



User Guide

Call for Expertise

All candidates should be registered using the following application: <https://portal.etsi.org/stf/OpenCallForExperts>.

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1 Foreword


This applies for all types of projects you would like to be involved in (STF, TTF, EC / EFTA projects).

If you need help with this application, or have any comments, please do not hesitate to contact us at:
STFLink@etsi.org



2 Process

Click on the logo “**Apply now**” in front of the "Call for Expertise" for which you want to apply.

STF	Subject	TB	Collective letter number	Apply now	Date	Deadline for applications	Preparatory Meeting
AC	SmartBAN Performance and Coexistence Verification (PCV)	SmartBAN	15_3239		2015-11-26	2016-01-10	Before SmartBAN#9



3 Connection

To connect: use your EoL account credentials.

If you do not have an ETSI Online (EOL) account, click on "**New account**" to create a specific account to apply only.

Call for Expertise

AC

EOL Username / Email

Password

Login

New account

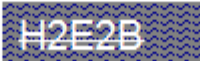
Forgot password for: EOL?
Email?



3.1 Create a new account

Fill in all fields below.

External Candidate Registration

Title	Firstname	Lastname
<input type="text"/>	<input type="text" value="Firstname"/>	<input type="text" value="Lastname"/>
E-mail	<input type="text"/>	
E-mail confirmation	<input type="text"/>	
Password	<input type="text"/>	
Password confirmation	<input type="text"/>	
Verification code	<input type="text"/>	
Log in	<input type="button" value="Submit"/>	

Click on “**Submit**”.

Your registration is finished.

Click on “**Log in**”.

To connect: use your new specific account details.



Call for Expertise

AC

EOL Username / Email

Password

Login

[New account](#)

[Forgot password for: EOL?
Email?](#)



4 Application

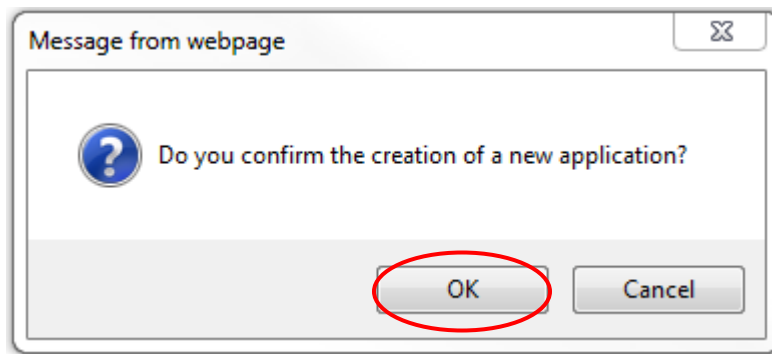
To apply for a Call for Expertise: click on “**New application**”.

ETSI **Application list**

List of applications presented for AC

+ New application Logout Change Password

A new window opens.



Click on “**OK**”.

Fill in the application card.

All mandatory fields are in yellow.

Person proposing the application			On behalf of ETSI Member	
Title	Firstname	Lastname	List of ETSI Members + Partners from DS	
MRS.	Elodie	Rouveroux	Official contact	
E-mail	elodie.rouveroux@etsi.org		Name	
Mobile phone				
Organization				
Status	Non-Member			
Role				



If your company is not an ETSI member, on the right hand side, select the ETSI member company who will support your candidature*. The official contact will appear automatically.

*(this only applies for STF projects, not for TTF projects)

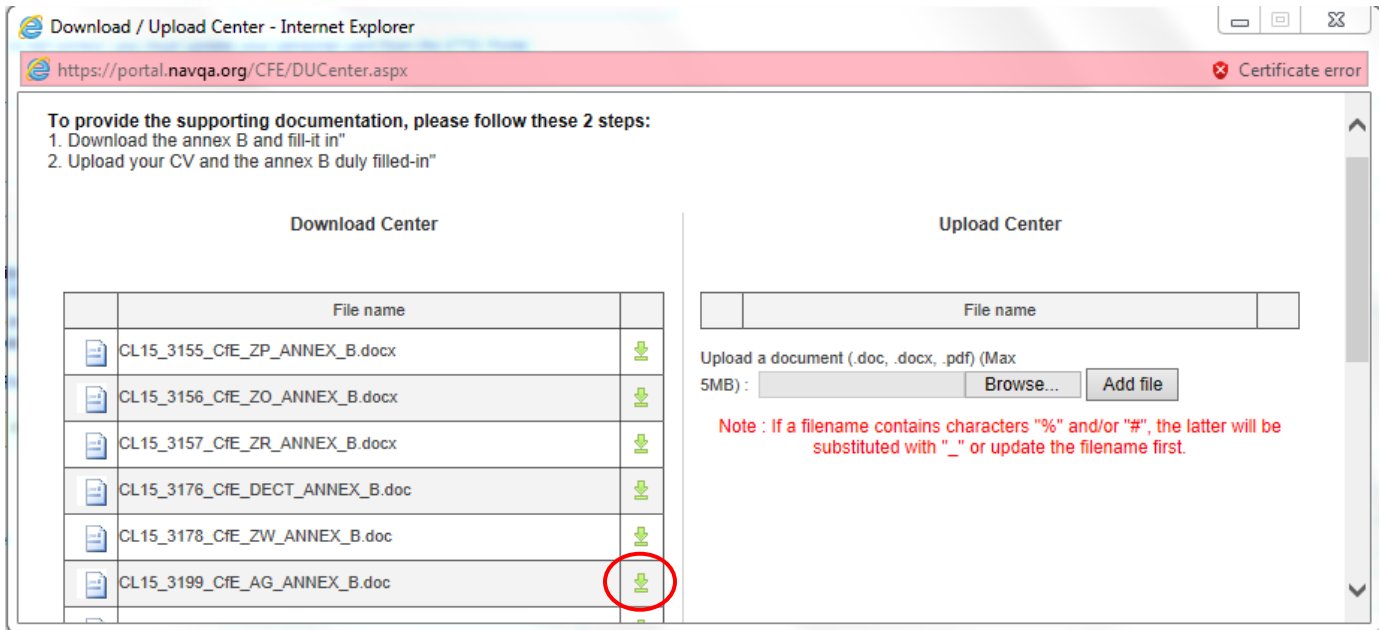
Continue to fill in the parts for **“Applicant”** and **“Applicant Service Provider”**

Applicant			Applicant Service Provider (contractor)		
<small>Only one Application per Service Provider: if you propose more than one applicant, just indicate the name of the main contact and upload all applicants supporting documentation.</small>			<input type="text" value="Company name"/>		
Main contact (registered in ETSI Database) <input type="text"/>			Country <input type="text"/>	Company WEB site (optional) <input type="text"/>	
Title <input type="text"/>	Firstname <input type="text"/>	Lastname <input type="text"/>	Person for contract	Title <input type="text"/>	Firstname <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail <input type="text"/>			E-mail <input type="text"/>		
Mobile phone <input type="text"/>			Mobile phone <input type="text"/>		
<input type="button" value="Download/Upload documents"/>					
(0) uploaded document(s).					

To download or upload a document: click on **“Download/Upload documents”**

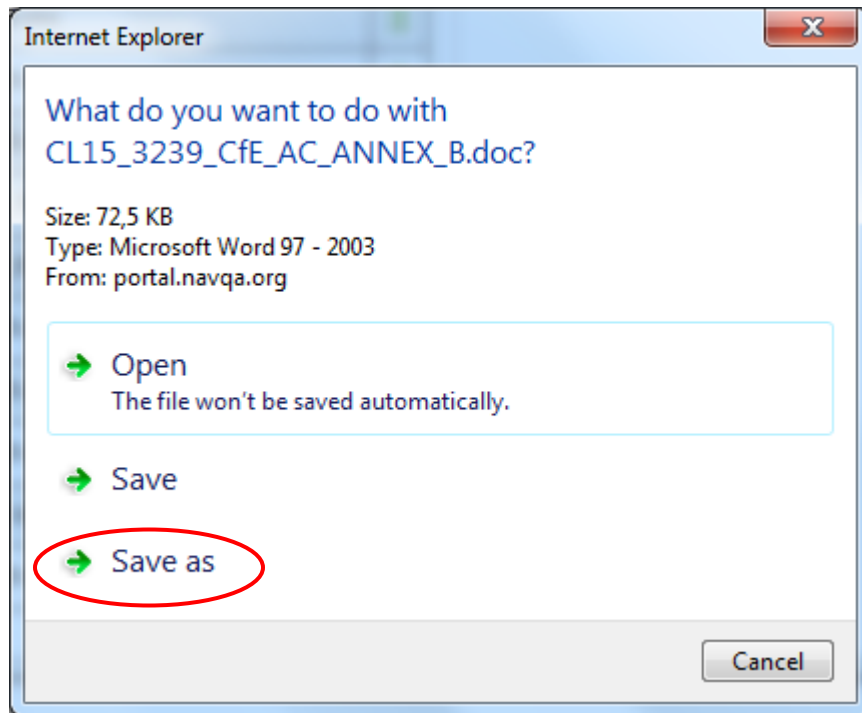
Applicant			Applicant Service Provider (contractor)		
<small>Only one Application per Service Provider: if you propose more than one applicant, just indicate the name of the main contact and upload all applicants supporting documentation.</small>			<input type="text" value="Company name"/>		
Main contact (registered in ETSI Database) <input type="text"/>			Country <input type="text"/>	Company WEB site (optional) <input type="text"/>	
Title <input type="text"/>	Firstname <input type="text"/>	Lastname <input type="text"/>	Person for contract	Title <input type="text"/>	Firstname <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail <input type="text"/>			E-mail <input type="text"/>		
Mobile phone <input type="text"/>			Mobile phone <input type="text"/>		
<input type="button" value="Download/Upload documents"/>					
(0) uploaded document(s).					

A new window opens.



Click on the green arrow in front of "Annexes" to download the Collective Letter of the STF or TTF for which you want to apply.

A new window opens.
Click on **"Save as"**.





Save Annexes.
Fill-in Annexes.

To upload your CV and Annexes duly filled-in:
Under the Upload center section, click on “**Browse...**”

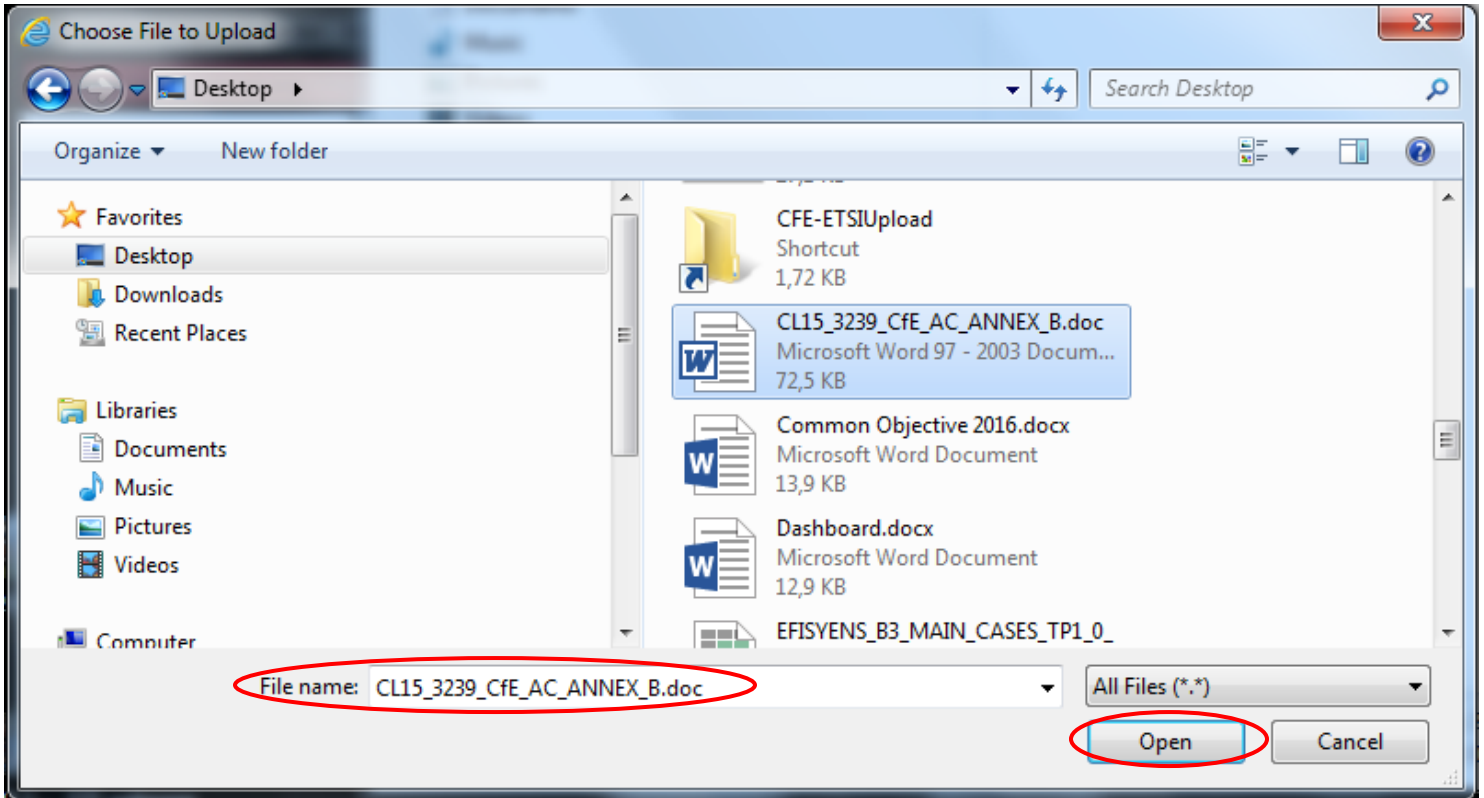
The screenshot shows a web browser window titled "Download / Upload Center - Internet Explorer" with the URL "https://portal.navqa.org/CFE/DUCenter.aspx". A "Certificate error" message is visible in the top right corner. The main content area is divided into two sections: "Download Center" and "Upload Center".

Download Center: A table with the following data:

File name	
CL15_3155_CfE_ZP_ANNEX_B.docx	Download icon
CL15_3156_CfE_ZO_ANNEX_B.docx	Download icon
CL15_3157_CfE_ZR_ANNEX_B.docx	Download icon
CL15_3176_CfE_DECT_ANNEX_B.doc	Download icon
CL15_3178_CfE_ZW_ANNEX_B.doc	Download icon
CL15_3199_CfE_AG_ANNEX_B.doc	Download icon

Upload Center: A section for uploading documents. It includes a "File name" input field, a label "Upload a document (.doc, .docx, .pdf) (Max 5MB)", and two buttons: "Browse..." (circled in red) and "Add file". A red note below reads: "Note : If a filename contains characters \"%\" and/or \"#\", the latter will be substituted with \"_\" or update the filename first."

A new window opens.
Select your file.
Click on “**Open**”.



Click on “Add file”.

Upload Center

File name

Upload a document (.doc, .docx, .pdf) (Max 5MB) : C:\Users\rouveroux\Desk Browse... **Add file**

Note : If a filename contains characters "%" and/or "#", the latter will be substituted with "_" or update the filename first.

Your file will appear.



Upload Center

	File name	
	CFE_1_CFEKAN00244_CL15_3239_CfE_AC_ANNEX_B.doc	

Upload a document (.doc, .docx, .pdf) (Max

5MB) :

Note : If a filename contains characters "%" and/or "#", the latter will be substituted with "_" or update the filename first.

Repeat this process to upload Annexes, further CVs (if there is more than one candidate from your company) and a Support Letter for your company if it is not an ETSI member* (* for STF only). Note that you can upload up to 5 MB.

Click on “**Close**” when all the documents are uploaded.

Use the “**Note**” field if there are any comments you wish to add to your application. Tick the box after you have read the ETSI STF Management rules and the ToR.

Notes

To complete your application, click on the button to open the documents list window and download the form. Please upload your completed form through the documents list window.

herewith declare having read and accepted the [ETSI STF Management rules](#) and the requirements in the [ToR](#) of the project

To save your application: Click on “Save Draft”.
But don’t forget to “Submit” before the deadline.

To submit your application: Click on “Submit”.

An automatic email will be sent to STFLink for registration.

As soon as your application is registered, you will receive an automatic confirmation email.