Steps to have validated SMEs on GTRN

Link to GTRN system: http://gtrn.wvcentral.org

Step 1: All Users create a GTRN Account

Both WV employees and external consultants can apply to be an SME on GTRN.

On the GTRN website - http://gtrn.wvcentral.org, click on 'Register for a GTRN account'. On the following screen, fill in the details requested making sure to provide all fields marked with a '*'. Specify whether you are a **WV Employee** or **External Consultant** by clicking the appropriate radio button.

Register for a GTRN account

WV Employee

- provide your WV email address and provide WV email address for your manager
- a GTRN account would instantly be created and notification sent to you with log in details

External Consultant

- provide WV email address for your WV Referrer. A WV Referrer is an employee of WV who is familiar with your work and would need to approve your applications before it could be submitted for to the Global Sector Leader for validation.
- a notification would be sent to your WV Referrer requesting approval for your request to create GTRN account. Once approved, your account would be created and you would be sent the log in details.

NOTE: Refer to the tips on the right hand side of the screens for guidance.

a. SME candidate creates Profile (update profile)

The profile contains general information that is independent of your expertise in any sector. The resume is required. Once your account has been created, log into GTRN and click on 'My GTRN' then 'Update My Profile' from the top menu. Complete your profile, providing more details. Once done click on 'Save and Continue'.

b. SME candidate Applies to a Sector

To review technical standards for sector(s) for which you would like to be an SME, expand the 'Will I qualify as an SME' on the right hand side of landing page, then click on either 'View Integrated Programming Technical Standards' or 'View Emergency Response Technical Standards' based on

+ Will I qualify as an SME?

which area you would like to apply to. Choose the Sector and Subsector then click on 'Open Active Standards'. Your SME application will be compared to these standards. **To apply to be an SME** click on 'Apply to be an SME' on the Home page. On the following screen, choose sectors in either Integrated Programming (IP), Emergency Response (ER) or both depending on which you would like to apply to. In Step 2, select the sector/subsector(s) that you would like to apply to in either IP or ER by checking the checkbox. On your **first** application you will be asked to provide consent that you meet the Core Standards and provide information on your core competencies. When your application is complete including evidence of competencies required in sectors, click on 'Submit for Review & Validation'. Your SME application will be automatically forwarded to your manager (or WV Referrer) for approval.
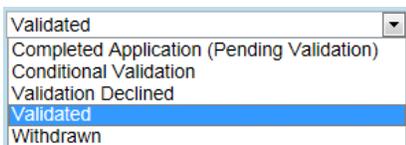
All SMEs (**except Emergency Response**) are required to pass an online assessment of general knowledge of World Vision terminology and practices. It is required to pass the assessment before being eligible for any engagements. Go to leap.centraldesktop.com/gtrn/ for training material and assessment. Note: The training and assessment can be completed at anytime in the process, even before you complete your first SME application in GTRN. Further, there are two different assessments – one for WV staff applying to Integrated Programming sectors and the other for external consultants (or any staff applying to only Support Service sectors).

* Note: Users can also nominate an SME candidate in a particular sector/subsector. The nominee would be sent an email notification that they have been nominated with link and instructions to complete profile and application.

Step 2: Manager/WV Referrer approves

The SME's manager (or WV Referrer) receives a notification over email that the individual is requesting approval to be an SME. The email would contain link to page where the manager (or WV Referrer) can approve/decline the application. Note: He/she can approve/decline the SME application without having an account on GTRN. It is however recommended that managers/WV Referrers sign up for an account as it would be required to review SME's engagements.

Step 3: Global Sector Lead Validates

Validated
Completed Application (Pending Validation)
Conditional Validation
Validation Declined
Validated
Withdrawn

Once the manager/WV Referrer approves the SME's application, notification is sent to the Global Sector Leader (for the relevant sector/subsector) for validation. The GSL conducts the validation process online.

Step 4: SME provides availability and rate

The SME will be notified of GSL's decision via email. Upon validation, the SME sets their availability and rate on profile. To do this, click on 'My GTRN' then 'My Availability and Rate' from top menu, or under My Pending Activities. Provide the details and then click on 'Save Rate/Availability'. **Emergency Response SMEs are not required to provide rate.**

When you are chosen by a National Office for an engagement or for Emergency Response, you will be notified via email and perhaps in person. Please also refer to the 'Steps to Request Technical Assistance through GTRN' for more details on the Request workflow if you are an IP/support service SME.

(1) SME creates Profile & Applies -> (2) Manager/WV referrer approves -> (3) Global Sector Lead Validates -> (4) SME provides availability (IP & ER) and rate (IP SMEs)