

Quick Guide for Calls involving external assessors

This guide includes the first steps you need to take to allow external assessors to start the evaluations. For complete information about external assessors, please refer to the [Manual for External Assessors](#).

To give access to the external assessors, you need to encode:

1. The **LEF** number of the company and the **CRIS** contract number¹.
2. The **Unique Identifier (UID)** of the Resource Manager (only). Once s/he gets access to PROSPECT the RM will have to configure their team in the system (external assessors' manual). Note:
 - a. Each External assessor company has a Resource Manager. This link is established automatically when the LEF and UID are specified for the given lot in 'Assessors and deadlines' screen. If you don't find the combination you need, **contact IT support**.
 - b. The RM has to give you the **UID, not the EU login** (as illustrated below).
3. The Chairperson has to approve the configuration of the "Assessors and Deadlines" tab.

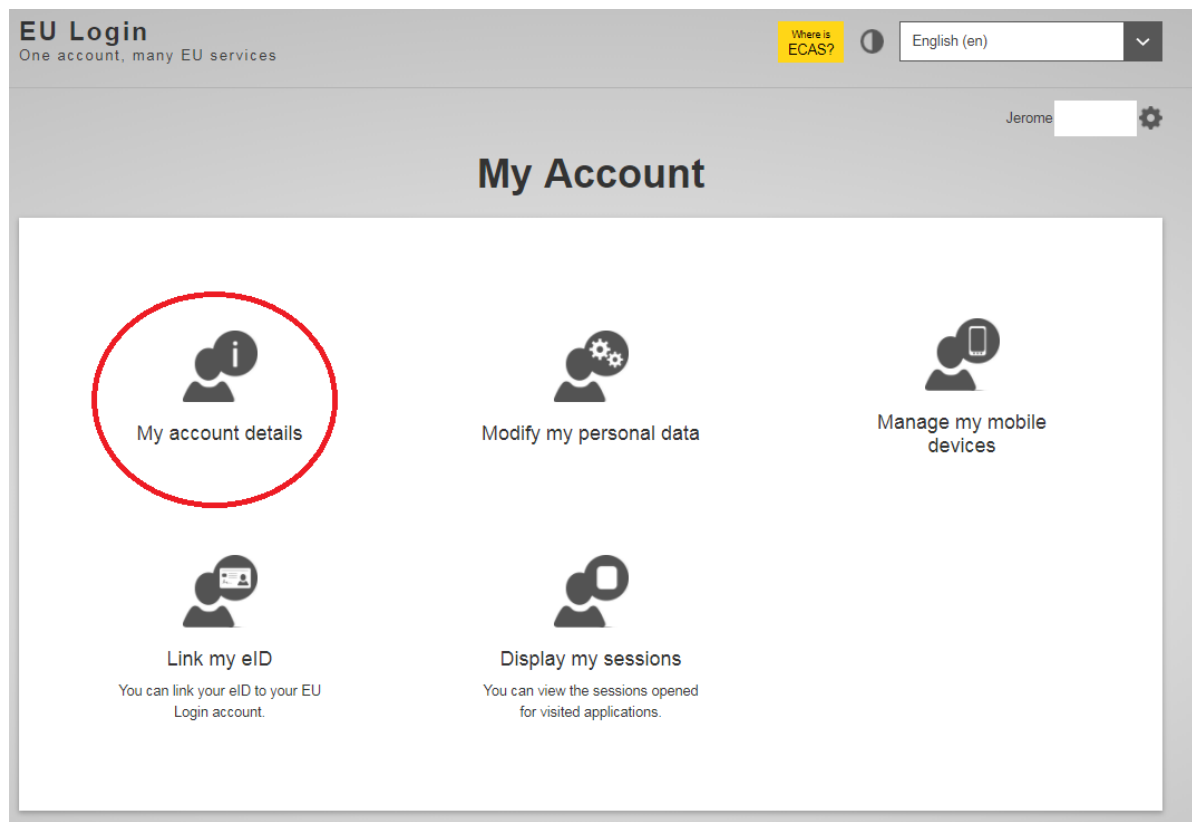
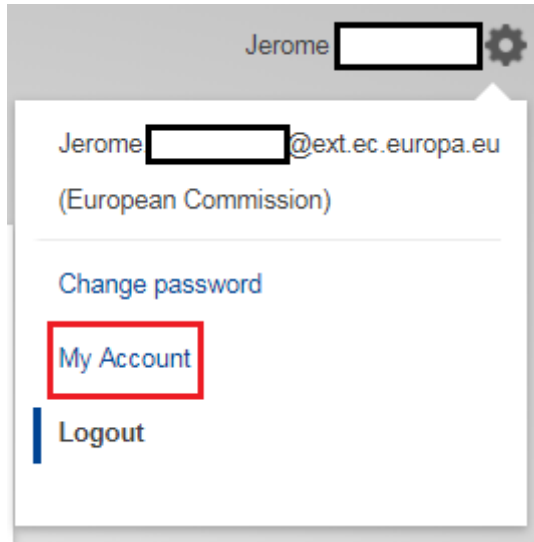
External assessors can see and start evaluating the proposals:

1. Once the Chairperson approves the configuration in "Assessors and Deadlines",
2. The external assessors will:
 - Have access to the applications at OAC check if the external company is assigned to this assessment.
 - Not have access to technical evaluation (CN/FA) if the evaluation committee's results of OAC have not yet been encoded.
 - Have access to the technical evaluation (CN/FA) if the evaluation committee performs the OAC and accepts some applications at the OAC.

¹ If, in exceptional cases, there is no "company"/contract with external assessors, please contact the IT support.

How to get your UID

Note that the user has to log out from the system in order to see the account options button:



My account details

Username	*****
Domain	European Commission
Unique identifier at the Commission (uid)	*****
Most recent login	11/07/2018 09:23 GMT+02:00
Previous login	11/07/2018 08:21 GMT+02:00
Account created	18/11/2017 22:34 GMT+01:00
Name	*****
Department	*****
Internal telephone number	*****
E-mail	*****@ec.europa.eu