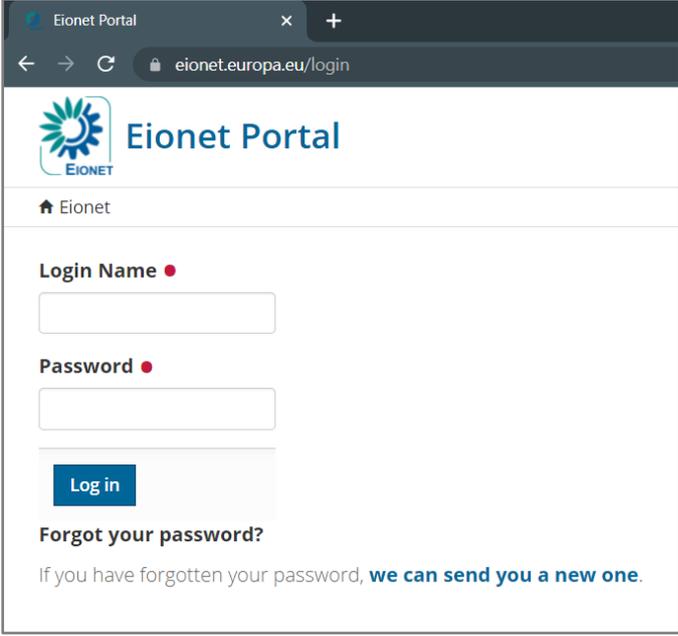


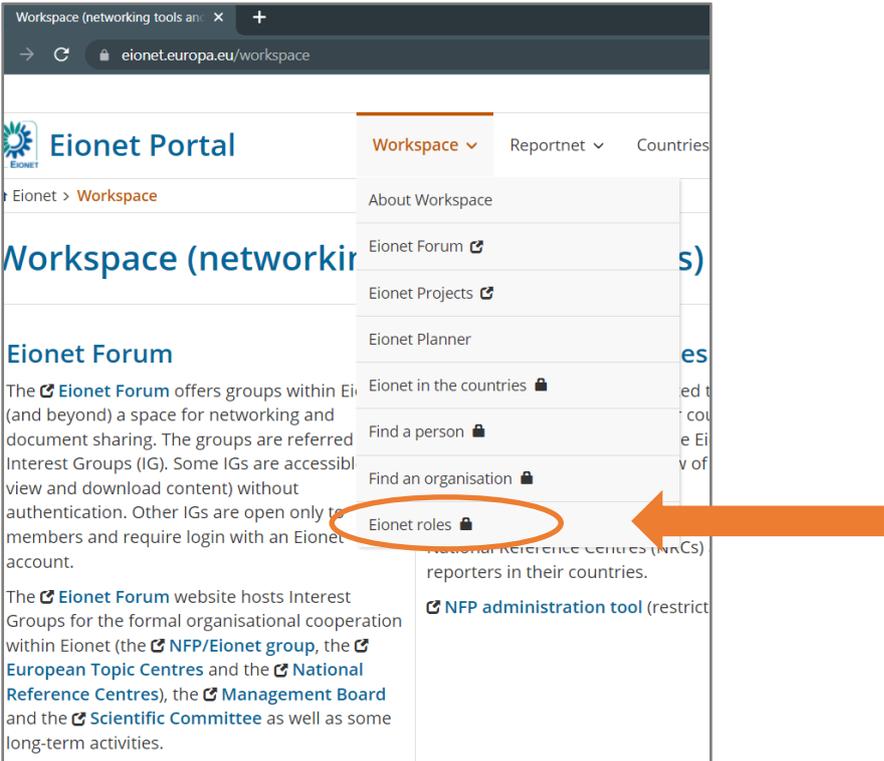
How to maintain the mailing list for the ETC consortium?

1. Login to [Eionet Portal](#)



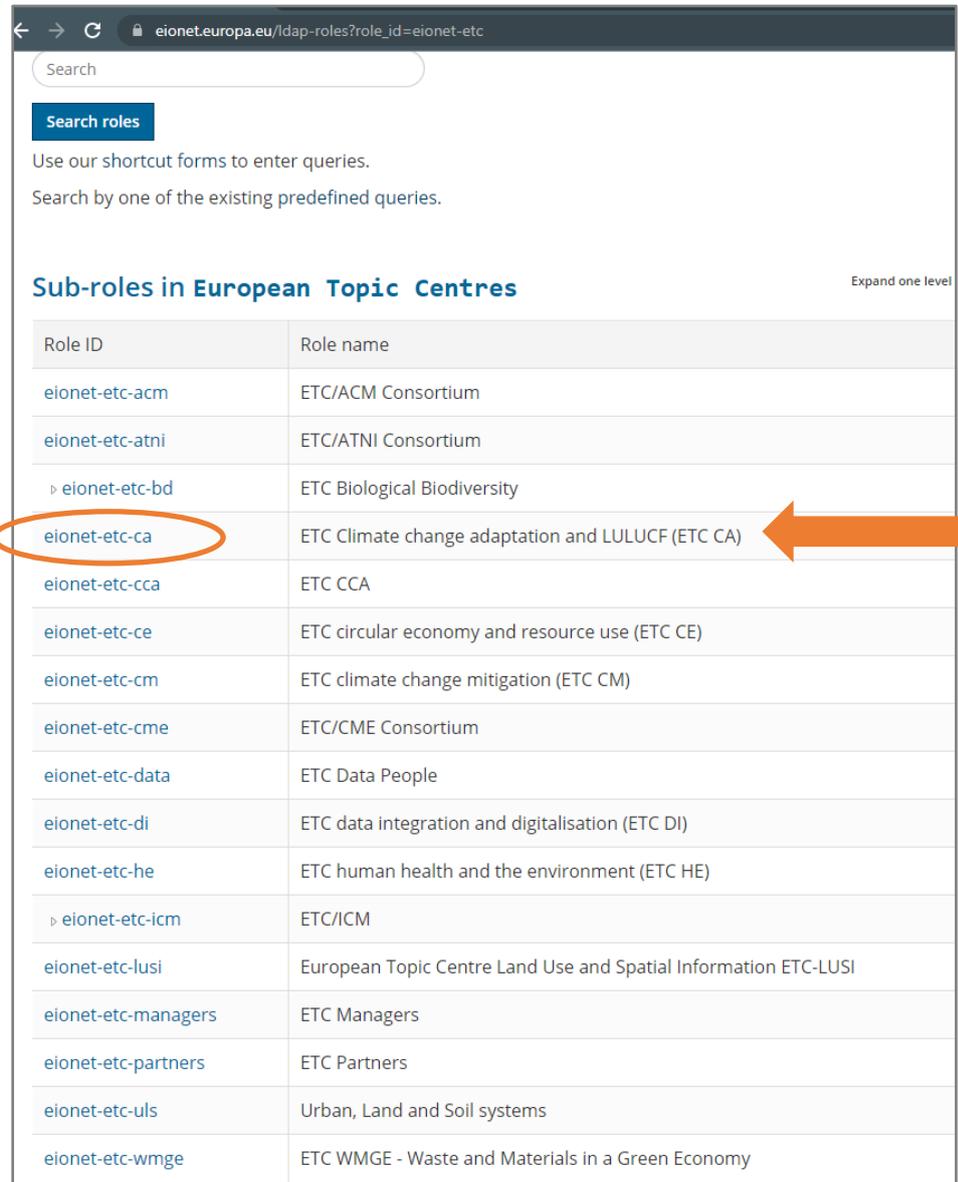
The screenshot shows the Eionet Portal login page. The browser address bar displays "eionet.europa.eu/login". The page features the Eionet logo and the text "Eionet Portal". Below the logo is a home icon and the word "Eionet". The login form includes a "Login Name" field with a red dot indicating a required field, a "Password" field with a red dot, and a "Log in" button. Below the form, there is a link for "Forgot your password?" with the text "If you have forgotten your password, we can send you a new one."

2. Navigate to [Eionet roles](#)



The screenshot shows the Eionet Portal workspace page. The browser address bar displays "eionet.europa.eu/workspace". The page features the Eionet logo and the text "Eionet Portal". Below the logo is a home icon and the word "Eionet". The main content area is titled "Workspace (networking tools and resources)". A dropdown menu is open, showing options: "Workspace", "Reportnet", "Countries", "About Workspace", "Eionet Forum", "Eionet Projects", "Eionet Planner", "Eionet in the countries", "Find a person", "Find an organisation", and "Eionet roles". The "Eionet roles" option is circled in orange, and a large orange arrow points to it from the right. The page also contains text about the Eionet Forum and Interest Groups (IGs).

3. Go to the sub-role eionet-etc and click on the role ID you are maintaining. In this guide we will use the example of ETC Climate change adaptation and LULUCF (ETC CA).



The screenshot shows a web browser window with the URL `eionet.europa.eu/ldap-roles?role_id=eionet-etc`. Below a search bar, there is a section titled "Sub-roles in European Topic Centres" with a link to "Expand one level". A table lists various role IDs and their names. The row for "eionet-etc-ca" is circled in orange, and an orange arrow points to it from the right.

Role ID	Role name
eionet-etc-acm	ETC/ACM Consortium
eionet-etc-atni	ETC/ATNI Consortium
▸ eionet-etc-bd	ETC Biological Biodiversity
eionet-etc-ca	ETC Climate change adaptation and LULUCF (ETC CA)
eionet-etc-cca	ETC CCA
eionet-etc-ce	ETC circular economy and resource use (ETC CE)
eionet-etc-cm	ETC climate change mitigation (ETC CM)
eionet-etc-cme	ETC/CME Consortium
eionet-etc-data	ETC Data People
eionet-etc-di	ETC data integration and digitalisation (ETC DI)
eionet-etc-he	ETC human health and the environment (ETC HE)
▸ eionet-etc-icm	ETC/ICM
eionet-etc-lusi	European Topic Centre Land Use and Spatial Information ETC-LUSI
eionet-etc-managers	ETC Managers
eionet-etc-partners	ETC Partners
eionet-etc-uls	Urban, Land and Soil systems
eionet-etc-wmge	ETC WMGE - Waste and Materials in a Green Economy

4. Now you can add and remove members. The people you add will be listed under 'Users in ETC...'. All of them will receive the email messages sent to the mailing address of the list. Check that the person you want to add has an Eionet account. If a person you want to add as member doesn't have an Eionet account, contact the [Eionet Helpdesk](#) and ask to create an account.

Policy about creation of Eionet account

A new user who needs an Eionet account must contact the Eionet Helpdesk via an existing member of the Eionet Directory, for example EEA staff member, and provide a justification for creating the account.

ETC Climate change adaptation and LULUCF (ETC CA)

◀ Jump to top roles

➕ Create sub-role

👤 All members

👤 Manage Role ▼

📄 Export members (xls)

👤 Add members

👤 Remove members

Roles pattern (e.g. staff, eionet-*-dk)

Search roles

Use our shortcut forms to enter queries.

Search by one of the existing predefined queries.

1. Click on Add members

Users in ETC Climate change adaptation and LULUCF (ETC CA)

Show entries

Apply filter to table

Name ↓	User ID ↑	Email ↑	Tel/Fax ↑	Organisation (ID) ↑
Lorella Reda	redaalor	✉ lorella.reda@cmcc.it	+39 051 378 2602 +39 051 378 2655	Centro Euro-Mediterraneo sui Cambiamenti Climatici (CMCC) S.c. a r.l. - Legal and administrative headquarters in Lecce (it_cmcc)

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Add members to role eionet-etc-ca

◀ Jump to top roles

◀ Back to eionet-etc-ca

➕ Create sub-role

👤 All members

👤 Manage Role ▼

📄 Export members (xls)

👤 Add members

👤 Remove members

Name of user:

2. Write the first OR the last name of the person you want to add. Then click Search.

Add members to role eionet-etc-ca

[◀ Jump to top roles](#)
[◀ Back to eionet-etc-ca](#)
[+ Create sub-role](#)
[All members](#)

[Manage Role ▼](#)
[Export members \(xls\)](#)
[Add members](#)
[Remove members](#)

Name of user:

[Search](#)

3. Check the results of your search and identify the person you want to add as member. Confirm that the name and email address is matching. Then click on Add.

 Search results: 6 users

Users

Show entries

Apply filter to table

Name / Email	User ID	Tel/Fax	Organisation	Add as member
Brian Lyngby Sørensen ✉ bls@geus.dk	sorenbri	+45 38 14 20 91	department_of_groundwater	Add 
Soeren Moerch Andersen ✉ san@mfv.dk	andersoe	+45 22 35 25 63	dk_mfv	Add
Søren Anker Pedersen ✉ soren@ices.dk	pedersor			Add
Søren Fauerholm Christensen ✉ sfc@gst.dk	chrissor	+45 22 79 18 76	geodatastyrelsen	Add
Søren Nielsen ✉ soren.nielsen@eea.europa.eu	sbn	+45 33 36 71 49	eu_eea	Add
Søren Roug ✉ soren.roug@eea.europa.eu	roug	+45 23 68 36 60	eu_eea	Add

Showing 1 to 6 of 6 entries

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After you click on Add, the user should appear in the list of users in the mailing list. Check that the list was updated.

✉ MAILING: eionet-etc-ca@roles.eea.eionet.europa.eu

ETC Climate change adaptation and LULUCF (ETC CA)

◀ Jump to top roles

➕ Create sub-role

👤 All members

👤 Manage Role ▼

📄 Export members (xls)

👤 Add members

👤 Remove members

Roles pattern (e.g. staff, eionet-*-dk)

Search roles

Use our shortcut forms to enter queries.

Search by one of the existing predefined queries.

Success. User added.

Users in ETC Climate change adaptation and LULUCF (ETC CA)

Show 10 entries

Apply filter to table

Name	User ID	Email	Tel/Fax	Organisation (ID)
Brian Lyngby Sørensen	sorenbri	✉ bls@geus.dk	+45 38 14 20 91	dk_GEUS, Groundwater (KFE) (department_of_groundwater)
Lorella Reda	redaalor	✉ lorella.reda@cmcc.it	+39 051 378 2602 +39 051 378 2655	Centro Euro-Mediterraneo sui Cambiamenti Climatici (CMCC) S.c. a r.l. - Legal and administrative headquarters in Lecce (it_cmcc)

4.2. How to remove a member

ETC Climate change adaptation and LULUCF (ETC CA)

◀ Jump to top roles
+ Create sub-role

👤 All members
✖ Delete role eionet-etc-ca

👤 Manage Role ▼
📄 Export members (xls)

👤 Add members
👤 Remove members

Roles pattern (e.g. staff, eionet-*-dk)

Search roles

1. Click on Remove members

Remove members from eionet-etc-ca

◀ Jump to top roles
◀ Back to eionet-etc-ca
+ Create sub-role

👤 All members

👤 Manage Role ▼
📄 Export members (xls)

👤 Add members
👤 Remove members

Users in eionet-etc-ca

Show 10 entries

2. Tick the box in front of the name of the user to select the user you want to remove. You can select multiple.

<input type="checkbox"/>	Name	↓↑	User ID	↑↓
<input style="border: 2px solid orange;" type="checkbox"/>	Brian Lyngby Sørensen		sorenbri	
<input type="checkbox"/>	Lorella Reda		redaalor	

Showing 1 to 2 of 2 entries

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Remove users

3. Click on Remove users.

After you click on Remove, the user should disappear from the list of users in the mailing list. Check that the list was updated.

Confirmation message about user removal.

i Info Users ['sorenbri'] removed from role 'ETC Climate change adaptation and LULUCF (ETC CA)'

✉ MAILING: eionet-etc-ca@roles.eea.eionet.europa.eu

ETC Climate change adaptation and LULUCF (ETC CA)

◀ Jump to top roles  Create sub-role

 Manage Role ▼  Export members (xls)

 All members

 Add members  Remove members

Roles pattern (e.g. staff, eionet-*-dk)

Search roles

Use our shortcut forms to enter queries.
Search by one of the existing predefined queries.

Success. Users list updated.



Users in ETC Climate change adaptation and LULUCF (ETC CA)

Show entries Apply filter to table

Name ↓↑	User ID ↑↓	Email ↓↑	Tel/Fax ↓↑	Organisation (ID) ↓↑
Lorella Reda	redaalor	✉ lorella.reda@cmcc.it	+39 051 378 2602 +39 051 378 2655	Centro Euro-Mediterraneo sui Cambiamenti Climatici (CMCC) S.c. a r.l. - Legal and administrative headquarters in Lecce (it_cmcc)

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Last

4.3. Advanced features

The advanced features are only used in certain situations. [Contact us](#), if you want help with using an advanced feature.

✉ MAILING: eionet-etc-ca@roles.eea.eionet.europa.eu

ETC Climate change adaptation and LULUCF (ETC CA)

◀ Jump to top roles

2 👤 Manage Role ▼

1 ➕ Create sub-role

3 📄 Export members (xls)

4 👤 All members

5 ✖ Delete role eionet-etc-ca

➕ Add members 👤 Remove members

Roles pattern (e.g. *staff*, *eionet-*-dk*)

Search roles

Use our [shortcut forms](#) to enter queries.
Search by one of the existing predefined queries.

Users in ETC Climate change adaptation and LULUCF (ETC CA)

Show entries Apply filter to table

Name	User ID	Email	Tel/Fax	Organisation (ID)
Lorella Reda	redaalor	✉ lorella.reda@cmcc.it	+39 051 378 2602 +39 051 378 2655	Centro Euro-Mediterraneo sui Cambiamenti Climatici (CMCC) S.c. a r.l. - Legal and administrative headquarters in Lecce (it_cmcc)

Showing 1 to 1 of 1 entries

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1. Create a sub-mailing list. To create a mailing list with a subset of people.

2. Manage Role. Advanced management options to add others as owners (managers) of the mailing list and add email addresses as permitted senders.

3. Export members (xls). Creates a csv file with list of people included in the mailing list. This file is readable by excel or other spreadsheet software.

4. All members. Shows a complete list of members of the mailing list including its sub-mailing lists, if they exist.

5. Delete role. Deletes the mailing list and its members.