX Database anymore. What can I do?

Please tell us by which email address you registered your profile and we will delete it for you.

Profile in the Database: technical issues

9. My login (username / password) are not working. Can you help?

Your username is the email that you indicated as your “main” one, when registering in the Expert Database (usually, your professional email address).

If you lost your password, you can enter your email address and click on “lost password”. You can then follow the steps defined in the email you will receive.

10. I cannot access my profile anymore. What happened?

First, please check that the problem is not a wrong login (see question n. 9).
If your login is correct, then it may be that your profile has been blocked or deleted. We revised the website in the summer 2015 to add new functionalities and fields. It was asked to update the profile before 01/01/2016. After that date, the non-updated profiles were blocked. More recently, all the profiles, which were blocked or unused since more than one year, were deleted. Please note that cancellation only intervenes after repeated inaction to notifications asking experts to update their profile.

We will check if your profile is blocked or deleted and we will let you know.

If it is only blocked, we will unblock it and you will be able to access it again by entering your login information and recovering your password (see question n. 9). Please do not forget, once you have access again, to check that all new fields are filled in and updated.

If your profile has been deleted, you will have to create a new profile (see question n. 6). If you had already participated in some TAIEX activities under your old profile and you cannot find them in the new “list of assignments”, please let us know under which email address you registered your old profile and we will merge your old assignments into your new profile (see question n. 11).

11. My “list of assignments” is not complete, many activities are missing. Can you help?

When you create a profile, only the assignments which you take up from that moment on will show in that profile. If your list of assignments is not complete, it may be that your assignments are split among possible multiple profiles (active or not) or event registration forms, that you may have created in the past. If you suspect that this may be your case, please tell us which assignments are missing and / or let us know by which email address(es) you registered these older profiles or event registration forms, so that we can merge them.

12. Can I have multiple profiles?

You are not allowed to have multiple profiles, for example with different email addresses. If you have multiple profiles, please let us know under which email addresses you registered your previous profiles and we will merge them into one (also the respective list of assignments will be merged). By default, the most recent active profile you have will be considered your “main” profile (unless you tell us otherwise).

13. I recently changed email address and I would like to change my login and replace the email address with the new one. Can you please do it for me?

Unfortunately, we do not have access to your profile. You can change your email address, which is also your login, by following these steps:

1. Access you profile with your current login (your username is the email that you indicated as your “main” one when registering in the Expert Database. Usually, it is your professional email address)
2. Click on your name on the upper right side of the screen
3. Click on the tab "person details"
4. Click the button "edit" on the right side of the screen
5. Change your email address and click on "save changes"

You will receive an email in your mailbox with a link asking to confirm your email. Click on it and your email will become your new login.

How to express your interest (or lack of interest) in upcoming TAIEX activities

14. I am qualified in the field and I want to be mobilised for a certain upcoming TAIEX activity. How can I express my interest?

If your TAIEX profile is confirmed and active, you should receive, from time to time, automatic email notifications on upcoming TAIEX activities, which match the competences and chapters you indicated in your profile.

In the list of ongoing assignments of these email notifications, please use the button "show interest" (pencil icon) on the right column close to the mission you are interested in. The colleague in charge is then informed via email of your interest. Should they still need expertise and should your CV correspond to what we are looking for, we will contact you. Please note that expressions of interest sent via email that do not follow the above-mentioned procedure will not be forwarded and considered.

Please also be informed that the precise dates of upcoming TAIEX activities are not always confirmed at this stage, as decisions on the timing is often based on the availability of the expert who is selected to participate. If you are interested in a mission but you are not sure about the dates, please express your interest via the pencil icon. You will be able to discuss the dates further with the TAIEX project manager, if they will decide that your expertise is the right match for the event.

15. I am not interested in / available for a certain TAIEX activity.

The email notifications you receive are automatic notifications based on the areas of expertise and chapters you indicated in your profile of the Expert Database. Every time that a TAIEX activity is planned to take place in those fields and areas of expertise, you are informed so that you can decide whether you would like to express your interest or not.

If you are not interested in or available for any of the missions in the list, please just ignore the email notification you received.

Further information on specific TAIEX activities

16. I would like to receive more information (dates, timing, and agenda) on one of the upcoming TAIEX activities I saw in the email notifications that you sent me. Can you help?
If you click on the TAIEX ID number next to the title of the upcoming activity you are interested in, you will access the information that is available at that stage of the preparation. Please note that further information (as precise dates, timing and specific agenda) depends on the beneficiary’s needs and on the availability of the expert selected to provide assistance for that mission. If you are interested in knowing more about an upcoming TAIEX activity, therefore, the first step is to express your interest for that activity (please see question n.14). If the colleague in charge is still looking for experts for that activity and if they find your profile suitable, they will contact you and you will be able to discuss further details with them.

17. I have a question concerning my bank details / travel / accommodation (etc.) for a specific TAIEX activity I will be mobilised for. Can you help?

NEAR TAIEX EXPERTS cannot help with such questions. All questions concerning logistics and payments for a specific mission have to be addressed either to IBF (the TAIEX external service provider) or to the specific TAIEX project officer in charge of the preparation of that event (TAIEX “case handler”).

Indeed, if you are going to participate in a TAIEX activity, you should normally already be in touch with the relevant TAIEX case handler and, if the activity is well advanced in the preparation, also IBF should already be in touch with you for the logistics. When asking such questions, please do not forget to always indicate the TAIEX ID number of the activity.

Miscellaneous

18. I do not want to receive notifications anymore / I want to receive less notifications / I want to receive notifications on a certain topic.

The email notifications you receive are automatic and are based on the areas of expertise and chapters you indicated in your profile in the database. If you wish to receive more targeted notifications you may, for example, modify the areas of expertise and chapters you selected in your profile, in order to make them more targeted on your interests.

Please note that it is not possible to completely shut down all notifications. If you have a profile in the TAIEX Expert Database, we assume that you are willing to participate as a “public expert” in any possible TAIEX activity matching your profile and the areas of expertise you declared. You can only participate in TAIEX activities by expressing your possible interest through those notifications (see question n. 14). If you are not interested in participating in TAIEX activities anymore and do not wish to receive notifications anymore, please feel free to request us the cancellation of your profile from the TAIEX Expert Database.

19. I would like to receive a “work certificate / attestation” for the TAIEX activities in which I participated as an expert (list of assignments in the TAIEX profile).

Please copy the list of activities you would like to be certified for from your “list of assignments” in your TAIEX profile. Once you send us the list, please specify if you would like to receive the work
20. Is the TAIEX compensation for experts tax-free? How should I declare it to my national taxation authorities?

Taxation is a matter that falls under national competence. It is under the responsibility of the expert to check with their national taxation authorities if and how they should declare the compensation they received from TAIEX according to the national taxation rules in their country.