

EURIMAGES: EXTERNAL EXPERTS OF THE EURIMAGES FUND

INTRODUCTION

Please read this guide to the Experts procedure carefully before starting to fill in your application.

- Applicants are advised to complete the application form carefully as most of the elements will be used in the selection process.
- The platform is bilingual, you can work on the English interface or French interface, click on the flag to choose your version.



- You cannot submit your application using the new on-line system unless all the required fields have been completed.
- Please note that information filled out is retained in the system's memory. You may therefore, **at any time**, leave your application using the button **Save** and return to it later to continue working or to consult it.
- At the end of the application process, you will receive an email confirming receipt of your application. This email will also contain your application PDF Summary.
- Once it has been submitted, your application cannot not be modified or re-submitted.

THE REGISTRATION PROCESS

1. IF YOU ALREADY HAVE AN ACCOUNT (FORMER CYCLE 2021-2024)

- You do not have to create a new account. In the Welcome Page, please click on button **Forgot password**

EURIMAGES External Experts of the Eurimages Fund

LOGIN

WELCOME TO THE EXPERTS PLATFORM FOR THE EURIMAGES FUND

Please read these documents carefully before filling out your application:

- User's guide to the Experts platform
- External Experts Guidelines
- Template of framework contract (Example For information)

Email Compulsory

Password Compulsory

LOGIN

Forgot Password? Not registered yet? Register here

- A pop-up will ask you to enter your email address and click on button **Recover Password**

EURIMAGES External Experts of the Eurimages Fund

FORGOT PASSWORD?

Email

→ RECOVER PASSWORD

Back

2. IF YOU DO NOT HAVE AN ACCOUNT AND WOULD LIKE TO REGISTER FOR THE NEW CYCLE

- In the Welcome Page, click on button : **Not registered yet? Register here**

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LOGIN

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Email Compulsory

Password Compulsory

LOGIN

Forgot Password? Not registered yet? Register here

- You will be automatically redirected to the **REGISTRATION** page
- Fill in the required information (Name and First Name + email address)
- Click on the button **Register your account** to send your request

REGISTER NOW

WELCOME TO THE EXPERTS PLATFORM FOR THE EURIMAGES FUND

Please read these documents carefully before filling out your application:

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- External Experts Guidelines
- Template of framework contract (Example For information)

Name & First Name
totolehéros

Email
toto@coe.int

REGISTER YOUR ACCOUNT

Already Registered?

Back

- A pop-up will open and ask you to check your mailbox to proceed to the activation of your account

Your user account is created.
Check your email to activate it.

GO TO LOGIN

- Click on the **activation link** contained in the email received
- You will be redirected to the **Activation account page**

ACTIVATE ACCOUNT

Choose Password

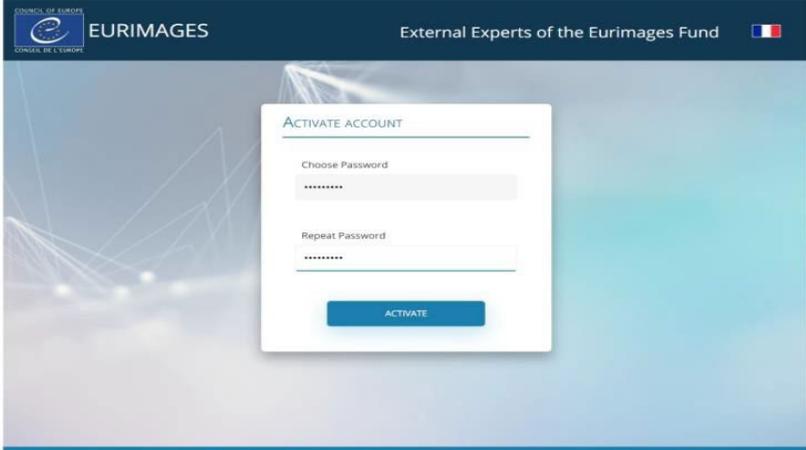
Password
Compulsory

Repeat Password

Password
Compulsory

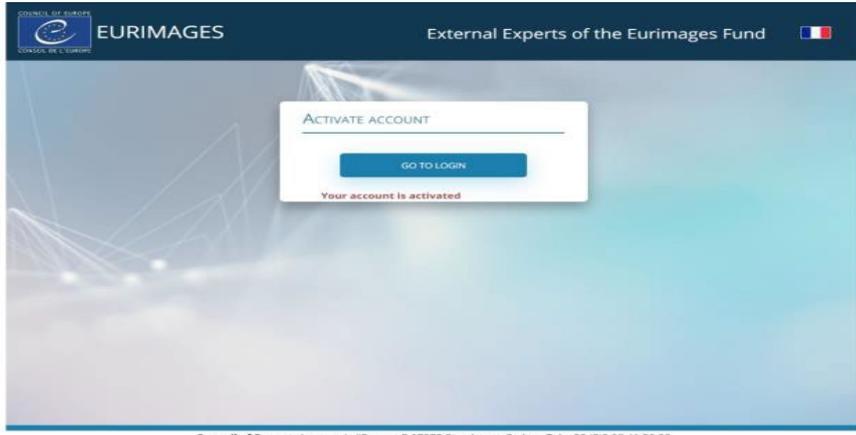
ACTIVATE

- Fill in the required information (Choose password/Repeat password).
- Use the **“Activate”** button to send your request



The screenshot shows the 'ACTIVATE ACCOUNT' form on the EURIMAGES website. The form is titled 'ACTIVATE ACCOUNT' and contains two input fields: 'Choose Password' and 'Repeat Password', both with masked characters (dots). Below the fields is a blue 'ACTIVATE' button. The background of the page features a network diagram with nodes and connecting lines. The page header includes the EURIMAGES logo, the text 'External Experts of the Eurimages Fund', and a French flag. The footer contains the text: 'Council of Europe, Avenue de l'Europe F-67075 Strasbourg Cedex - Tel. +33 (0)3 88 41 20 00'.

- Your account is now activated - you are a registered user of the system



The screenshot shows the 'ACTIVATE ACCOUNT' form after successful activation. The 'ACTIVATE' button has been replaced by a blue 'GO TO LOGIN' button. Below the button, a message reads 'Your account is activated'. The background and page header are identical to the previous screenshot. The footer contains the text: 'Council of Europe, Avenue de l'Europe F-67075 Strasbourg Cedex - Tel. +33 (0)3 88 41 20 00'.

- From now on you can log in using your login and password.

HOW TO LOG INTO THE PLATFORM

- Use the zone **Login**
- Sign in, using your login and password:
- Click on button **Login**

COUNCIL OF EUROPE
CONSEIL DE L'EUROPE

EURIMAGES

External Experts of the Eurimages Fund

LOGIN

WELCOME TO THE EXPERTS PLATFORM FOR THE EURIMAGES FUND

Please read these documents carefully before filling out your application:

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- Template of framework contract (Example For information)

Email

Compulsory

Password

Compulsory

LOGIN

Forgot Password?

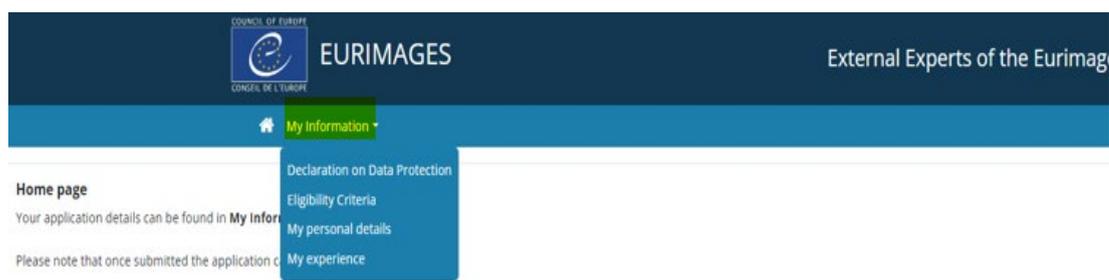
Not registered yet? Register here

YOU ARE NOW CONNECTED TO THE PLATFORM

THE APPLICATION PROCESS

- The platform is composed of 4 screens:

Declaration on Data protection
Eligibility Criteria
My personal details
My Experience



- You can access the screens via the Menu **My Information**.
- Applicants are advised to complete the application form carefully as most of the elements will be used in the selection process.
- You can access a screen only after submission of the previous one.** As soon as you have submitted a screen, you will be automatically redirected to the next one.
- You can save your data, at any step, using the button **Save**
- Symbols** will guide you to fill in your application:
 -  is a **warning message/Compulsory Element**: if you don't fill in the mandatory fields, this warning message will appear and will prevent you from submitting
 -  is an **info bullet** message that will give you all necessary guidelines to fill in your form

SCREEN DECLARATION ON DATA PROTECTION

- Please read the Declaration on Data protection

My Information Messages Fattha2

Data protection Eligibility My personal details My experience Finish

Declaration on Data Protection

Guidelines

Eurimages External Experts Platform Data Protection Declaration

This data protection declaration explains how we process personal data through Eurimages External Experts Platform (Platform) which allows the application, recruitment, selection of Eurimages external experts and follow-up of the related administrative and financial process.

The processing of your personal data is governed by the Council of Europe Regulation on the protection of personal data adopted by the Committee of Ministers on June 15, 2022. CM/Res(2022)14 (coe.int)

1. Who are we?
Eurimages is the cultural support fund of the Council of Europe, which promotes independent filmmaking by providing financial support to feature-length films, animation and documentary films. The Council of Europe is the "data controller" with respect to your personal data, which means it has the decision-making power concerning the data processing.

2. What data do we process and for which purposes?
We will use the information collected for processing your application for the role of external expert to the Eurimages Board of Management and/or Executive Committee and, if you are selected, for administrative and financial management during the term of your framework contract. It will not be used for any other activities of the Council of Europe.
Upon your consent, your contact details may also be used to send you invitations to events organised by Eurimages or to inform you about its activities.

a) We process the personal data necessary for the functioning of the Platform. In order to set up your personal account in the Platform you will have to create a login with your e-mail address and your password.

I confirm that I have read and accepted the Data Protection Declaration

Compulsory

I confirm that I have read and accepted the Data Protection Declaration

Submit

- At the bottom of the screen, you will be asked to accept and sign the declaration

I confirm that I have read and accepted the Data Protection Declaration

Compulsory

- Once you have read and accepted the Declaration on Data Protection, a button **Submit** will automatically be activated, allowing you to submit the Declaration form.

I confirm that I have read and accepted the Data Protection Declaration



- Once you have submitted the Declaration form, a submission confirmation message will be generated within the screen.

I confirm that I have read and accepted the Data Protection Declaration

Declaration accepted on 28/08/2024 09:16:36

- You will be automatically redirected to the screen **Eligibility Criteria**

SCREEN ELIGIBILITY CRITERIA

- You will be asked to fill the form **Eligibility Criteria**

The screenshot shows the Eurimages application interface. At the top, there are logos for the Council of Europe, Eurimages, and the Directorate General of Democracy and Human Dignity. The user is logged in as 'Fatih2'. The navigation bar includes 'Data protection', 'Eligibility', 'My personal details', 'My experience', and 'Finish'. The 'Eligibility' section is active, displaying a list of criteria for independent industry experts. The criteria include: 1. At least five years of proven experience in their field of activity (co-production, distribution, international sales, script writing/analysis, directing, international festival programming, selection of projects for international co-production markets); 2. Extensive experience in the film industry at an international level and, in particular, of internationally co-produced feature film; 3. A high level of proficiency in reading English (French is a plus but not required); 4. Oral proficiency in English or French of at least level B2 (CEFR)¹; 5. Nationality of a member State of Eurimages (including an associate member state) or permanent residence in one of these States; 6. Availability in principle during the periods foreseen for the assessment of projects. Below the criteria, there are seven numbered questions with radio button options for 'Yes' or 'No'. A 'Submit' button is visible at the bottom right of the form.

Eligibility

A reminder of the selection criteria for independent industry experts:

- At least five years of proven experience in their field of activity (co-production, distribution, international sales, script writing/analysis, directing, international festival programming, selection of projects for international co-production markets);
- Extensive experience in the film industry at an international level and, in particular, of internationally co-produced feature film;
- A high level of proficiency in reading English (French is a plus but not required);
- Oral proficiency in English or French of at least level B2 (CEFR)¹;
- Nationality of a member State of Eurimages (including an associate member state) or permanent residence in one of these States;
- Availability in principle during the periods foreseen for the assessment of projects.

¹ Common European Framework of Reference for Languages: <https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>

You must reply to the seven criteria below. Please check whether you are eligible using the list above.

- I have at least five years of experience in the film industry at an international level and, in particular, with internationally co-produced feature films. This experience is set out in my CV and other information provided in this application.
 Yes No
- My field of activity is at least one of the following:
Co-production
 Yes No
Distribution
 Yes No
International sales
 Yes No
Script writing and analysis
 Yes No
Directing
 Yes No
International festival programming
 Yes No
Selection of projects for international co-production markets
 Yes No
- Eurimages project assessment periods are February/March, May/June and October/November. A project assessment period includes a period of individual project assessment followed by a one-day online meeting during which a group of experts will prepare a final project ranking. I am potentially available during these periods:
 Yes No
- I am a national of or a permanent resident in a Eurimages member State (consult: [Eurimage Member States](#)):
 Yes No
- I have a high level of English reading skills of at least level B2/C1 (CEFR) – (French reading skills are a plus but not mandatory):
 Yes No
- I have an oral competence in English of at least level B2 (CEFR).
 Yes No
- I have an oral competence in French of at least level B2 (CEFR).
 Yes No

Only candidates fulfilling all the criteria of eligibility may submit an application. Please check your responses.

- Once you have completed your form, a button **Submit** will automatically be activated, allowing you to submit the **Eligibility Form**.

Save

Submit

- Once you have submitted the form **Eligibility Criteria**, a submission confirmation message will be generated within the screen.

Eligibility Criteria submitted on 28/08/2024 09:22:46

- You will be automatically redirected to the screen **My Personal Details**

SCREEN MY PERSONAL DETAILS

- You will be asked to fill the form **My Personal Details**

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EURIMAGES

External Experts of the Eurimages Fund 

Messages Fatiha2

Data protection Eligibility **My personal details** My experience Finish

Questionnaire

Guidelines

Information about the applicant

Civility
Civility

Gender
Gender

Name
First name
Date of birth

Nationality(ies) of a Eurimages member state
Select

Nationality(ies) of a non-member state of Eurimages (if you have more than one nationality, please indicate them all)
Select

Permanent resident in a Eurimages member state:
Permanent resident in a Eurimages member state:

I confirm that I am a permanent resident of a Eurimages member State.
Compulsory

I acknowledge that Eurimages may verify my nationality and/or my residence permit if necessary.
Compulsory

If you are applying for a position with a company and the contract is to be issued in the name of that company, please provide details as below:

Name of company

Legal representative

Intra-Community VAT number

Detailed address. Please provide the company address if you are applying with a company or your personal. This information is for the contract.

Postal code

City

Country
Country

Email

Phone

Mobile phone

- Once you have completed your form, a button **Submit** will automatically be activated, allowing you to submit the form.

Save

Submit

- Once you have submitted the form **My Personal Details**, a submission confirmation message will be generated within the screen.

Questionnaire submitted on 28/08/2024 09:34:01

- You will be automatically redirected to the screen **My Experience**

SCREEN MY EXPERIENCE

- You will be asked to fill the form **My Experience**


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Data protection
Eligibility
My personal details
My experience
Finish

Questionnaire

Guidelines

My Experience

Please tell us more about your experience.

1. Field of activity and experience
Please note that you must demonstrate at least five years of experience in the film industry at an International level and, in particular, with internationally co-produced feature-length films, as a requirement.

Please select your main field of activity (only one choice is possible):

- Co-production
- Distribution
- International sales
- Script writing and analysis
- Directing
- International festival programming
- Selection of projects for international co-production markets
- **Compulsory**

Please select your secondary field of activity, if appropriate (only one choice is possible):

- Co-production
- Distribution
- International sales
- Script writing and analysis
- Directing
- International festival programming
- Selection of projects for international co-production markets

2. Please complete the table(s) below with pertinent experience from the last five years or at least five recent career highlights. Completing the table is compulsory to make your application admissible

• If you have selected in the precedent question as a main or secondary activity co-production, distribution, international sales, script writing and analysis or directing, please complete the table below.

Film titles & directors	Co-producing countries	Year of production	Screen credit of individual (capacity)	Countries releases	Name of Festival + Year	IMDB link	Comments indicating relevance as regards international experience
				New			[1500 available characters]
New							

• If you have selected in the precedent question as a main or secondary activity festival programming or selection of projects for international co-production markets, please complete the table below:

Name(s) of the festival or market	Your role in this festival or market	Years of activity	Comments indicating relevance as regards international experience
			[1500 available characters]
New			

3. Special expertise
Do you have specific expertise in one or more of the following key areas?

- Animation
- Documentary films
- Children or family films
- Unconventional/Experimental films

Please comment

[1500 available characters]

Do you have specific expertise in one or more of the following additional areas?

- Genre films (thriller, horror, science-fiction, etc.)
- Comedy

Please comment

[1500 available characters]

4. Please upload your CV
Your CV must show relevant experience, at an international level, with the period for each activity, and may indicate links or elements corresponding to Eurimages selection criteria.

Choose File | No file chosen

● **Compulsory**

5. If you have any other information to share, please do so below:

[1500 available characters]

[Save](#)
[Submit](#)

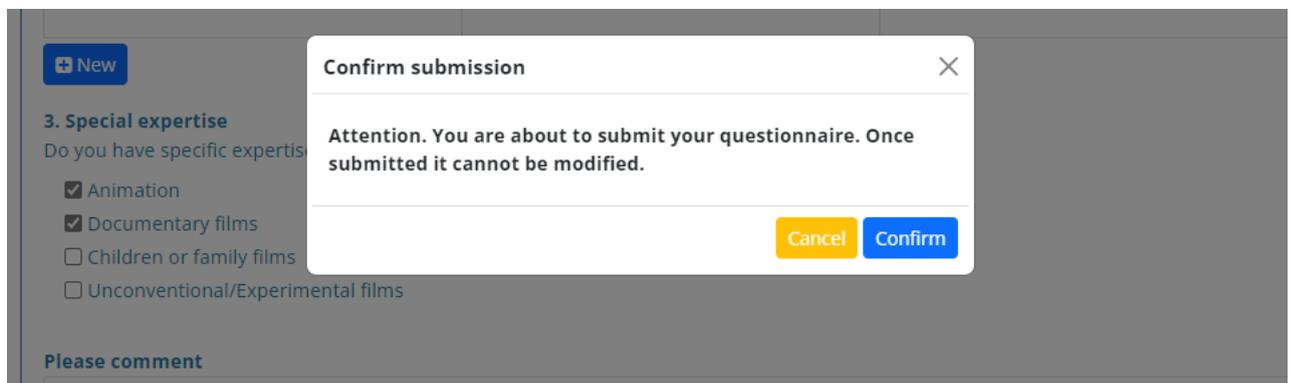
Council of Europe, Avenue de l'Europe F-67075 Strasbourg Cedex - Tel. +33 (0)3 88 41 20 00

- Once you have completed your form, a button **Submit** will automatically be activated, allowing you to submit the form.

Save

Submit

- Once you are about to submit your form **My Experience**, a pop-up message will be generated within the screen asking you to confirm your submission.



- Once you have submitted your form **My Experience**, a submission confirmation message will be generated within the screen.

Questionnaire submitted on 28/08/2024 09:34:01

- You will be automatically redirected to the screen **Finish**

SCREEN FINISH

- The screen **“Finish”** will notify the submission of your application
- The Secretariat will select the applicants best qualified to meet the Fund’s needs. The selection is made by the Secretariat on the basis of the candidates’ curriculum vitae and the declaration made in the online questionnaire.

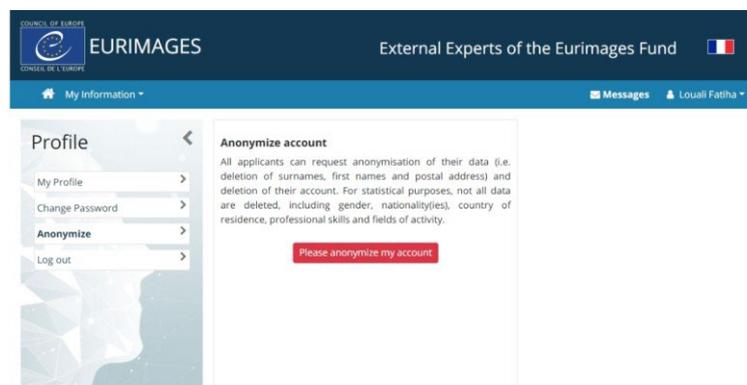
The list of experts selected will be approved by the Board of Management and experts will be informed by the Secretariat by the end of the year.

The screenshot displays the Eurimages application portal interface. At the top, the header includes the Eurimages logo and the text 'External Experts of the Eurimages Fund' with a French flag. Below the header is a navigation bar with 'My information' and 'Messages' options. A progress bar below the navigation bar shows five steps: 'Data protection', 'Eligibility', 'My personal details', 'My experience', and 'Finish'. The 'Finish' step is currently active, indicated by a checkmark icon. The main content area is titled 'Finish' and contains the following text: 'Thank you for your application to become an independent external expert for Eurimages. If your application is eligible, the Secretariat will examine your file. The Secretariat will select the applicants best qualified to meet the Fund's needs. The selection is made by the Secretariat on the basis of the candidates' curriculum vitae and the declaration made in the online questionnaire. The list of experts selected will be approved by the Board of Management and experts will be informed by the Secretariat by the end of the year.' Below this text is a PDF icon.

OTHER USEFUL INFORMATION

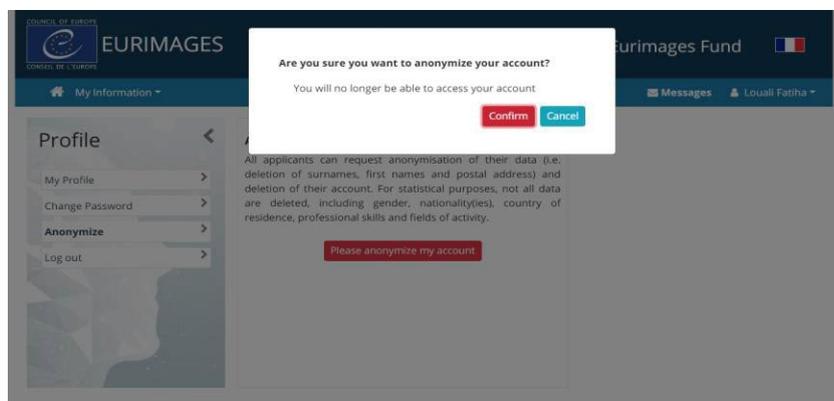
ANONYMIZE YOUR ACCOUNT

- All applicants can request anonymization of their data (i.e. deletion of surnames, first names and postal address) and deletion of their account
- For statistical purposes, not all data are deleted, including gender, nationality(ies), country of residence, professional skills and fields of activity



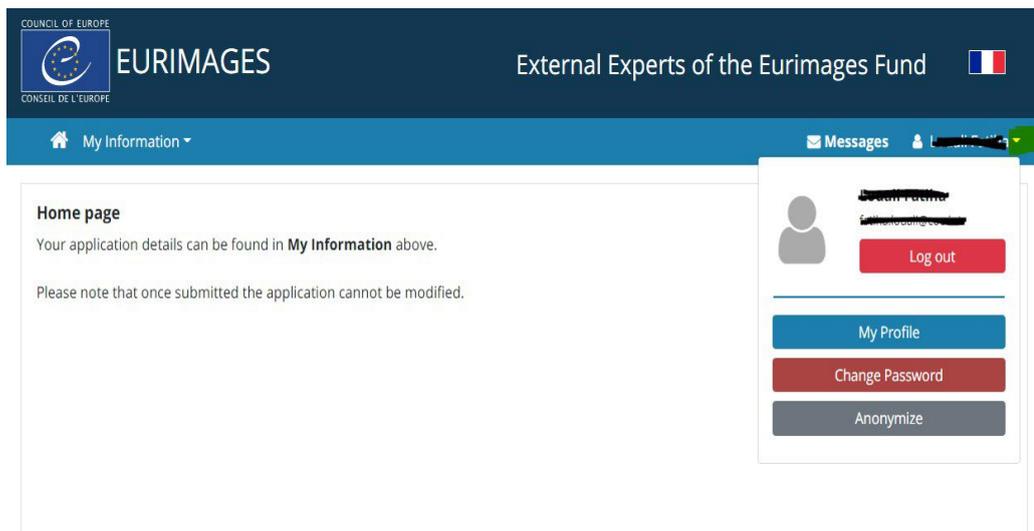
Council of Europe, Avenue de l'Europe F-67075 Strasbourg Cedex - Tel. +33 (0)3 88 41 20 00

- If you request the anonymization of your account, you will no longer be able to access your account.

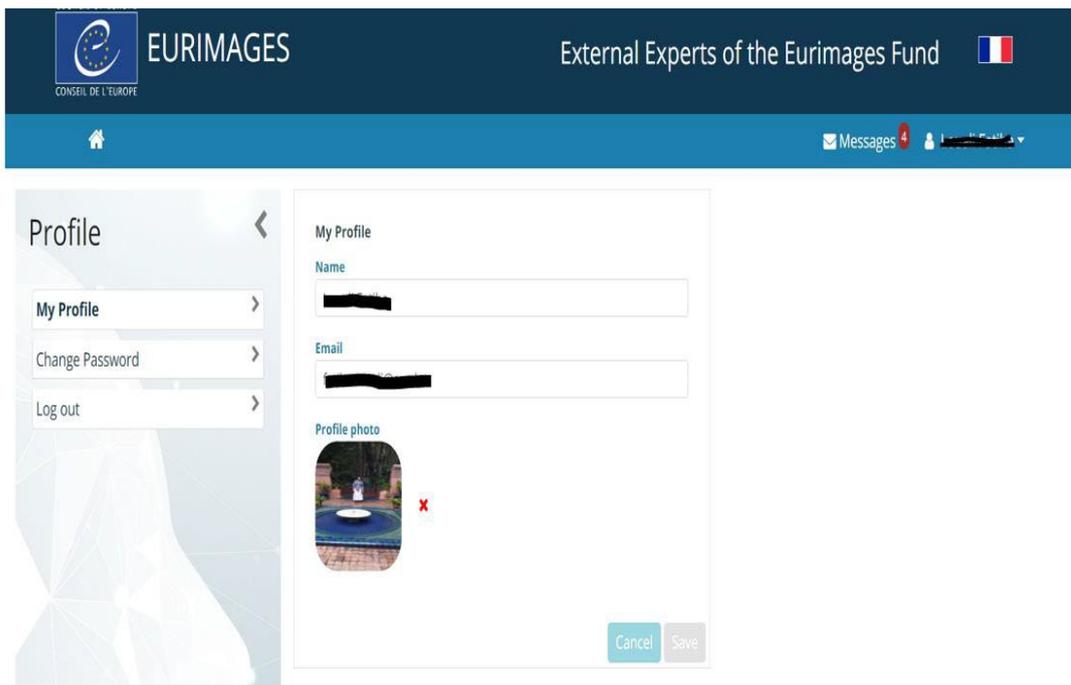


CUSTOMIZE YOUR ACCOUNT

- You can customize your profile account.
- By clicking on the check mark next to your name, you will discover how to add your photo, change your password, anonymize your account.



- **My Profile**



- **Change Password**

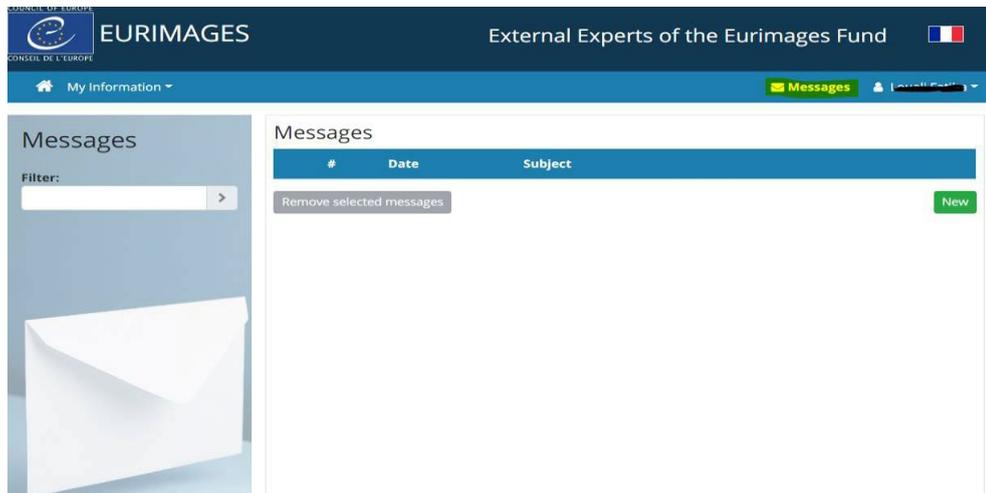
The screenshot shows the Eurimages user interface. At the top, there is a header with the Council of Europe logo, the text 'EURIMAGES', and 'External Experts of the Eurimages Fund' with a French flag. Below the header is a navigation bar with 'My Information' and 'Messages'. The main content area is titled 'Profile' and contains a list of options: 'My Profile', 'Change Password', 'Anonymize', and 'Log out'. The 'Change Password' option is highlighted. To the right of the profile menu is a form titled 'Change Password' with three input fields: 'Current password', 'New password', and 'Repeat password'. At the bottom of the form are 'Cancel' and 'Save' buttons.

- **Anonymize account**

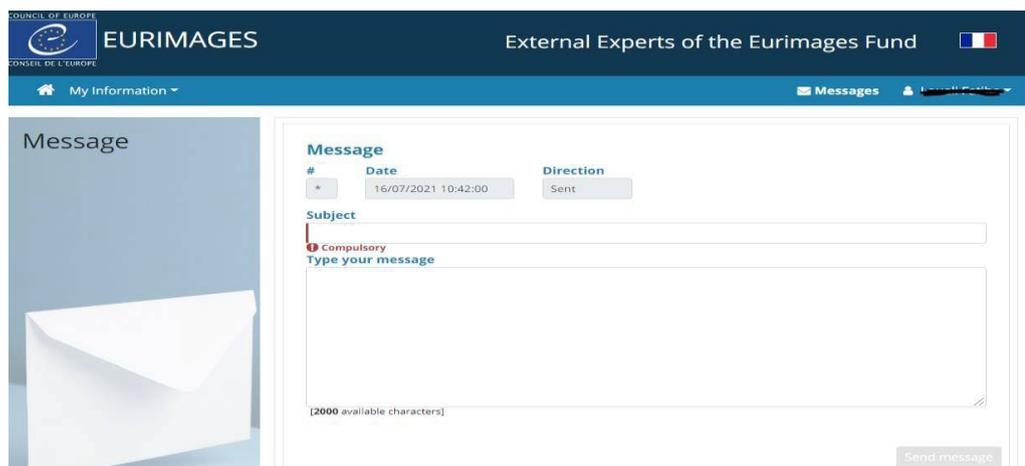
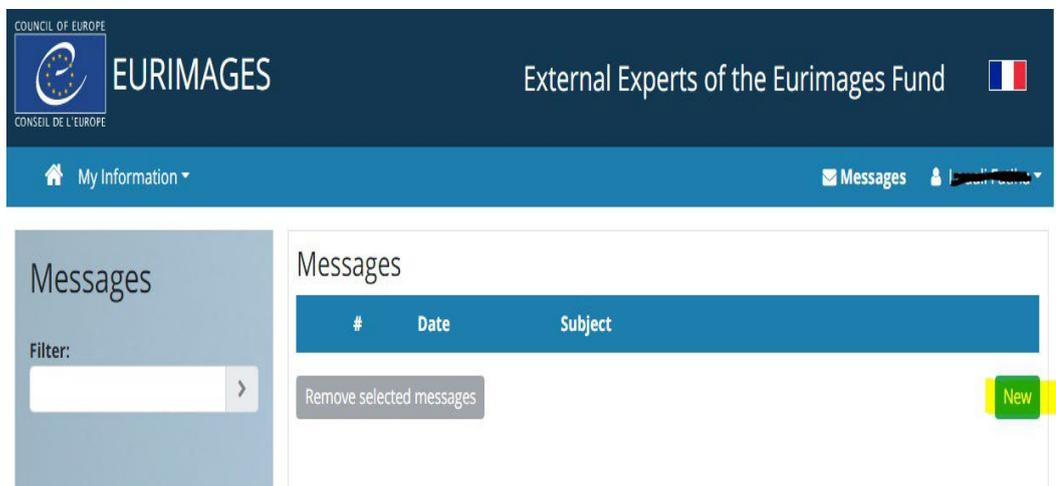
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HOW TO CONTACT THE EURIMAGES SECRETARIAT

- You can send a mail to the Eurimages Secretariat, using the “Message” functionality, that you will find next to you name



To send a message, click on “New”, a pop up will open that allows you to send a message



You haven't found the answer to your question here?

Please send an email: eurimages-experts@coe.int