WMO OMM

World Meteorological Organization
Organisation météorologique mondiale
Organización Meteorológica Mundial
Всемирная метеорологическая организация
المنظمة العالمية للأرصاد الجوية
世界气象组织

WEATHER CLIMATE WATER
TEMPS CLIMAT EAU

WMO Community Platform

Experts Database

User Manual

community.wmo.int

Contents

Background

The WMO Community Platform aims to give WMO members and partners control of the information they share with the WMO secretariat, and the ability to facilitate the nomination and management of members' and partners' involvement in WMO related activities.

Experts Database ([community.wmo.int)](community.wmo.int) is the first component of the new WMO Community platform that has been developed. It allows authorized users to maintain information about members and partners' contacts and group memberships.

In this guide you will find instructions on how to manage your Experts Profile, Groups, and Group Memberships.

Permanent Representatives have been asked to nominate "Agency Approvers" who will be authorized to represent their respective organizations. Agency Approvers will be able to add and remove contacts, nominate experts for participation in groups, and change nominations.

Login Information

Some information on Members/partners, Groups, and Experts is publically available. Users that are registered in the database as 'contacts' are able to log in to the system. These users are known as WMO Experts.

Users will have received a login token to their unique email address which will be needed to access the system the first time.

To login, click sign in and enter your unique email address and login token.

Enter you valid email and password. If there are any issues select 'Can't access your account?'

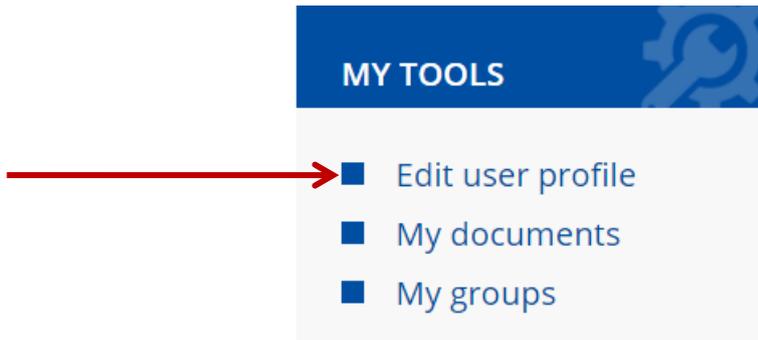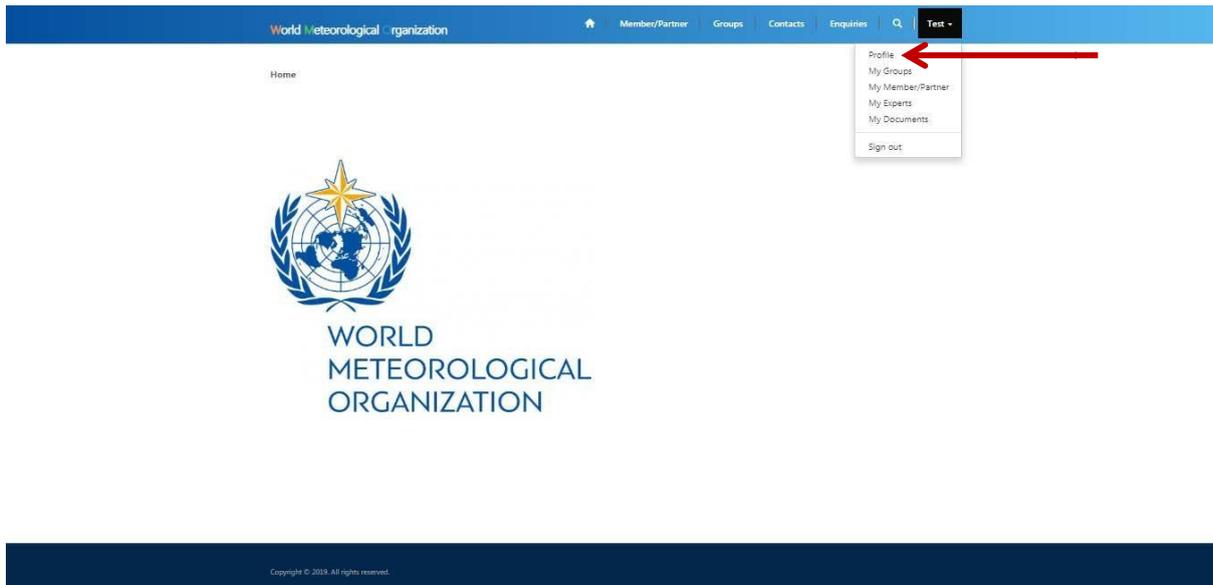To access your account select 'edit user profile' as shown in the screenshot below.

MY TOOLS

- Edit user profile
- My documents
- My groups

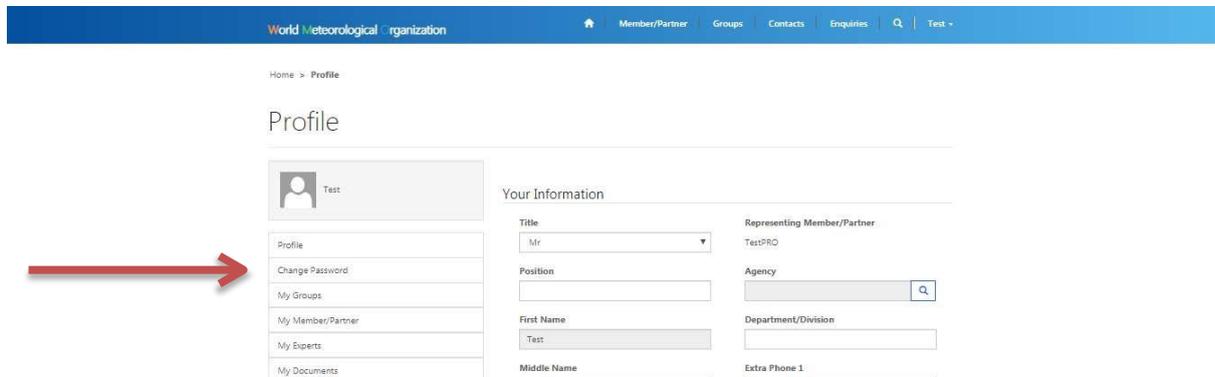You may also change your password by selecting 'Profile' in the drop down menu.

On the left hand side select 'Change Password,' you will be prompted to verify this option and be sent a verification code via email.

Users can also reset a forgotten password by following these steps:

Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

Enter the characters in the picture or the words in the audio.

Next   Cancel

1. Click Sign In
2. Click forgot my password
3. Enter unique email address in 'User ID' field

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

⦿ Email my alternate email	We've sent an email message containing a verification code to your inbox.
	Enter your verification code
	Next

4. 6-digit pin will be sent to your corresponding email address
5. Enter the 6-digit pin you received on your email
6. Reset your password by following the instructions on the screen

Experts Functionalities

How to Update your Profile

To update information on a profile, you can click the drop down menu and select 'Profile.'

Users can update basic information, as well as add a short CV, and identify languages and skills.

Ref.: 0208J/2020-1.0 CER

☐ **Print family - name first**
Short CV

Languages

Contact	Language ↑	Level

There are no records to display.

Add Language

Skills

Skill ↑	Description (Skill)

There are no records to display.
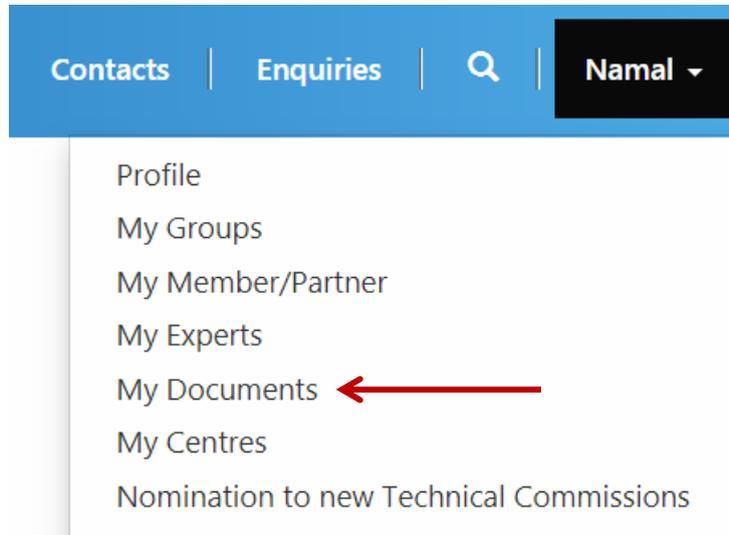
Add Skill

Submit

Be sure to click submit in order to save your changes.

How to add your CV

Adding your CV is crucial as it helps WMO decide on your nomination when you've nominated for a technical commission.

First click on the arrow next to your name to access your controls and select My documents

Once you are in the 'My documents' page click add files and a pop-up box would appear as the following image shows.
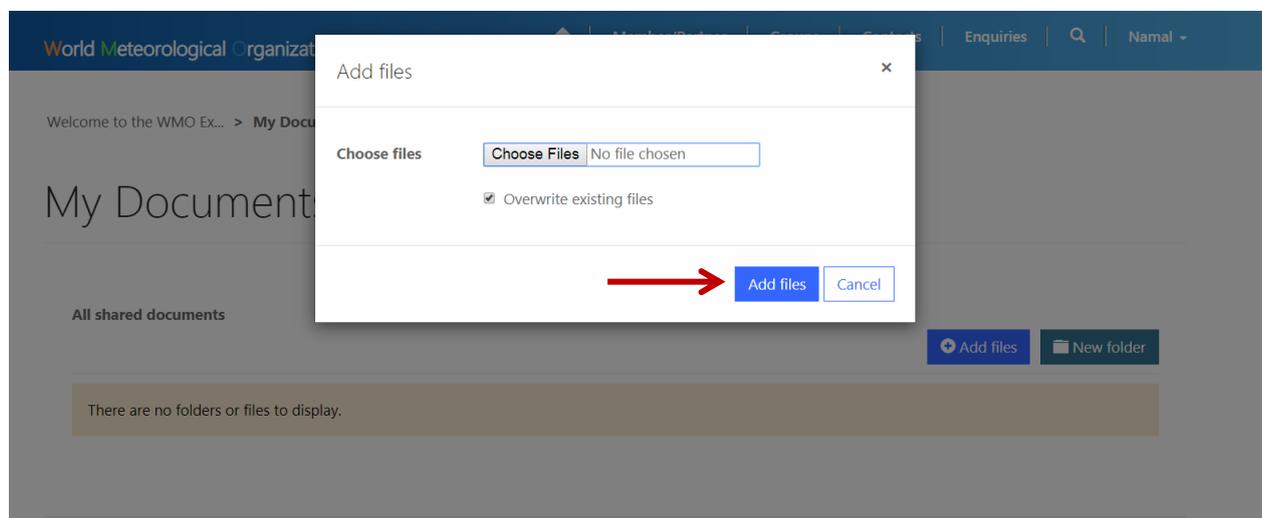
Browse where your CV is located and upload it by clicking 'Add files'. Please make sure to upload a **PDF/Word** document. Uploading other formats may create delays in accessing your CV.

Once uploaded you will see the CV in the database. To resubmit select overwrite file and it will be replaced by the newer version.

Once you've uploaded click 'Submit'

Name ↑	Modified
📄 Examples_CV_coverletter_English.pdf (2513 KB)	29 Jan 2020 10:02 AM

Submit ←

How to check your groups

It is important to note that though they may have different criteria in order to be a member, in this new system everything is treated in groups (i.e., Executive Council is considered a group)

You can check your active groups, your nominations to groups, your previous groups and view group members by clicking the drop down menu and selecting 'My Groups' under 'MY TOOLS' as shown in the screenshot below.

MY TOOLS

- ■ Edit user profile
- ■ My documents
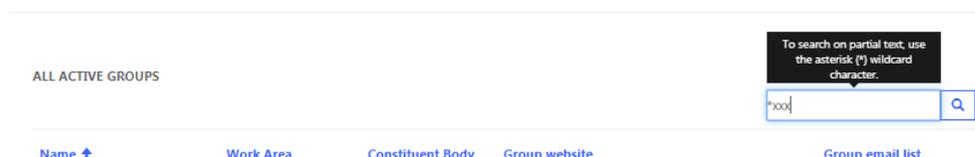→ ■ My groups
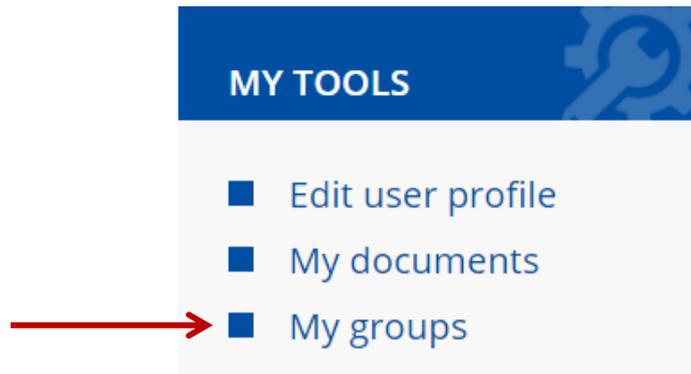
How to nominate yourself to a group

You can nominate yourself to groups when appropriate. This nomination will go through the agency approver and WMO staff before you are accepted.

To Self-Nominate, Select 'Groups' on the top of the home page.

World Meteorological Organization   🏠 Member/Partner   Groups ←   Contacts   Enquiries   🔍   Test ▾

Home

Use the search box to find group(s). Be sure to use an asterisk (*) before typing keyword(s).

Groups

ALL ACTIVE GROUPS

To search on partial text, use the asterisk (*) wildcard character.

*xxx   🔍

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Name ↑	Work Area	Constituent Body	Group website	Group email list

Once you find the group you would like to be added to, scroll to the bottom of the page and select `Add contact to this group.' Here, you can also view other members of the group and their allocated roles.

GROUP MEMBERS OF THIS GROUP

Contact ↑	Allocated Role	Authorized by	Started in role

Fill in the required fields and then submit the request.

Add contact to this group　　　　　　　　　　　　　　　　×

Contact *

Group

Aviation Research Development Project

Authorized by *

Nominated Role

Details function

Submit

Pending approvals can be viewed under 'My Groups' in the 'My nominations to groups' section.

My nominations to groups

Pending WMO Validation

Search

Group ↑	Nominated Role	Started in role	Status Code	Nominated By
Test 2 Group 07/09/2018	Co-coordinator		Pending Approval	Dr Drupal testing B2C

Pending authorization

Search

| Group ↑	Nominated Role	Status Code	Nominated By

Agency Approver Functionalities

Agency Approvers have all of the same functionalities as Experts, with some added delegation. Agency approvers are selected by PRs and their main role is to manage groups and their experts.

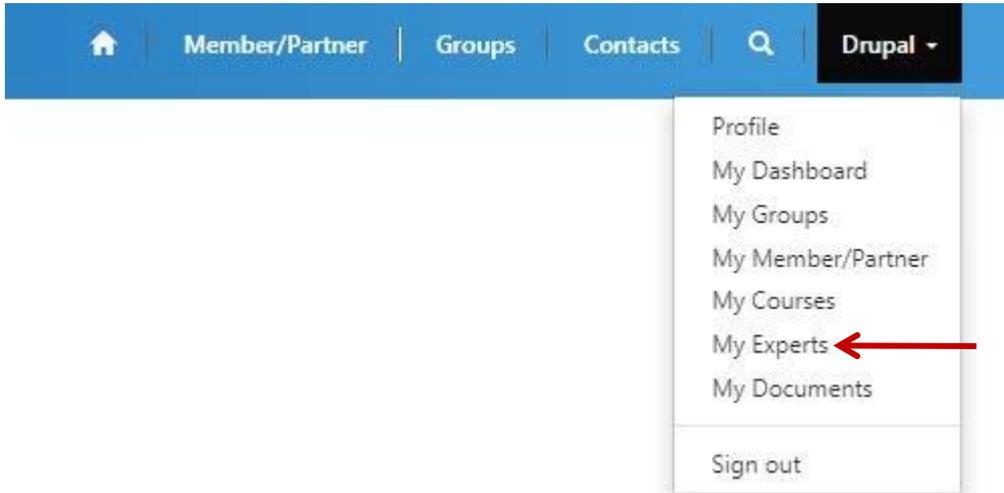### How to nominate an expert to a group

To add a new expert to a group, you must nominate them following the same self-nomination steps on page 10.

There is a specific workflow that must take place before an expert is added to a group (see figure below). Once an expert has been nominated, or had their nomination verified by an agency approver, the nomination goes to WMO staff who can activate, or deny the application, or request further information from the agency approver.
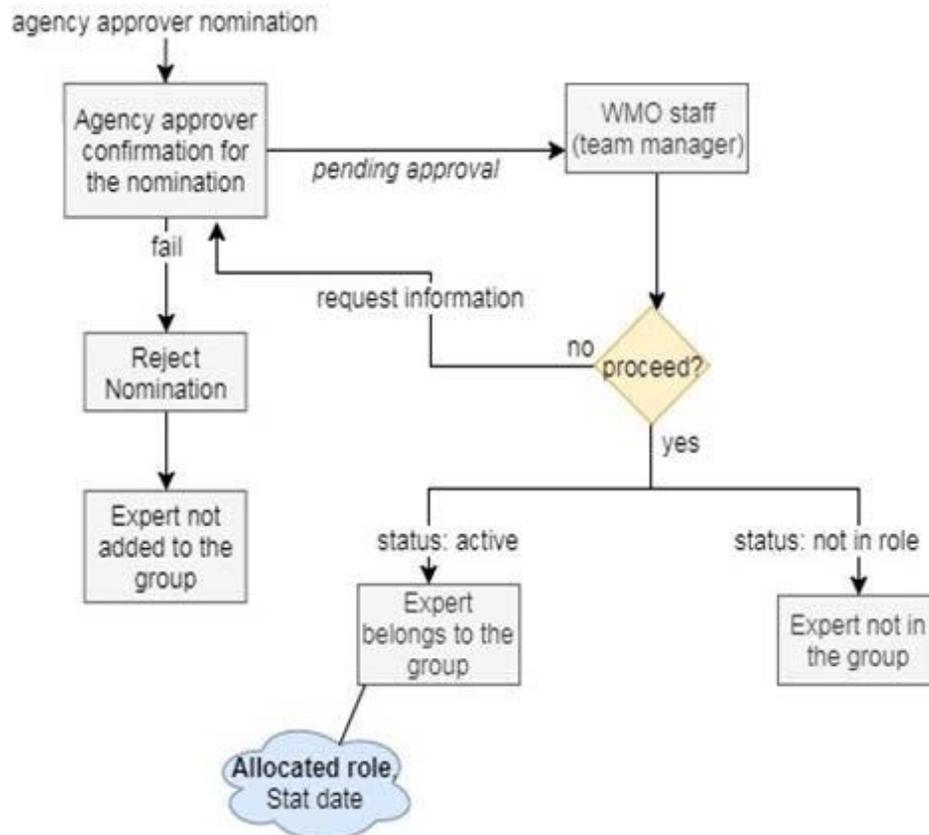
How to accept self-nominations from experts

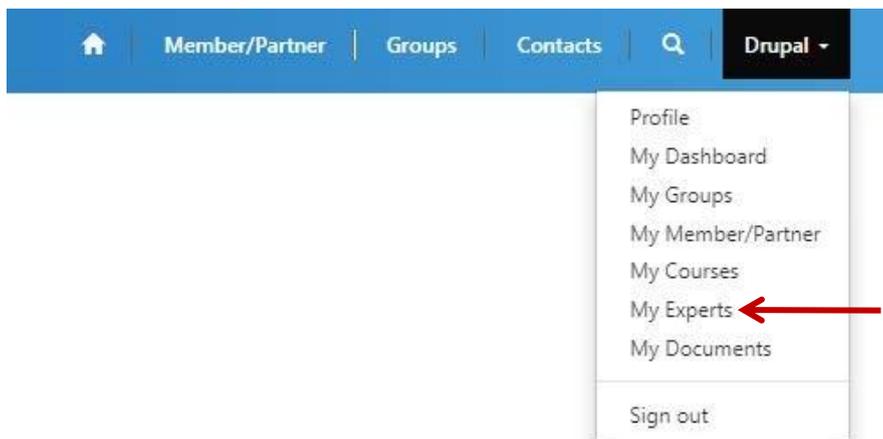Select 'My Experts' from the drop down menu

Select expert from 'Pending my Authorization'. Click the drop down arrow on the right side and select 'accept nomination.'

Pending my Authorization

Contact ↑	Group	Nominated Role		Status Code	
Mr B2C Testing 04.02.2019	AMDAR TEST	Alternate	Pending Approval	Diving Paradise	⌄

How to deactivate an Expert from a group

Select 'My Experts' from the drop down menu and go to 'Active Groups.'

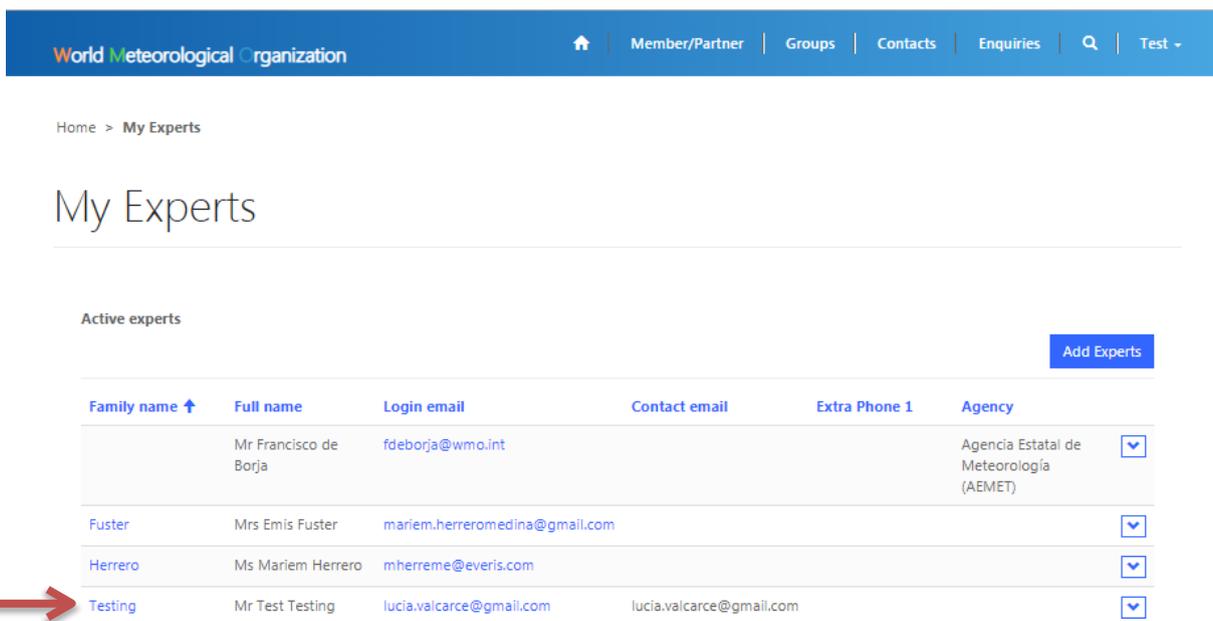Select the member you wish to deactivate, select 'view details' and 'Deactivate.'

Change Role   Deactivate Role

How to modify personal information of existing experts

Go to 'My Experts' in the dropdown menu.

Select the expert whose information needs changing.

Edit the necessary information and select 'Submit.'

All changes to an individual's information will log the author and details that have been changed.

How to delegate and remove Agency Approver authority to Experts

Agency approvers may also delegate agency approver access to experts who are already an existing member of a group. To do so, select 'My Member/Partner' from the dropdown menu.

Select your Member

Members as Agency Approver

Name ↑		WMO Region	Permanent Representative	Hydrological Adviser	Preferred language	
		Region I: Africa	Florian X. Teichert			⌄

Scroll down to 'People Information' and select 'Add Delegate.'

People Information

Delegated Agency Approvers

Search 🔍 **Add Delegate**

Family name ↑	Full name	Login email	Contact email	Extra Phone 1	Agency	
	Mr Francisco de Borja	fdeborja@wmo.int			Agencia Estatal de Meteorología (AEMET)	⌄
Testing	Mr Test Testing	lucia.valcarce@gmail.com	lucia.valcarce@gmail.com			⌄

Delegated by PR re signature

Search 🔍

Use the search bar to find the appropriate contact and select 'Add' to give them agency approver access.

To remove someone as an agency approver, click the drop down arrow and select 'Remove Delegate'

How to inform the Secretariat of a retired expert
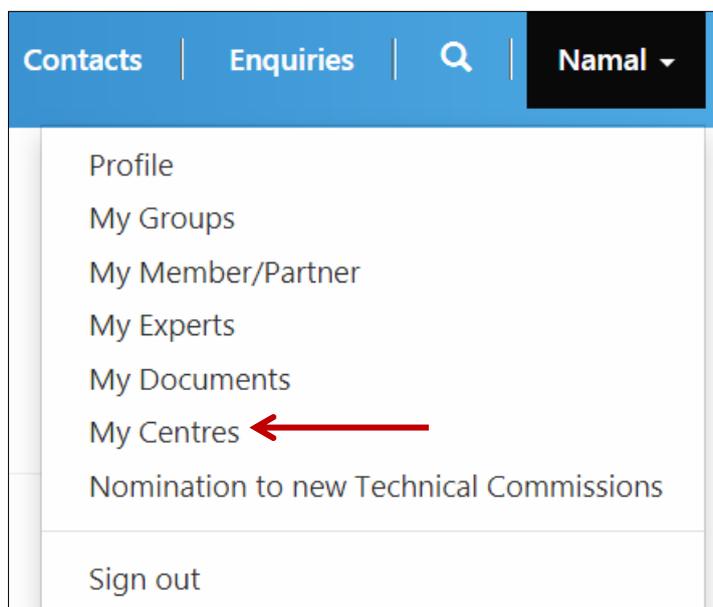
Select 'Groups' on the top of the home page.

In the search bar, search *Retired, select the group "Retired Experts" and then follow the same steps for nominating an expert to a group.
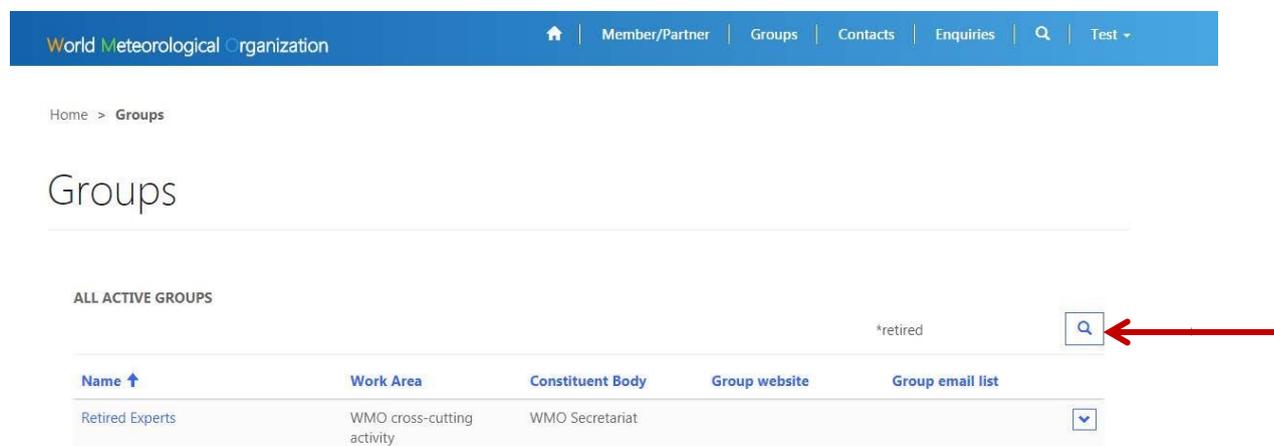
How to add a Centre

Login to the Experts Database as Permanent Representative/ Agency approver. Once logged in select 'My Centres' and then click on 'Add Centre' as shown in the screenshot below.

You will be presented with a popup asking you to fill in necessary details to create a new Centre. Complete the form and click submit. The new centre will be added instantly

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to the database.

My Centres

Centres

Add Centre

Name ↑	Category	Centre URL	Member	City	Latitude	Longitude	Agency	Publishing Status	
A new centre for My Centres	Other	https://ethz.ch/en.html	TestPRO	Geneva	46.890000	8.090000	ETH Zürich	Unpublished	▼

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