ASCdatabase User Manual for Applicants and Roster Members
# Table of Contents

1. List of Acronyms .......................................................................................................................... 3

2. Introduction ................................................................................................................................. 4
   2.1 Main Objectives of the User Manual ...................................................................................... 4
   2.2 Optimal Adjustments ............................................................................................................... 4

3. ASCdatabase Login Page ............................................................................................................ 5
   3.1 No Account? Sign Up Now ..................................................................................................... 5

4. ASCdatabase Professional Expert Profile .................................................................................. 7
   4.1 Menus ................................................................................................................................... 7
   4.2 Editing Your Professional Expert Profile (PEP) .................................................................... 8
     4.2.1 Personal Information ........................................................................................................ 8
     4.2.2 Contact Details ................................................................................................................ 8
     4.2.3 Email Addresses .............................................................................................................. 8
     4.2.4 Availability and Restrictions .......................................................................................... 8
     4.2.5 Documents ..................................................................................................................... 9
     4.2.6 References ...................................................................................................................... 9
     4.2.7 Employment .................................................................................................................... 9
     4.2.8 Education ....................................................................................................................... 9
     4.2.9 ASC Training .................................................................................................................. 9
     4.2.10 Other Relevant Training ............................................................................................... 9
     4.2.11 Other Details ................................................................................................................ 9
     4.2.12 Language Skills ............................................................................................................ 9
     4.2.13 Area of Expertise (AoE) ............................................................................................... 9
     4.2.14 Relevant Regional and Country Experience ................................................................. 10
     4.2.15 Field Mission History ................................................................................................ 10
     4.2.16 Application History ...................................................................................................... 10
     4.2.17 Nomination History .................................................................................................... 10
     4.2.18 Upload .......................................................................................................................... 10
     4.3 Show Summary .................................................................................................................. 11

5. Profile Release .......................................................................................................................... 11

6. Roster Membership ..................................................................................................................... 12
   6.1 Profile Sharing ...................................................................................................................... 12
   6.2 Apply for Mission .................................................................................................................. 12
   6.3 Apply for Training ............................................................................................................... 13
   6.4 Availability for Mission Deployments .................................................................................. 13
6.5 Terminate ASC Membership and Delete PEP ................................................................. 13
7. Logout ........................................................................................................................................ 13
8. List of Member States of Regional Organisations and Mechanisms and Points of Contact ........... 14
1. List of Acronyms

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

For more information, please contact:
The Senior Rostering Officer
Peace Support Operations Division,
Political Affairs Peace and Security (PAPS)
African Union Commission
Addis Ababa, Ethiopia
asf.roster@africanstandbycapacity.org
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 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 African 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. Should you meet the basic roster admission criteria and standards, you will be contacted for a selection interview and reference checks will be conducted.
5. After successful completion of the selection process and training, you will be admitted to the ASC roster and be ready for potential deployments to field missions you registered for or qualify for in PSO

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

The ASCdatabase was designed to adapt to the requirements of your device.

Tip Please use full screen mode for optimal results.

Tip By zooming in or out you can change the font size.
3. ASCdatabase Login 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 (see screenshot below: “No Account? Sign Up Now”) or from your assigned Roster Focal Point (RFP).

You have the option of switching between English and French via the language buttons at the bottom of the Login field.

3.1 No Account? Sign Up Now

Upon clicking on the ‘No Account? Sign Up Now’ button, a new field will open:

You will then be required to click on the pool you want to register for according to your nationality. As a result of this selection, your data will automatically be registered in the roster of the respective regional organisation. This means that, as long as your expert profile is not shared with other tenants or nominated for any mission deployment, this organisation has exclusive access to your data.

Your options are:

- ECCAS Standby Force
- SADC Standby Force
- North African Regional Capability (NARC)
- Eastern Africa Standby Force (EASF)
- ECOWAS Standby Force
When clicking on the respective pool, a registration form will open (SADC pool was selected in the example below):

At the bottom of the registration form you will find a ‘Register’ button, marked in a muted green tone. Once the form is completed, the button will be marked in a more saturated green tone, and only then will you be able to click on it, thereby registering.

Following steps need to be taken to achieve the status of a completed form:

1. Choose a username consisting of at least five characters, containing letters, numbers and only these special characters “.“, “-“, “_” and enter this personal data in the respective data entry field. The combination of the information on first name, last name, date and place of birth, as well as your email address constitutes the unique identification combination of each expert and aims at preventing multiple registrations.
2. Tick the ‘Terms and Conditions’ box. By clicking on the actual link Terms and Conditions, the “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 all users of the ASCdatabase at the point of registration. Since the section’s purpose is to provide information only, no further features are integrated.
3. Enter the CAPTCHA validation code.
4. Finally, as part of the ASC selection process, you are required to tick all the minimum selection criteria boxes that you fulfil. In detail, they are specifying Age, Experience, Qualification, Citizenship and Language. Those are the 5 Minimum Selection Criteria for Admission to the ASC roster.

Note: If you don’t fulfil all of the minimum selection criteria, and therefore don’t tick all the boxes, the ‘Register’ field will not be active and you will not be able to register. This is a way of easily pre-screening applicants, thereby ensuring a high quality of the pool.

After the successful online registration, you will receive an automatically generated email message
to the email address given during registration. This email contains an activation link and a brief explanation of how to proceed and complete the individual Professional Expert Profile (PEP) in the ASCdatabase. Once you click on the activation link, you will be asked to set a password for your PEP.

You will then be able to go back to the Login page at https://database.africanstandbycapacity.org and enter the roster with your newly acquired login credentials (Username, Password).

**Tip** If you forgot your password click on *Forgot Password?*, follow the instructions and you will automatically receive an email with a link that allows you to reset your password.

### 4. ASCdatabase Professional Expert Profile

After successfully logging in 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 Menus

The Header Menu contains a flag icon, where you can switch between English and French as your display language, and a tool icon, where you can see your last two logins and change your password.

Underneath the Header Menu you will be able to manage your profile with the features *Show Summary, Apply For Training, Apply For Mission, Print CV and Delete Profile*.

In the PEP data section you will be able to edit your profile with all necessary data on *Personal Information, Contact Details, Email Addresses, Availability and Restrictions, Documents, References, Employment, Education, ASC Training, Other Relevant Training, Other Details, Language Skills, Area Of Expertise, Relevant Regional and Country Experience, Field Mission History, Application History, Nomination History and Uploads*.

Above the Data tabs, you will be able to *Save Details, Reload* and *Check for Missing Data*.

**Tip** The tabs *ASC Training, Language Skills, Areas Of Expertise, Field Mission History, Application History and Nomination History* will either be transferred automatically from your database activity or filled out by the respective Rostering Officer to ensure data validation.
Upon clicking on Check For Missing Data, a sidebar opens with basic user information, but also the Completion Percentage of the profile, the sections Required For Completion and a legend (Information) of sections needing to be filled out for completing and saving the profile. The red star marks sections or fields that are required for saving the profile, while a yellow star marks sections or fields that are needed for a completed profile. In the example here, the roster member’s PEP is 94% completed. The section that still needs to be filled is Language Skills as signified in the row ‘Required for Completion’. From here you can easily go back to these sections via the PEP Data Menu and complete your profile.

4.2 Editing Your Professional Expert Profile (PEP)

Each section in the PEP data menu uses drop down menus and calendars to avoid typing errors and alternate spellings whenever possible. You are able to add info (e.g. additional trainings, employments, etc.) by clicking on the Add New Row button or remove information (e.g. invalid addresses, telephone numbers, etc.) by clicking Remove in the respective sections. Always remember to Save Details and Reload the page to make sure any new data has been successfully stored.

4.2.1 Personal Information

The Personal Information section contains all personal data required to identify a person, including Driving Licences and Dependables.

4.2.2 Contact Details

The Contact Details section contains all required contact data. This section should be completed and regularly updated in order to ensure that you can be contacted in any event. It is possible to distinguish between your Present Address and Permanent Address and to select different means of Telephone communication.

Upon clicking on Check For Missing Data, a sidebar opens with basic user information, but also the Completion Percentage of the profile, the sections Required For Completion and a legend (Information) of sections needing to be filled out for completing and saving the profile. The red star marks sections or fields that are required for saving the profile, while a yellow star marks sections or fields that are needed for a completed profile. In the example here, the roster member’s PEP is 94% completed. The section that still needs to be filled is Language Skills as signified in the row ‘Required for Completion’. From here you can easily go back to these sections via the PEP Data Menu and complete your profile.

4.2.3 Email Addresses

The Email Addresses section contains all email addresses deposited in the ASCdatabase application. This area should be regularly updated in order to ensure that you can be contacted in any event. By checking the box next to an email entry you can indicate your primary email address. This so-called Main email address will be automatically used whenever an email is sent to you via the ASCdatabase application.

4.2.4 Availability and Restrictions

In the Availability and Restrictions section, you can provide information on the time frame you can be deployed (Availability) and whether there are any restrictions on deployment in certain areas. This area should be regularly updated. The text boxes allow for explanations of potential restrictions. The boxes are only activated when questions B), C) or D) are answered with Yes. If the tick box “Yes” is active, you have to fill in the corresponding information.
4.2.5 Documents

The Documents section lists all documents that have been uploaded to a PEP such as CVs (Résumés) or professional certificates and passports via the Upload section (see Chapter 4.2.18).

4.2.6 References

You are requested to provide contact details of at least two referees.

4.2.7 Employment

The Employment section contains all relevant employments that you have had. The section lists Dates of the employment, the Employer and the Position you held.

4.2.8 Education

The Education section lists all data concerning your educational background. In the Qualifications achieved box all academic degrees can be indicated by checking the respective tick box.

Note: To complete the PEP, you need to describe attended and completed formal education or training in more detail. You need to do so by activating the Education box via the Add New Row button.

4.2.9 ASC Training

This section lists all ASC training courses that you have participated in. The list will automatically be updated when a training assignment status changes to “Participated” after completion of the training. Information is displayed as Read Only.

! Tip Training courses that are not ASC Trainings but are relevant to peace support operations can be added in the Other Relevant Training section.

4.2.10 Other Relevant Training

This section lists other training that is relevant for deployments in peace and security operations and field missions.

4.2.11 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.

4.2.12 Language Skills

The Language Skills section lists Languages that you speak together with the corresponding Skill Rating. As a quality assurance mechanism this section can only be completed by Rostering Officers. In order for them to be able to verify and properly assess your language skills, you may provide appropriate documentation and proof upon request. Information is displayed as Read Only.

4.2.13 Area of Expertise (AoE)

The Area of Expertise section is crucial when it comes to expert selection procedures as it lists your knowledge, thematic working experience and expertise. Hence, it should always be kept valid and up to date. As a quality assurance mechanism, and in order to guarantee compliance with the ASC standards and criteria, the Area of Expertise section can be modified only by Rostering Officers and not by experts themselves. Information is displayed as Read Only.
4.2.14 Relevant Regional and Country Experience

This section lists information on relevant regional experience and the type and duration of the 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). As a quality assurance mechanism it can only be edited by Rostering Officers on the basis of documentation and proof provided by you. Information is displayed as Read Only.

4.2.15 Field Mission History

The Field Mission History automatically displays and updates information on duration of deployment, mission details and position drawn from the application/nomination history activities on the database. If the mission assignment is cancelled, the entry will be removed from the list. Information is displayed as Read Only.

4.2.16 Application History

An automatic entry is added to the application history, once you apply for a mission position. Information is displayed as Read Only.

4.2.17 Nomination History

The Nomination History automatically lists all positions you have been nominated for by the respective Rostering Officer of your own or other tenants, if your PEP had been shared. Information is displayed as Read Only.

4.2.18 Upload

In this section, you may upload all documents required for profile release as well as potential additional documents or a photo. The following document categories are available:

- Interview files
- Police Report
- Photo (optional, but recommended)
- Other Supporting Documents (optional)
- Education/Professional Certificates (mandatory for profile release)
- Motivation Statement
- Scanned Copy of Passport (mandatory for profile release)

Generally, one document can be uploaded per category. In the categories Education/Professional Certificates and Other Supporting Documents up to four different documents can be uploaded.

If you or Rostering Officers upload a new document and

- there is no document of that category yet: The new document is added;
- there is an existing unlocked document of that category: The new document overwrites the existing unlocked document;
- there is/are existing documents, which are locked: The uploaded document will be added, if the maximum number of documents for that category has not been reached yet; otherwise an error message will be displayed.

There is a maximum upload capacity of 10MB, which is divided among the categories in the following manner:

- CV/Offline Registration Form: 2 MB, maximum one document;
- Motivation Statement/Photo/Copy of Passport: 1 MB each, maximum one document per category;
- Educational/Professional Certificates 1 MB each, up to four documents;
- Other Supporting Documents 1 MB each, up to four documents.

The following file format can be used for uploading documents:

- Other Supporting Documents, Motivation Statement: *.pdf; *.doc; *.docx; *.odt
- Photo: *.jpg; *.png; *.gif

! Tip In order to upload a file, click Select files, select and open the respective file, and Save Details.

4.3 Show Summary

Equally to the Check For Missing Data feature, clicking on Show Summary the most important information of your PEP will open in a sidebar window displaying the following data:

Name, User Name, City, Date Of Birth, Age, Pool, Tenants, Status, Completion Percentage, Required For Completion, Information. Some of the fields have already been explained for the Check For Missing Data feature. Pool, Tenants and Status shall be further explained in the table below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pool</td>
<td>Rostering Officers can cluster PEPs in thematic pools in order to manage them more effectively. This section shows a list of thematic pools you are assigned to.</td>
</tr>
<tr>
<td>Tenants</td>
<td>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).</td>
</tr>
</tbody>
</table>
| 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”.

5. Profile Release

Once you have completed your basic background data as referenced by the Check For Missing Data function, a button to Release Profile will show in the PEP Menu.

Once released, the system will automatically send an email to you confirming receipt of the application for ASC admission and will make your PEP available to your respective Rostering Officer for screening, validating of your data and for potential field deployment.
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 “RosterMember”. 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 tenants 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, the profile sharing feature will be elaborated in more detail and what benefits arise for you from the profile sharing feature.

6.1 Profile Sharing

When registering with the ASCdatabase you are required, based on your expertise and nationality, to select your region (REC/RM) which your country falls within. 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.

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 availed to the organisation deploying to 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 with by accessing the Profile Summary section of your PEP.

6.2 Apply for Mission

Apart from being nominated by Rostering Officers, you can apply for mission positions of your own tenant individually. This is possible only, if you are not “Contracted” or already “OnMission” on another mission position assignment for the same or an overlapping timeframe.

In order to apply for a vacant position, click Apply for Mission on your PEP Menu.

In the subsequent pop-up window, you can choose the mission via the dropdown menu Mission Name and the position from the Position Name dropdown menu.

Your PEP will then list as “Nominated” in the mission’s staffing table and your application will be automatically reflected in your Application History section.
### 6.3 Apply for Training

You can apply for trainings of the tenant you have registered for or have been shared with. To that end, you may click the *Apply For Training* button on your PEP Menu.

In the subsequent pop-up window, you can select the training course currently open for applications.

Previously attended ASC trainings are automatically listed in your *ASC Training* section.

### 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 Roster Focal Point (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. 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 delete your PEP, you may do so at any time via the *Delete Profile* button. Should your profile assignment status be “OnMission” or “Contracted” for a mission position, the following message is shown: “You are currently assigned to a position, you cannot delete your profile”. In any other case, you only have to confirm the deletion query and the PEP is deleted.

### 7. Logout

You can log out by clicking on *Logout* in the Sidebar Menu on the left hand side.
8. List of Member States of Regional Organisations and Mechanisms and Points of Contact

Should you have any questions regarding the application process for the African Standby Capacity (ASC) or encounter technical problems admitting your information onto the ASC database, please refer to the point of contact of your respective AUC division or Regional Organization.

If your country belongs to more than one Regional Organization, 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.

**Countries with dual memberships are: Burundi, Angola and the Democratic Republic of Congo.**

**African Union Commission, Peace and Security Department, Peace Support Operations Division (AU PSOD):**
Postal address: Peace Support Operations Division, Senior Rostering Officer, Roosevelt Street, Old Airport Area, W21 K19, Addis Ababa, Ethiopia
Fax: +251 11 5511093

[Contact Form AUC](#)

**For nationals of Burundi, Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Seychelles, Somalia, Sudan and Uganda please contact:**

**Eastern Africa Standby Force (EASF):**
Postal address: Training and Rostering Officer, P.O Box 1444-00502, Westwood Park Road, Karen, Nairobi, Kenya
Fax: +254 20 388 4696

[Contact Form EASF](#)

**For nationals of Angola, Burundi, Cameroon, Central African Republic, Chad, Democratic Republic of Congo, Republic of Congo, Equatorial Guinea, Gabon and Sao Tome et Principe please contact:**

**Economic Community of Central African States (ECCAS):**
Postal address: Responsable du Vivier des Experts Civils, Haut de Guégué, BP: 2112, Libreville, Gabon
Fax: +241 014 44732

[Contact Form ECCAS](#)

**For nationals of Benin, Burkina Faso, Cabo Verde, Cote D’Ivoire, Gambia, Ghana, Guinee, Guinee Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo please contact:**

**Economic Community Of West African States (ECOWAS):**
Postal address: Training and Rostering Officer, 101, Yakubu Gowon Crescent, Asokoro District, P.M.B. 401 Abuja, Nigeria
Contact Form ECOWAS

For nationals of Algeria, Egypt, Libya, Mauritania, Tunisia and Western Sahara please contact:
North African Regional Capability (NARC):

Contact Form NARC

For nationals of Angola, Botswana, Democratic Republic of Congo, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, South Africa, Swaziland, Tanzania, Zambia and Zimbabwe please contact:
Southern African Development Community (SADC):
Postal address: Training and Rostering Officer, SADC House, Plot No. 54385, Central Business District, Private Bag 0095, Gaborone, Botswana
Fax: +267 397 2848

Contact Form SADC