

African Standby Capacity (ASC)



ASCdatabase User Manual for Applicants and Roster Members



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In cooperation with



African Standby Capacity (ASC)

**ASCdatabase User Manual for
Applicants and Roster Members**

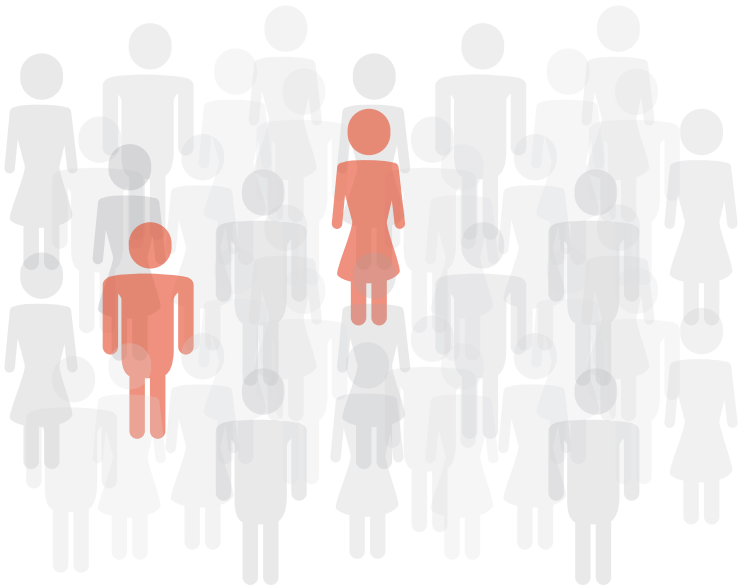


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1. List of Acronyms

AoE	Areas of Expertise
ASC	African Standby Capacity
ASF	African Standby Force
AU	African Union
AUC	African Union Commission
CV	Curriculum Vitae
EASF	East African Standby Force
EASFSec	East African Standby Force Secretariat
ECCAS	Economic Community of Central African States
ECOWAS	Economic Community of West African States
NARC	North African Regional Capability
PEP	Professional Expert Profile
PCRD	Post-Conflict Reconstruction and Development
PSD	Peace and Security Department
PSO	Peace Support Operation
PSOD	Peace Support Operations Division
REC	Regional Economic Community
RFP	Roster Focal Point
RM	Regional Mechanism
SADC	Southern Africa Development Community

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2. Introduction

Dear roster member, dear applicant,

Welcome to the ASCdatabase, which is a web based database application. The ASCdatabase, among other functions, facilitates your application to the African Standby Capacity (ASC) roster. Additionally, it assists the efficient administration and maintenance of your Professional Expert Profile (PEP) account. The admission process to the ASC starts with registration through the ASCdatabase. Should you meet the minimum requirements and are interested and available for peace and security related fieldwork, please register your details through the register page.

The ASC admission process consists of 5 stages, which will be explained in further detail in this manual. The different stages are:

1. Application for ASC membership by registering through the ASCdatabase for a specific capacity, such as Mediation, Post-Conflict Reconstruction and Development or Peace Support Operations within the frames of the African Standby Force.
2. Completion of your Professional Expert Profile (PEP) in the ASCdatabase in accordance with the instructions received.
3. Release of your PEP after all necessary data have been entered. This will now mean your profile will be visible to the Africa Union Commission (AUC) Division or regional organisation of the ASC you have applied to for further processing.
4. Your data will be screened and validated. Additionally, you will be contacted for a selection interview and reference checks will be conducted, should you meet the basic roster admission criteria and standards (link).
5. After successful completion of the selection process and training, you will be admitted to the ASC roster and ready for potential deployments to field missions you registered for or qualify for including Mediation missions, PCRD or PSO assignments.

2.1 Main Objectives of the User Manual

As a web-based application, the ASCdatabase enables all applicants for and members of the ASC roster to edit their data online from any computer, anywhere in the world on a 24-7 basis. This illustrated user manual seeks to provide insight and useful information for experts on how to use the ASCdatabase application.

2.2 Optimal Adjustments

To ensure that the application and its elements are displayed correctly the following hardware and software requirements and adjustments are essential:

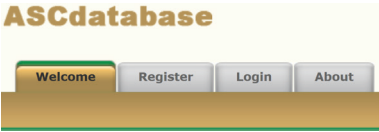
- Browser: Mozilla Firefox 32 and above or Microsoft Internet Explorer 9 and above
- An at least 19-inch screen display
- At least 1024 x 768 resolution (if a 22-inch screen display is available you may switch to a higher resolution such as 1680 x 1050)

TIPS
Please use full screen mode for optimal results.

By zooming in or out you can change the font size.

3. ASCdatabase Landing Page

The ASCdatabase is a web based application and therefore accessible online (via the internet) from all over the world. The ASCdatabase’s web address (URL) is <https://database.africanstandbycapacity.org>. Access to the database is through valid login credentials, via the login page and these are obtained upon registration. As a roster applicant, you will get your login details either automatically when registering online to the ASCdatabase or from your assigned Roster Focal Point (RFP).



The **MAIN MENU** on the ASCdatabase’s start page (<https://database.africanstandbycapacity.org>) contains four tabs: **WELCOME**, **REGISTER**, **LOGIN**, **ABOUT**. Each section is easily accessed by clicking on the tab in question.

3.1 Welcome Tab

The **WELCOME** section on the start page briefly explains the purpose of the ASCdatabase application. This section refers also to the Terms and Conditions. Since the section’s purpose is to provide information only, no further features are integrated.

3.2 Register Tab

If you would like to apply for the ASC, you are required to select a user name and enter your personal data in the respective data entry field of the registration screen. The user name must consist of at least five characters and should contain letters, numbers and any of these special characters “.”, “-”, “_”.

If you would like to register online (strongly recommended and preferred!), you are required to fill in your general data (first name, last name, date of birth, country of birth, place of birth and email address) and to select a user name. Then you are requested to choose the capacity you would like to register for through the “**APPLICATION FOR**” data entry field. Available capacities are:

- Mediation Capacity
- Post-Conflict Reconstruction and Development
- Peace Support Operations.

If you would like to apply for “Peace Support Operations”, you will have to also select the region (“**REGION**” data entry field) you would like to apply for in accordance with your nationality. The capacity or regional organisation selected by you will be the initial and main point of contact for your application and throughout the roster admission process. Only the selected capacity or organisation can view/edit your profile data.

In case you do not have reliable access to the internet, you can register offline. If you prefer this option, you can download the Offline Registration and CV Form via the link at the bottom of the registration page. The completed registration form as well as the corresponding documents have to be sent to the respective AUC Division or regional organisation (EASF, ECCAS, ECOWAS, NARC, SADC) via email, mail or fax. Further details can be found on the last two pages of the Offline Registration Form.

Application for Peace Support Operations (PSOs)

If you would like to apply for a deployment in Peace Support Operations, you should select “Peace Support Operations” in the dropdown menu “**APPLICATION FOR**”. Additionally, you need to choose the respective regional organisation in the drop down menu “Region” in accordance with your nationality, i.e. the regional organisation your country is member of. If you are not sure, which regional organisation your country is member of, you can check the list of member states and corresponding regional organisations in the Annex.

Application for Mediation Capacity

If you would like to apply for a deployment in Mediation Missions/Teams, you should select “Mediation Capacity” in the drop-down-menu “**APPLICATION FOR**”. The roster of mediation experts is managed at the continental level by the African Union Commission. Hence, you do not need to select a region.

Please choose a user name and fill in your personal data

First Name:

Last Name:

Date of Birth:

Country of Birth:

Email Address:

Application For:

Region:

Please note that user name and email address fields are mandatory

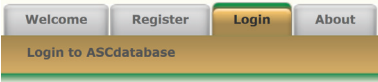
I accept the Terms & Conditions ☐

[Download the offline registration document, fill out and send us by mail or email.](#)

[If you prefer to register offline, please download the registration document, fill out and send us by mail or email.](#)

TIP

Once you have completed the online registration, a message is sent to the email address you have provided during the registration. This email contains an activation link and a brief explanation of how to proceed with completing your Professional Expert Profile (PEP) in the ASCdatabase.



TIPS

Please note that both user name and password are case sensitive.

As registered experts you will get your login details either automatically when registering online to the ASCdatabase or from your assigned Roster Focal Point in case of offline registration.

If you have forgotten your password click on **PASSWORD FORGOTTEN?**, follow the instructions and you will automatically receive an email with a link that allows you to reset your password.

Further information on the Mediation Capacity can be retrieved from aumediation.roster@africanstandbycapacity.org.

Application for Post-Conflict Reconstruction and Development Capacity (PCRD)

If you would like to apply for a deployment in PCRD assignments, you should select “Post-Conflict Reconstruction and Development” in the drop down menu **“APPLICATION FOR”**. The roster of PCRD experts is managed at the continental level by the African Union Commission. Hence, you do not need to select a region.

Further information on the Post-Conflict Reconstruction and Development (PCRD) can be retrieved from aupcrd.roster@africanstandbycapacity.org.

3.3 Login Tab

Through the **LOGIN** Tab you as roster member and registered expert can access your ASCdatabase profile. In order to log in, you have to enter your user name and password in the respective fields and click the **LOGIN** button.

You will automatically receive an email with a link that allows you to reset your password.

3.4 About Tab

The **ABOUT** tab on the landing page briefly explains the background of the ASCdatabase application and who its initiators and stakeholders are. Since the section’s purpose is to provide information only, no further features are integrated.

3.5 Footer Menu

The **FOOTER MENU** on the ASCdatabase's landing page (<https://database.africanstandbycapacity.org>) contains two sections: **TERMS AND CONDITIONS** and **IMPRINT**. Each section can be easily accessed by clicking on the section heading in question.

[Terms and Conditions](#) | [Imprint](#)

Terms and Conditions

By clicking on **TERMS AND CONDITIONS** (<https://database.africanstandbycapacity.org/Terms.aspx>) in the **FOOTER MENU** of the ASCdatabase's landing page, the entire **TERMS AND CONDITIONS** text will be displayed in a new window. The text provides you with detailed information on the application's purpose as well as on the **PRIVACY POLICY** and the **TERMS OF USE** that have to be accepted by you before using the ASCdatabase application. Since the section's purpose is to provide information only, no further features are integrated.

Imprint

Clicking on **IMPRINT** (<https://database.africanstandbycapacity.org/Credits.aspx>) in the **FOOTER MENU** of the ASCdatabase's landing page leads you to information on copyright, links to external websites, the exclusion of liability, legal validity of this exclusion of liability and the conception and technical implementation of the database. Since the section's purpose is to provide information only, no further features are integrated.

4. ASCdatabase Main Page

After successful login to the ASCdatabase, you can complete and/or edit your personal data stored in your ASCdatabase account with a variety of features. In the following chapters, each feature is introduced and explained individually. The chapters are illustrated with screen shots wherever deemed necessary.

4.1 Header Menu

The **HEADER MENU** contains a drop down menu with several features. The drop down menu will be displayed when sliding the cursor over the **WELCOME** headline. The dropdown menu provides information on your last logout as well as the time elapsed since your last login. Furthermore, you can change your password or delete your profile.

4.1.1 Change Password

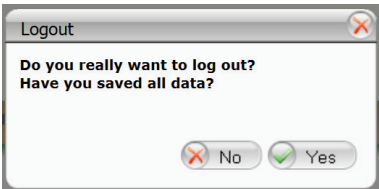
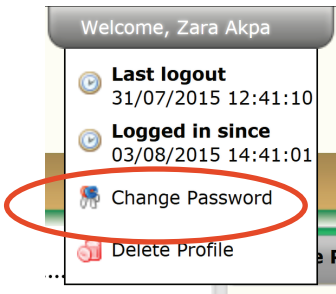
You can change your password by means of the **CHANGE PASSWORD** feature. Simply click on **CHANGE PASSWORD** and follow the instructions that are given in the small dialog window.

4.1.2 Delete Profile

The **DELETE PROFILE** feature will be explained in chapter 6.5 at the end of this user manual.

4.1.3 Logout

If you would like to logout from your account, you should press the **Logout** button. A pop-up window will be displayed to help avoid unintended logouts. You will be asked whether you really want to logout and if all data has been saved. To confirm the question and to log out, please click “Yes”.



4.1.4 Application Main Page Overview

The screenshot shows the ASCdatabase Main Page. The interface is divided into several sections:


- Navigation Side Bar:** Located on the left, it contains a list of menu items: Personal Details, Contact Information, Email Addresses, Availability and Restrictions, CV, References, Employment, Education, Training, Other Details, Language Skills, Areas of Expertise, Relevant Regional and Country Experience, Field Mission History, Application History, Nomination History, and Upload.
- Main Menu:** Located at the top center, it includes buttons for 'Edit Profile', 'Apply for Training', and 'Logout'.
- Feature Menu:** Located below the Main Menu, it contains tabs for 'Personal Details', 'Contact Information', 'Email Addresses', 'Availability and Restrictions', 'CV', 'References', 'Employment', 'Education', 'Training', 'Other Details', and 'Language Skills'.
- Top Navigation Bar:** Located below the Feature Menu, it contains the text 'TOP NAVIGATION BAR'.
- Header Menu:** Located at the top right, it includes a 'Welcome, Clara Shalewa' message and a 'Logout' button.
- Active Profile:** Located on the right side, it displays the user's profile information, including Name, User Name, City, Date of Birth, Age, Pool, Tenants, Current Position, Desk Officer, Status, and Email.

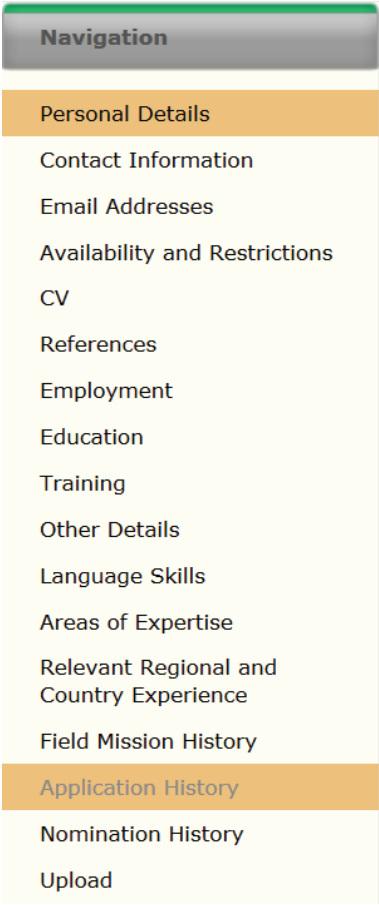
4.2 Editing Your Personal Expert Profile (PEP)

The **TOP NAVIGATION BAR** below the **FEATURE MENU** of your PEP shows the main categories that should be completed by you. In the first stage, these categories are: **PERSONAL DETAILS**, **CONTACT INFORMATION**, **EMAIL ADDRESSES**, **AVAILABILITY AND RESTRICTIONS**, **CURRICULUM VITAE (Resumé)**, **REFERENCES** and an **UPLOAD** section, where, besides the CV, other documents, like education and professional certificates, a copy of your passport, a motivation statement or a picture can be uploaded. The section currently active is highlighted.

TIPS


Mandatory fields are marked with an asterisk *.

The icon  shows more information on how to fill in data to a data entry field when sliding the cursor over it.



TIPS

The Side Navigation Bar contains the same sections as the Top Navigation Bar and offers a different way to navigate through the stored data.

In order to save all changes made while editing a PEP, click on the  Save button. Remember all data that have not been saved will be lost when logging out.

TIP

Information on email addresses is stored in the separate Email Addresses section (see next paragraph).

4.3 Side Navigation Bar

The Side Navigation Bar helps you to navigate easily through all of the data stored in your PEP. Your data is arranged under the following section headings: Personal Details, Contact Information, Email Addresses, Availability and Restrictions, CV, References, Employment, Education, Training, Other Details, Language Skills, Areas of Expertise, Relevant Regional and Country Experience, Field Mission History, Application History, Nomination History and Upload.

4.3.1 Personal Details

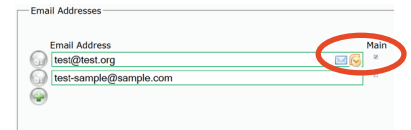
The **PERSONAL DETAILS** section contains all your data necessary to be able to identify you. Drop down menus help avoiding typing errors or misspellings.

4.3.2 Contact Information

The **CONTACT INFORMATION** section contains all your contact data. This section should be regularly updated by you in order to ensure that you can be contacted in any event. Drop down menus ensure that all required contact information is entered. It is also possible to distinguish between a **PRESENT ADDRESS** and **PERMANENT ADDRESS**.

4.3.3 Email Addresses

The **EMAIL ADDRESSES** section contains all email addresses you have provided in the ASCdatabase application. This section should be kept up to date at all times in order to ensure that you can be contacted. By checking the box next to an email address entry, you can indicate your primary email address. The **MAIN EMAIL ADDRESS** will be used as main means of contact with you by all staff operating the ASCdatabase application.



Email Address	Main
test@test.org	<input checked="" type="checkbox"/>
test-sample@sample.com	<input type="checkbox"/>

4.3.4 Availability and Restrictions


The **AVAILABILITY AND RESTRICTIONS** section contains information on your availability for a potential future deployment and whether there are any restrictions for deployment. An example hereon is the notice period you might have to give to the current employer before being deployed. This area should be completed and regularly updated by you. The text boxes allow for explanations of potential restrictions. The boxes are activated when questions b), c) or d) are answered with Yes. If you answer one of the question with Yes, you also have to fill in corresponding information in the text box below.

4.3.5 CV

The **CV** section lists all documents that you have uploaded to your PEP such as your CV (résumé) or education and professional certificates, etc. These documents are mandatory for screening and validating your information during the roster admission process.

You can lock an uploaded document so that it cannot be changed, edited or deleted. This is especially advisable, when uploading several documents to the same section, e.g. three certificates to the education and professional certificates section.

TIPS

You can lock and unlock a document by clicking the  icon and confirming the query in the window that subsequently pops up.

Reference

First Name:

Last Name:

Current Position:

Address:

E-Mail Address:

Sex:

Male

Female

Telephone:

Type of Relationship:

Reference

4.3.6 References

You are requested to provide contact details of minimum two referees. This data is stored in the REFERENCES section. You can add as many references as desired by clicking on the Add Referee button. References can be deleted by clicking on the REMOVE button in the top right hand corner of the reference box.

Application History

Date of Application:

07/10/2014

Mission Name:

MISCA

Position:

Human Rights Observer

Organization:

African Union

Region:

Central Africa

Country:

Central African Republic

Organizing Tenant:

SADC

4.3.7 Application History

If you apply for a position in a mission, an automatic entry is added to the application history. This section cannot be changed or edited by you; all data are automatically retrieved from the mission management section.

Nomination History

Date of Nomination:

31/07/2015

Mission Name:

SADCMINA

Position:

Legal Officer

Organization:

SADC

Region:

Southern Africa

Country:

Namibia

Organizing Tenant:

EASFSec

Nominating Tenant:

SADC

4.3.8 Nomination History

The nomination history displays the list of mission positions you have been nominated for. All data are automatically retrieved and cannot be edited by you.

Field Mission History

Date From:

Date To:

Organization:

Mission Name:

Position:

Region:

Country:

Mandating Organisation:

Add Field Mission

4.3.9 Field Mission History

The field mission history consists of two sections:

- 1. a list of manually editable mission entries and
- 2. an automatically generated list of mission position assignments that you have completed.

In the first section you can add entries of mission assignments of the past.

The automatic entries display mission assignments you have completed through the ASC nomination and deployment process.

Entries are separated into manual (at the top) and automatic (at the bottom) entries. Assignments are sorted by date in an ascending order.

4.3.10 Upload

The following documents should/can be uploaded to your PEP in the **UPLOAD** section of your PEP:

- **CV/Offline Registration Form** (mandatory)
- Motivation Statement (optional, but recommended)
- Photo (optional, but recommended)
- **Education/Professional Certificates** (mandatory)
- Other Supporting Documents (optional, but recommended)
- **Scanned Copy of Passport** (mandatory)
- Police Report (optional, but recommended)

You can upload one document per section apart from the following sections, where you can upload up to four different documents:

- Education/Professional Certificates
- Other Supporting Documents

If you upload a new document and

- The respective section does not contain a document yet: The new document is added.
- The respective section already contains an unlocked document of the same type, the new document overwrites the existing unlocked document.
- The respective section already contains a locked document of the same type, the uploaded document will be added, provided that the maximum amount of documents have not been reached yet; else an error will be displayed.

The screenshot displays a web interface for document uploads. It features five distinct sections, each with a title bar and a table of documents. The sections are: 1. CV/Offline Registration Form, 2. Education/Professional Certificates, 3. Motivation Statement, 4. Photo Upload, and 5. Scanned Copy of Passport. Each table has columns for 'My name', 'Locked', 'Date', and 'Last changed'. In the 'Education/Professional Certificates' section, three documents are listed, all with the name 'SAMPLE CERTIFICATE'. A 'Go to Upload' button is located at the bottom right of the interface.

Example: If you want to upload a second document in the section “**OTHER SUPPORTING DOCUMENTS**”, you should lock the first document; otherwise, the newly uploaded file will overwrite the unlocked file.

You are required to upload at least one valid documents in the following sections (mandatory for profile release):


- CV/Offline Registration Form
- Scanned Copy of Passport
- Education/Professional Certificates

You can upload a maximum size of 10MB.

- CV/Offline Registration Form: 2 MB, maximum one document
- Motivation statement/photo/copy of passport: 1 MB each, maximum one document
- Education/Professional Certificates 1 MB each, up to four documents
- Other Supporting Documents 1 MB each, up to four documents

You can upload documents with the following file formats:

- CV/Offline Registration Form, other supporting documents, motivation statement: *.pdf; *.doc; *.docx; *.odt
- Photo: *.jpg; *.png; *.gif
- Certificates, copy of passport: *.jpg; *.png; *.gif; *.pdf.

TIP
In order to upload a file, click on the Browse button, select and open the respective file, and press the  Save button in the **FEATURE MENU**.

4.4 Active Profile Sidebar

The **ACTIVE PROFILE** sidebar on the right hand side displays a short summary of the most important information of your PEP. If you click on the name of a capacity (Mediation, PCRD) or an organisation (EASF, ECCAS, ECOWAS, NARC, SADC) in the section “Tenants”, a document with respective contact information opens in a new window.

Field	Description
Pool	Shows a list of thematic pools you are assigned to.
Tenants	Shows a list of all AUC Divisions or regional organisations (i.e. tenants) your PEP is shared with (the names of the thematic pools are displayed in parentheses).
Upcoming Position/ Current Position	<ul style="list-style-type: none"> Shows the name of the upcoming mission position you have been accepted for or have already signed a contract for; or shows the name of the position in a field mission you currently hold.
Desk Officer	Displays the name of the desk officer, who is responsible for your mission assignment.
Status	Shows the status of your PEP in the roster admission process from “Applicant” to “Roster Member”. Please be aware that you can only be considered for a mission deployment, if you have successfully completed the roster admission process and have been granted the status “Roster Member”.
Email	Displays the main email address that you have provided.
Profile Completed	Before your profile is released, this field displays the percentage of profile completion.

Active Profile



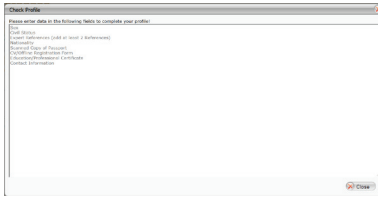
Upload

Name:
Simon Gbagbo
User Name:
simon_gbagbo
City:
Mombasa
Date Of Birth:
24/07/1971
Age:
44 years
Tenants:
EASFSec (pending)
Upcoming Position:


Desk Officer:

Status:
Applicant
Email:

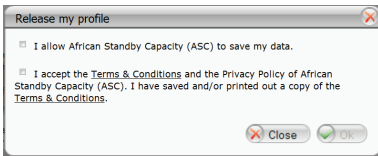
5. Profile Release



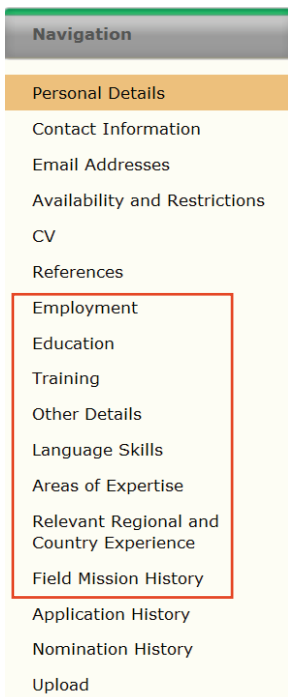
In order to make your PEP available to your respective Roster Focal Point for screening, validating of your data and potential field deployment after successful completion of the roster admission process, you have to release your profile. This requires that all necessary data entry fields are fully completed.

In order to reconfirm which data needs to be filled in, you can click on the  button. A pop-up window displays all data that still need to be entered in order to be able to release your PEP and make it available to your respective desk officer / RFP.

When saving the entered data, the system checks whether the profile is complete. Once the profile is complete and all required data have been filled in, a release query window opens.



After checking both tick boxes and confirming the release request, the profile will automatically be released. Your data is now available for screening and validation by your respective RFP. Subsequently, the button “**CHECK FOR MISSING DATA**” disappears. If you have rejected the release of your profile, you can release it manually at a later stage by clicking the **Release Profile** button in the **MAIN MENU** of the profile view.



5.1 Adding Additional Information

Once your profile has been released, you can view and partially edit additional sections, i.e. **EMPLOYMENT, EDUCATION, TRAINING, OTHER DETAILS, LANGUAGE SKILLS, AREAS OF EXPERTISE, RELEVANT REGIONAL** and **COUNTRY EXPERIENCE** (for further explanations, please consult the corresponding chapters).

In order to provide additional information for the roster admission process, you should complete the sections Employment, Education and Other Details. The sections Language Skills, Areas of Expertise and Relevant Regional and Country Experience can be only edited by your desk officer based on proof and documentation provided by you, e.g. language course certificates. This is a quality assurance mechanism.

5.1.1 Employment

The **EMPLOYMENT** section lists all your relevant previous and current employment. Data is limited to the duration and time of the employment, the employer’s name and the position you held during this time. You can add as many employment entries as desired by clicking on the **ADD** button. Individual entries can be deleted by clicking the Remove button.

Date From	Date To	Employer	Position
01/2000	02/2003	World Bank and Government Of	Senior Technical Adviser to the
03/2003	03/2007	UNDP Monrovia, Liberia	Senior Post-Conflict Recovery P
03/2007	03/2008	UNDP ECPR, New York, Progra	Programme Adviser and Team L
09/2009	09/2014	UNDP	Transitional and Stabilization P

5.1.2 Education

The **EDUCATION** section lists your relevant educational background. In the **QUALIFICATIONS ACHIEVED** box you should select all qualifications you have accomplished by checking the corresponding check box. Below you should list your educational background in more detail. Please note that this section mainly refers to university education or professional training.

Qualifications achieved

☐ Doctoral Degree

☒ Master's Degree (MA, MSc)

☐ Honour's Degree

☒ Bachelor's Degree

☒ Diploma

☒ Certificate

Education

Date From:

Date To:

Name and Type of Institution:

Title of Qualification Awarded:

Subject:

Add Education

You may add as much information on your education as desired by clicking on the **ADD EDUCATION** button. Individual entries can be deleted by clicking the **REMOVE** button.

5.1.3 Training

The Training section lists information on training courses related to field mission deployments, e.g. Foundation Course for Peace Support Operations in which you have participated. The ASC Training section lists training courses, which are organised within the frames of the ASC by respective partner organisations. Available courses can be selected from the drop down menu. With this selection all relevant information is automatically displayed.

Training courses outside the ASC structure or courses that have been completed prior to ASC membership, but are relevant to field mission deployments, can be listed in the **OTHER RELEVANT TRAINING** section.

TIP

All training courses, e.g. related to Peace Support Operations or other field mission assignments should be entered in the Training section.

Please add training courses for peace and security operations and field missions only.

ASC Training

Title:

Date From:

Date To:

Location:

Add ASC Training

Other Relevant Training

Date From:


Date To:

Organization:

Title:

Location:









Add Other Relevant Training

You can add as much information on ASC or previous training courses as desired by clicking either on the “ADD ASC TRAINING” button or the “ADD OTHER RELEVANT TRAINING” button. Individual entries can be deleted by clicking on the Delete  button in the top right hand corner.

5.1.4 Other Details

The OTHER DETAILS section contains data that is crucial for rapid deployment, such as PASSPORT DATA and SECURITY CLEARANCE (if applicable). The section also contains information on IT SKILLS.

5.1.5 Language Skills

Language	Language Skill Rating
 Dzongkha	Basic knowledge 
 French	Mother tongue 
 English	Working proficiency 
	

The LANGUAGE SKILLS section lists languages that you speak and corresponding levels of proficiency (LANGUAGE SKILL RATING). As a quality assurance mechanism this section can only be completed by your desk officer on the basis of proof and documentation provided by you. Hence, in order to allow your desk officer / Roster Focal Point to verify and properly assess your language skills, please provide appropriate documentation and proof.

Available proficiency ratings are: Mother tongue, Working proficiency, Independent user, Conversational level, and Basic user.

5.1.6 Areas of Expertise (AoE)

Equally, the Areas of Expertise section can only be filled in by your desk officer / Roster Focal Point. In order to enable your RFP to properly assess and classify your areas of expertise, you are requested to provide sufficient proof (for example during the interview) and documentation of your expertise either through your CV or through certified references and documents. This information is crucial when it comes to nomination for a mission position, as your profile can only be nominated for a mission position if your expertise

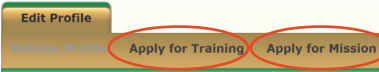
matches with the ToR of the position. Hence, it should always be kept up to date and you should inform your desk officer about any additional or newly acquired expertise on time.

5.1.7 Relevant Regional and Country Experience

As a quality assurance mechanism the Relevant Regional and Country Experience can only be completed by your desk officer on the basis of proof and documentation provided by you. It lists information on relevant regional experience and the type and duration of your experience (Knowledge through desk work and research, up to 2 months in situation, up to 6 months in situation, up to 1 year in situation, up to 2 years in situation, more than 2 years in situation).

Relevant Regional and Country Experience		
Region	Country	Type of Experience
<input type="radio"/> Northern America	<input type="checkbox"/> United States of America	<input type="checkbox"/> Up to 1 year in situation <input type="checkbox"/>
<input type="radio"/> Western Africa	<input type="checkbox"/> Liberia	<input type="checkbox"/> Up to 2 years in situation <input type="checkbox"/>
<input type="radio"/> Western Africa	<input type="checkbox"/> Sierra Leone	<input type="checkbox"/> More than 2 years in situation <input type="checkbox"/>
<input type="radio"/> Eastern Africa	<input type="checkbox"/> Somalia	<input type="checkbox"/> Up to 1 year in situation <input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Roster Membership



If you have successfully completed the roster admission process, you become a member of the ASC. Subsequently your profile acquires the status “Roster-Member”. This means you are eligible for nominations for field deployments or can apply for trainings within the frames of the ASC. In addition, your profile can be shared with other partners of the ASC that might be in need of your expertise.

The following chapter describes how you can apply for field mission deployments or trainings through the ASCdatabase. Furthermore, both the profile sharing feature and the benefits that arise from the profile sharing feature will be elaborated in more detail.

6.1 Profile Sharing

When registering with the ASCdatabase you are required, based on your expertise and nationality, to select your primary AUC division or regional organisation (REC/RM) that manages your roster admission process. I.e. at this stage you can choose among “Mediation Capacity”, “Post-Conflict Reconstruction and Development” or “Peace Support Operation” through one of the regional organizations that are part of the African Standby Force (ASF). After you have completed and released your PEP, your data are initially only visible to the division or regional organisation you have registered with. However, as your PEP might be of interest also for other regional organisations or divisions that would like to provide mission deployment opportunities for you, your PEP can be shared within the ASCdatabase with other relevant regional organisations or AUC divisions. In relevant instances, the sharing is done automatically without requiring any action from your side.

Your PEP can be shared on a temporary basis in the frames of the nomination process for a specific mission position. This means that your PEP will be available to the organisation mandating the respective mission throughout the selection and recruitment process for this specific position and the duration of your assignment only. It can also be shared with other partners of the ASC on a permanent basis, e.g. if there are several or frequent deployment opportunities of this other organisation or if your country is member of several regional organisations within the ASF framework.

You can easily check which organisations or AUC divisions your PEP has been shared on a permanent basis by the information displayed in the Active Profile section of your PEP.

6.2 Apply for Mission

Once your PEP has acquired the status “RosterMember”, you can either be nominated for a mission assignment by your RFP or you can individually apply for a mission position currently advertised. To apply for a mission assignment, click on “Apply for Mission” in the Main Menu. Now a pop-up window appears and you can apply for a mission position that is currently vacant. The pop-up window displays not only the mission name and the currently advertised positions, but also a short description of the mission and the advertised position.

As for deployments within the ASF context, vacancies can be found at: http://civilian.peaceau.org/index.php?option=com_docman&task=catview&gid=74&Itemid=61&lang=en.

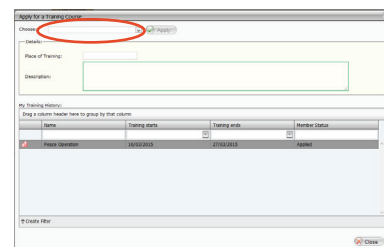
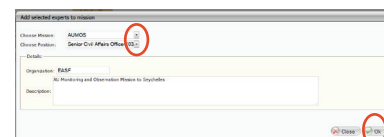
First, you select the name of the mission from the drop down menu “Choose Mission” and the position you would like to apply for from the drop down menu “Choose Position”. Positions can be selected from the drop down menu only as long as the nomination or application period is still active. The info box “Details” displays additional information on the mission and position, where applicable.

To confirm your application, please click the “Ok” button.

6.3 Apply for Training

To apply for a training, click on **Apply for Training** in the Main Menu. Now a pop-up window appears and you can select a training course via a drop down menu.

Tenants:
ECOWAS (ECOWAS Basic)
PSOD (Substantive, Basic, Senior Leadership)
SADC (SADC Basic)



6.4 Availability for Mission Deployments

By default, it is assumed that any expert registered for the ASCdatabase is available for mission deployments. However, you might not be available for field deployments for a certain period due to various reasons. In such a case, please inform your RFP accordingly in order to have your PEP set as “Not Available” for deployments. Your PEP will remain in the ASCdatabase and can be set as “Available” again, once you are ready and available for mission deployments again. Equally, please inform your RFP about the status of your availability. You will be informed about every status change from “Available” to “Not Available” and vice versa. This feature ensures that the nomination process runs effectively and efficiently and prevents you from being nominated for mission assignments when not available.

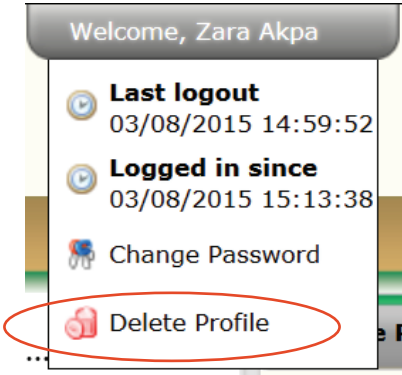
TIP

If you want to change your availability status, please inform your RFP accordingly including the period you will be/not be available.

6.5 Terminate ASC Membership and Delete PEP

If you would like to terminate your ASC membership you can delete your PEP from the ASCdatabase by means of the “Delete Profile” feature in the Header Menu of your PEP. In order to avoid unintended deletion of your PEP, you have to validate by agreeing to the deletion confirmation query.

In order to keep the ASC dynamic and effective, your PEP will be automatically deleted, if you have not logged in and updated your data for a longer period of time. You will get frequent automatic reminders, if you have not checked and updated your data every half a year. You will receive two warning messages after 2 years of inactivity. Following this, your PEP will be automatically deleted if you do not login and update your data for an additional year.



7. List of Member States of Regional Organisations and Mechanisms and Points of Contact

Should you have additional questions regarding the ASCdatabase and/or the application procedure for the African Standby Capacity (ASC) or encounter technical problems, please refer to the point of contact of your respective AUC division or regional organization.

Countries with dual regional organisations' membership are marked in red. If your country belongs to more than one regional organisation, please choose which region you would like to initially register for. Your profile can be shared with the respective other region at a later stage.

AFRICAN UNION COMMISSION, PEACE AND SECURITY DEPARTMENT, PEACE SUPPORT OPERATIONS DIVISION (AU PSOD):

Postal address: Peace Support Operations Division, Roster Focal Point,
Roosevelt Street, Old Airport Area, W21 K19,
Addis Ababa, Ethiopia

Email address: asf.roster@africanstandbycapacity.org

Fax number: +251 11 5511093

AFRICAN UNION COMMISSION, PEACE AND SECURITY DEPARTMENT, CRISIS MANAGEMENT AND POST CONFLICT RECONSTRUCTION DIVISION (AU PCRD):

Postal address: PCRD Section, Roster Focal Point, Roosevelt Street,
Old Airport Area, W21 K19, Addis Ababa, Ethiopia

Email address: aupcrd.roster@africanstandbycapacity.org

**AFRICAN UNION COMMISSION, PEACE AND SECURITY
DEPARTMENT, CONFLICT PREVENTION AND EARLY WARNING
DIVISION (AU Mediation):**

Postal address: Mediation Section, Roster Focal Point, Roosevelt Street,
Old Airport Area, W21 K19, Addis Ababa, Ethiopia
Email address: aumediation.roster@africanstandbycapacity.org

EAST AFRICAN STANDBY FORCE (EASF):

Member States:

- | | |
|-------------|---------------|
| 1. Burundi | 7. Rwanda |
| 2. Comoros | 8. Seychelles |
| 3. Djibouti | 9. Somalia |
| 4. Eritrea | 10. Sudan |
| 5. Ethiopia | 11. Uganda |
| 6. Kenya | |

Postal address: ASC Roster Focal Point, EASF Secretariat,
P. O. Box 1444-00502, Karen, Nairobi, Kenya
Email address: easf.roster@africanstandbycapacity.org
Fax number: +254 20 388 4696

ECONOMIC COMMUNITY OF CENTRAL AFRICAN STATES (ECCAS):

Member States:

- | | |
|-----------------------------|---------------------------------|
| 1. Angola | 6. Democratic Republic of Congo |
| 2. Burundi | 7. Republic of Congo |
| 3. Cameroon | 8. Equatorial Guinea |
| 4. Central African Republic | 9. Gabon |
| 5. Chad | 10. Sao Tome et Principe |

Postal address: ECCAS, ASC Point Focal du Roster, Haut de Guégué,
BP 2112 Libreville, Gabon

Email address: eccas.roster@africanstandbycapacity.org

Fax number: +241 014 44732

ECONOMIC COMMUNITY OF WEST AFRICAN STATES (ECOWAS):

Member States:

- | | |
|------------------|------------------|
| 1. Benin | 9. Liberia |
| 2. Burkina Faso | 10. Mali |
| 3. Cabo Verde | 11. Niger |
| 4. Cote D'Ivoire | 12. Nigeria |
| 5. Gambia | 13. Senegal |
| 6. Ghana | 14. Sierra Leone |
| 7. Guinee | 15. Togo |
| 8. Guinee Bissau | |

Postal address: ECOWAS Commission, 101 Yakubu Gowon Crescent,
Asokoro District, PMB401, Abuja, Nigeria

Email address: ecowas.roster@africanstandbycapacity.org

NORTH AFRICAN REGIONAL CAPABILITY (NARC):

Member States:

- | | |
|------------|-------------------|
| 1. Algeria | 4. Mauritania |
| 2. Egypt | 5. Tunisia |
| 3. Libya | 6. Western Sahara |

Postal address:

Email address: narc.roster@africanstandbycapacity.org

SOUTHERN AFRICAN DEVELOPMENT COMMUNITY (SADC):

Member States:

- | | |
|---------------------------------|------------------|
| 1. Angola | 8. Mozambique |
| 2. Botswana | 9. Namibia |
| 3. Democratic Republic of Congo | 10. South Africa |
| 4. Lesotho | 11. Swaziland |
| 5. Madagascar | 12. Tanzania |
| 6. Malawi | 13. Zambia |
| 7. Mauritius | 14. Zimbabwe |

Postal address: ASC Roster Focal Point, SADC House,
Plot 54385 CBD Square, P/Bag 0095, Gaborone Botswana

Email address: sadc.roster@africanstandbycapacity.org

Fax number: +267 397 2848

The ASCdatabase is a web based database application. The ASCdatabase facilitates the application to the African Standby Capacity (ASC) roster. Additionally, it assists the efficient administration and maintenance of Professional Expert Profile (PEP) accounts. The admission process to the ASC starts with registration through the ASCdatabase. As a web-based application, the ASCdatabase enables applicants for the ASC roster and supports members of the ASC roster to edit data online. This illustrated user manual seeks to provide insight and useful information for experts on how to use the ASCdatabase application.