## Definitions, Acronyms & Abbreviations

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<th>Abbreviation</th>
<th>Meaning</th>
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<tr>
<td>CEI</td>
<td>Call for Expression of Interest</td>
</tr>
<tr>
<td>EU+</td>
<td>EU Member States including Norway, Switzerland, and Lichtenstein</td>
</tr>
<tr>
<td>EUAA</td>
<td>European Union Agency for Asylum</td>
</tr>
<tr>
<td>PDF</td>
<td>Portable Document Format</td>
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1 Introduction

This user guide provides the information for applicants to complete an application through the online application form of the Call for Expression of Interest (CEI) EUAA/MLA/2024/CEI/0010.

The link to access the EUAA calls website is https://cei.euaa.europa.eu/.

**NOTE:** It is recommended to use Google Chrome, Microsoft Edge or Mozilla Firefox as a web browser. Internet Explorer is no longer supported.
2 Home

The CEI home screen includes a list of all EUAA current Calls for Expression of Interest. You can choose to apply for any Call that matches your experience and qualifications.

1. In the Call for Expression of Interest list, select the Call of your interest.
2. Click on the Apply for this Call button next to the title of the Call.
3. You are redirected to the Login page.
3 Login

You will be prompted to log in to the system.

If you already have login credentials:
1. Enter your email and password.
2. Click the Login button.

If you do not have an account and this is your first time using the system:
1. Click the Create Account button or the Register here link.
2. You are redirected to the New Account Registration page.
4 Create an Account

To create an account:

1. Fill in the First Name and Last Name fields.
2. Provide your personal Email address.
3. Create a Password, at least 8 characters long.
4. Confirm the Password.
5. Click the Create Account button in the bottom-right corner.

6. You will receive an automatic confirmation email.
7. In this email, click on the link to activate your account, which will take you to the Login page.
5 My Profile

After you log in, you are directed to the My Profile page where you can start filling in the relevant information in each tab. The Profile Details consists of:

- General Information
- Professional Experience
- Education
- Languages

**NOTE:** You are required to fill in ALL the fields marked with a * under each tab to complete your profile. You will not be able to apply for the Call if the Profile details are incomplete.

5.1 General Information

**Figure 4 General Information Tab**
1. Fill in the **Personal Details** and **Address Details** required fields in the **General Information** tab.
2. Check the **Confirm** checkbox for **Eligibility Check**.
3. Click the **Save and Continue** button to move to the next tab.
4. After you have filled in all the information correctly and clicked on the **Save and Continue** button, the tab displays a green checkmark, which means that the details have been filled in correctly.

**NOTE:** Please ensure that your private email address and private phone number are correct and updated, since these details will be used for communication purposes throughout the selection process.

### 5.2 Professional Experience

In the **Professional Experience** tab, you can select to
- **Add Ongoing Experience**, which relates to professional experience in which you are currently engaged OR
- **Add Experience**, which relates to your past professional experience, by clicking on the appropriate buttons.
1. Fill in the period of professional experience in the **From** and **To** required date fields.
2. Check the **Ongoing** box if this is a current professional experience.
3. Indicate the type of employment (full-time or part-time) by clicking a **Type** button.
4. Indicate the **Employer Information** in the related section.
5. In the **Description of the Position** section, fill in the required **Exact Designation of Post** and **Description of Duties**.
   **NOTE:** Include traineeship/internship/fellowships details in the **Exact Designation of Post/Rank** field.
6. Click the **Save** button to add the ongoing professional experience. This experience is then added to the grid.
7. Click the Close button if you want to discard your information.

![Professional Experience Grid](image)

**Figure 6 Submitted Professional Experience**

8. In the Professional Experience grid, click on the Modify link in the Actions column to edit the details of the professional experience.

9. Delete a record on the opened page of a professional experience.

10. Add as many entries as necessary, by clicking the Add Experience button to include all posts to date.

11. Click on the Save and Continue button. The tab will then display a green checkmark which means that the details have been filled in correctly.

**NOTE:** When filling in your Professional Experience, please be aware that you must complete at least one section, before you can proceed to the next step.
5.3 Education

1. In the Education tab, click on the Add Formal Education button to fill in the details of your education.

   ![Formal Education](image)

   - **Type of Education**: Higher education (university)
   - **From**: 02/10/1995
   - **To**: 29/04/1999
   - **Minimum mandatory duration of the studies (years)**: 4
   - **Title of Diploma Obtained**: BA in Applied Languages
   - **Level in international classification (ISCED)**: ISCED 6
   - **Name of the institution**: Sorbonne Paris IV University
   - **Town/City**: Paris
   - **Country**: France

   **Figure 7 Formal Education**

2. Fill in the required fields:
   a. **Type of Education**
   b. **Period**
   c. **Minimum duration of studies**
   d. **Title of Diploma Obtained**
e. ISCED Level
f. Town/City and Country.

3. Click the Save button. The data is displayed in the Education grid.
4. Click the Close button to discard the entries.
5. Click the Modify link in the grid to edit your data.
6. Click the Delete link to remove the record.

Figure 8 Formal Education
7. **Add Training/Courses**, if any, by clicking on the related button.

![Training/Course](image)

**Figure 9 Training / Course**

8. Fill in
   a. The period
   b. Title of Diploma Obtained
   c. Name of the institution that issued the Diploma
   d. Town/City
   e. Country

9. Click the **Save** button to add the training to your profile. The data is displayed in the **Training/Courses Attended** grid.

10. Click the **Save and Continue** button to move on to the next tab. The tab now displays a green checkmark meaning that the details have been filled in correctly.
5.4 Languages

In the Languages tab, add the languages you have knowledge of by selecting each Language in the drop-down list.

2. Indicate the level of proficiency, for each of the competences, listed in the drop-down lists for each language you have knowledge of.

   **NOTE:** A minimum knowledge of English level B2 is mandatory.

3. If the selected language is your mother tongue, then check the Mother Tongue box instead of selecting the levels.

4. Once done, click on the Save Language button. Then the languages will be displayed in the Knowledge of Languages grid.
5.5 Saving the profile

1. After filling in all the profile tabs click on **Save Profile** button in the **Languages** tab.
2. A notification dialog is displayed at the top of the page.

![Figure 12 Saving Confirmation](image)

3. On My Profile page you can now
   a. Modify the Profile
   b. Change the Password or
   c. Apply for Calls by clicking the **My Expression of Interest** button.

![Figure 13 My Profile Options](image)

4. The information of the Profile tabs will be pre-populated when you apply for a Call for Expression of Interest.
6 Application

1. To apply for a Call, click on My Expression of Interest button on My Profile banner.
2. The section My Applications displays the Calls you have already applied for with the label Application Pending.
3. Click the View Application button to view or the Continue Application button to edit the saved application.
4. To apply for a new Call, click the link to navigate to Current Calls.
5. Click the Apply for this Call button next to a new Call to start a new application.
6. The application page opens with the Application status pane and the Profile Details fields are pre-filled with details from My Profile page.

6.1 General Info
This tab is pre-filled and its fields are disabled. You may update these details in the related tab of Profile page.
6.2 Field/Profile Selection

1. Select the Profiles for which you wish to apply by checking the boxes next to the name of the Profile.

**NOTE:** You can select up to 3 profiles for the Call.

2. Click the **Save and Continue** button.

![Figure 15 Profile Selection](image)

6.3 Professional Experience

Add Professional Experience details by clicking the **Add Experience** button if relevant for this Call or leave as is and click **Save and Continue**.
6.4 Education

1. Add Formal Education details by clicking the [Add Formal Education] button.
2. Add a training or a course by clicking the [Add a Training/Course] button if relevant for the Call or leave as is and click [Save and Continue].

6.5 Languages

1. Add relevant details by clicking the [Add Language] button if relevant for the Call or leave as is and click [Save and Continue].
2. Then, a confirmation dialog box open asking to confirm you have included all relevant languages you have knowledge of. If so, click Yes.

Confirn Languages

Please confirm you have included all official EU languages you have knowledge of.

No

Yes

6.6 Declaration

The Declaration of honour lists the exclusion situations of Article 136 of the EU Financial Regulation.

1. Check No to all that apply.
2. NOTE: Please note that applicants shall be excluded from submitting an application in response to this CEI if they select ‘Yes’ to any of the exclusion situations.
3. Answer the final question “Do you certify that all the information given in this application is complete and correct to the best of your knowledge?” by checking the Yes box.
4. Click [Save and Continue].
I, John Doe, declare on my honour that I am not in any of the following situations which would exclude me from participating in this call for expressions of interest:

<table>
<thead>
<tr>
<th>(1)</th>
<th>declares that the above-mentioned person is in one of the following situations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>it is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under Union or national law:</td>
</tr>
<tr>
<td>b</td>
<td>it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law:</td>
</tr>
<tr>
<td>c</td>
<td>it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:</td>
</tr>
<tr>
<td>(i)</td>
<td>fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfillment of eligibility or selection criteria or in the performance of a contract or an agreement:</td>
</tr>
<tr>
<td>(ii)</td>
<td>entering into agreement with other persons or entities with the aim of distorting competition:</td>
</tr>
<tr>
<td>(iii)</td>
<td>violating intellectual property rights:</td>
</tr>
<tr>
<td>(iv)</td>
<td>attempting to influence the decision-making process of the contracting authority during the award procedure:</td>
</tr>
<tr>
<td>(v)</td>
<td>attempting to obtain confidential information that may confer upon it undue advantages in the award procedure:</td>
</tr>
<tr>
<td>d</td>
<td>it has been established by a final judgement that the person is guilty of any of the following:</td>
</tr>
<tr>
<td>(i)</td>
<td>fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 and Article 1 of the Convention on the protection of the European Communities’ financial interests, drawn up by the Council Act of 26 July 1995:</td>
</tr>
<tr>
<td>(ii)</td>
<td>corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or active corruption within the meaning of Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in other applicable laws:</td>
</tr>
</tbody>
</table>
as defined in Articles 3, 14 and Title III of Directive (EU) 2017/541 of the European Parliament and of the Council of 15 March 2017 on combating terrorism:

(vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;

e) it has shown significant deficiencies in complying with the main obligations in the performance of a contract or an agreement financed by the Union’s budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by a contracting authority, the European Anti-Fraud Office (OLAF) or the Court of Auditors;

f) it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;

g) it has been established by a final judgment or final administrative decision that the person has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business.

h) for the situations referred to in points (1)(c) to (1)(g) above, the person is:

(i) subject to facts established in the context of audits or investigations carried out by the European Public Prosecutor’s Office, the Court of Auditors, or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;

(ii) subject to non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;

(iii) subject to facts referred to in decisions of entities or persons being entrusted with EU budget implementation tasks;

(iv) subject to information transmitted by Member States implementing Union funds;

(v) subject to decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law;

(vi) informed, by any means, that it is subject to an investigation by the European Anti-Fraud office (OLAF); either because it has been given the opportunity to comment on facts concerning it by OLAF, or it has been subject to on-the-spot checks by OLAF in the course of an investigation, or it has been notified of the opening, the closure or of any circumstance related to an investigation of the OLAF concerning it.

EUAA may ask the selected experts to provide, prior to the conclusion of a service contract, evidence in support of this declaration.

For situations described in (a), (c), (d), (f) and (g) production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

Date: 15/04/2024

Do you certify that all the information given in this application is complete and correct to the best of your knowledge?

☐ Yes
6.7 Submit Application

1. You are redirected to the Application Status pane.

2. Click the **Submit Application** button.
3. A confirmation in a dialog box opens.

4. Confirm the submission by clicking **Submit**.
5. Then the Application status is displayed. You can still **Delete the Application** or **Update** it, by clicking the relevant buttons.
6.8 Historic Tab

Once you have submitted your application, you can navigate to the Historic tab to download a PDF version of your submitted application.

<table>
<thead>
<tr>
<th>Historic</th>
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<tbody>
<tr>
<td>Please note that the row in green is the active version of application.</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>-------</td>
</tr>
</tbody>
</table>

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