

Office for Democratic Institutions and Human Rights

INFORMATION SHEET

REQUEST FOR SHORT-TERM OBSERVERS

# local Elections

# UKRAINE

# 25 OCTOBER 2015

Following an official invitation from the government of Ukraine and based on the recommendation of the Needs Assessment Mission conducted from 5 to 7 August 2015, the OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the local elections scheduled for 25 October 2015. Ms. Tana de Zulueta has been appointed Head of the OSCE/ODIHR EOM. The mission consists of 16 core team members based in Kyiv, and 80 long-term observers (LTOs) deployed throughout the country. The core team and LTOs come from a total of 26 OSCE participating States.

The OSCE/ODIHR requests participating States to second **six hundred (600)** short-term observers (STOs) to observe voting, counting and the tabulation of results. STOs will be deployed in multinational teams of two, under a deployment plan prepared by the OSCE/ODIHR EOM. In the interest of a broad and balanced representation among participating States, the OSCE/ODIHR requests that individual participating States nominate only up to 15 per cent of the total number of requested STOs.

Committed to achieving gender balance in its activities, the OSCE/ODIHR encourages OSCE participating States to second equal numbers of female and male STOs.

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at the nearest embassy or consulate of Ukraine prior to arrival. Visas cannot be issued on arrival at the airport in Kyiv or at other border crossings.

For the purposes of accreditation of observers with the Central Election Commission (CEC) of Ukraine, the attached accreditation form must be filled in. **An electronic version of the application form together with a scan of the data page of the passport must be sent via the election focal points to the OSCE/ODIHR.**

To facilitate accreditation of observers through the CEC and the issuance of visas (if required), the OSCE/ODIHR online registration form must be completed **no later than 7 October 2015.** All STOs are required to arrive in Kyiv **by Tuesday 20 October** and depart (at the earliest) on **Thursday 29 October** in the morning. The STO activity schedule is provided below.

**Given the likelihood of a second round of election in some areas participating States may expect a second request for short-term observers with a very short deadline for registration, due to a legal requirement that observers be accredited at least seven days prior to the second-round voting day. Participating States are therefore encouraged to select as observers for the second-round election individuals who already observed the first round on 25 October and thus will already be accredited.**

Observers should strictly abide by the OSCE/ODIHR Observer Code of Conduct and deployment plan prepared by the OSCE/ODIHR EOM. The security and safety of observers is of the highest priority and will take precedence in EOM management, including the deployment plan. All observers will receive a security briefing upon arrival and are required to operate in accordance with security guidelines.

The working language of the EOM is English. All briefings, de-briefings and reporting will be conducted in English and all interpreters will work in local languages/English. All STOs must, therefore, have a good working knowledge of both written and spoken English.

The OSCE/ODIHR strongly encourages all observers to undertake the OSCE/ODIHR e-learning course for short-term observers, available at [www.stoelearning.org](http://www.stoelearning.org).

**A COPY OF THIS INFORMATION SHEET IS AVAILABLE ON THE OSCE/ODIHR WEBSITE AND SHOULD BE MADE AVAILABLE TO ALL SECONDED STOs.**

The OSCE/ODIHR EOM Office is situated in Kyiv:

5th floor, 38 Volodymirska Street, Kyiv

tel.: +380 44 498 1900, fax: +355 44 498 1901

e-mail: [office@odihr.org.ua](mailto:office@odihr.org.ua)

website: <http://www.osce.org/odihr/elections/ukraine/177906>

1. Deployment Timetable

Short-term observers (STOs) will be deployed according to the following schedule:

|  |  |
| --- | --- |
| Tuesday, 20 October | Last date for arrival in Kyiv |
| Wednesday, 21 October | STO briefing (Day 1) |
| Thursday, 22 October | STO briefing (Day 2); deployment to the areas of observation for most STOs |
| Friday, 23 October | Deployment to the areas of observation for some STOs; familiarization with areas of observation |
| Saturday, 24 October | Familiarization with areas of observation |
| Sunday, 25 October | Election day |
| Monday, 26 October | Observation of tabulation of results; regional debriefing of STOs |
| Tuesday, 27 October | Observation of tabulation of results; some STOs return to Kyiv |
| Wednesday, 28 October | Most STOs return to Kyiv; central STO debriefing; reception |
| Thursday, 29 October | STO repatriation |

**2. Logistics**

**a) Contact details**

All logistical arrangements for the STOs will be organized by the EOM under the direction of:

**Pawel Jurczak**, Operations Expert

e-mail: [pawel.jurczak@odihr.](mailto:pawel.jurczak@odihr.)org.ua; mobile phone: +380 95 495 2488

**Ruslan Ovezdurdyyev**, Operations Expert

e-mail: [ruslan.ovezdurdyev@odihr.](mailto:ruslan.ovezdurdyev@odihr.)org.ua; mobile phone: +380 95 495 2179

**b) Transportation/Accommodation**

All STOs will be met at Kyiv “Boryspil” and “Zhuliany” International Airports by an OSCE/ODIHR representative upon their arrival and transported to their accommodation. Transport and accommodation in Kyiv and in the areas of observation will be arranged by the OSCE/ODIHR EOM. **Due to the limited availability of accommodation in Kyiv and the observation areas, STOs should be aware that double occupancy per room of observers of the same gender is possible, and relatively modest conditions may be expected in some of the observation areas.**

For safety reasons and to prevent problems with transportation, observers are expected to use the accommodation arranged for them by the OSCE/ODIHR EOM. The EOM will also make all arrangements for in-country travel to deployment areas and for on-site drivers, cars and interpreters.

However, should any of the observers choose not to stay in the accommodation arranged by the OSCE/ODIHR EOM, the seconding States should indicate this while registering on-line. **If the OSCE/ODIHR is not notified in advance, STOs or the respective OSCE participating States will be charged for the cost, regardless of whether the accommodation provided is used.** It should be noted that the EOM cannot provide airport transfers and in-city transportation for STOs who choose to stay outside the designated accommodation.

STOs will deploy from Kyiv to the regions by bus, car, train or plane.

The OSCE/ODIHR EOM will make necessary arrangements for the STOs to return to Kyiv on Tuesday, 27 October, and Wednesday, 28 October, as well as arrange accommodation in Kyiv. The EOM will arrange transfers to the airport for all STOs.

**c) Security**

A memo on security details for the STOs will be handed over to the observers upon arrival. **STOs who choose not to stay in accommodation provided by the OSCE/ODIHR EOM will not be covered by the mission’s security arrangements.**

**d) What to bring**

Due to potential modest conditions in the regions, STOs are advised to bring with them the following items:

* appropriate attire for election day observation – business casual is recommended;
* torch/flashlight with spare bulb and battery;
* all necessary medication (case-specific);
* electricity converters (if needed) – European style plug.

The OSCE/ODIHR EOM strongly recommends that STOs, when travelling by air, put essential items into the hand luggage, in case of delayed arrival of their luggage in Kyiv.

**e) Communication**

STOs will be provided with a mobile phone and a local SIM card with credit. Please note that using mobile phones for international calls and SMSs should be avoided. Such usage is very expensive and will quickly deplete allocated phone credit.

**f) Time zone/Flight bookings**

Local time in Kyiv is UTC/GMT +3 hours. Due to the limited number of scheduled flights to Kyiv, the OSCE/ODIHR EOM strongly encourages participating States to make early flight bookings. To ensure operational flexibility, (e.g. in case of bad weather conditions), participating States are advised to book changeable airline tickets.

**3. Interpreters and Drivers**

All observers will be organized in multinational teams of two persons under a deployment plan prepared by the OSCE/ODIHR EOM. The OSCE/ODIHR will assist each short-term observer team with finding a driver/car and an interpreter. Even in cases where one team member speaks local languages, it will be necessary for that team to have an interpreter in order for both members of the team to have full access to complete and equal information as they carry on their observation duties.

#### 4. Costs

It is projected that, while in country, **each STO** will incur the following costs, although some STOs may not require the full amount indicated below:

|  |  |
| --- | --- |
| Driver/Car (EUR 35 per day @ max 6 days per observer)\* | **210** |
| Fuel (EUR 15 per day @ max 6 days per observer )\* | **90** |
| Interpreter (EUR 35 per day @ max 6 days per observer)\* | **210** |
| Transmission of observation forms per observer | **10** |
| Accommodation (9 nights @ max EUR 100/per night) | **900** |
| Meals & incidentals (approx. EUR 40 per day @ max 10 days) | **400** |
| Accommodation and meals for interpreter if needed (EUR 30 per night @ 4 nights per observer)\* | **120** |
| Accommodation and meals for driver if needed (EUR 30 per night @ 4 nights per observer)\* | **120** |
| **Costs paid directly by the observers** | **2,060 EUR** |

\*\* The two members of each STO team will share equally the cost of drivers and interpreters. The amount above therefore represents half of these costs (i.e. for each STO).

The total cost per observer is estimated at **EUR** **2,060** (two thousands and sixty Euro)which the participating States should supply to each observer in cash prior to their departure to Kyiv.

All of the above costs should be paid in local currency or Euro. The Euro is widely exchangeable locally, although other currencies can also be exchanged. While there are cash machines (ATMs) in Kyiv, they do not dispense foreign currency and are not available in some areas of deployment. Hotels in Ukraine do not accept foreign currency and may not, especially outside Kyiv, accept credit cards. STOs should be prepared to pay hotel bills outside Kyiv in cash and upon check-in.Travellers cheques must not be used. The local currency in Ukraine is the Ukrainian *hryvnia* (UAH). The exchange rate is approximately 1 EUR = 25.00 UAH.

**5. Insurance**

**IMPORTANT:** All short-term observers should ensure that they arrive with adequate health, accidental/life disability, emergency/medical evacuation, property, theft and accident insurance, as this will not be provided by the OSCE/ODIHR.

**STOs must have a copy of their insurance policy with them, as well as two copies of the data page of their passport and the visa (if applicable).**

6. **Accreditation of STOs**

For accreditation to be completed in accordance with the requirements of the Central Election Commission of Ukraine, each STO application **must** include a scanned electronic version of the personal data page of the passport and of the fully completed Application Form for international observers, attached hereto. **The forms must be completed neatly and legibly or they will be refused by the CEC.**

**IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME,**

**NO APPLICATIONS WILL BE CONSIDERED BY THE OSCE/ODIHR UNDER ANY CIRCUMSTANCES AFTER 7 OCTOBER 2015.**

### 7. Other Information

Please note that all OSCE/ODIHR election observation interim reports, preliminary statements, final reports, election laws, and reviews of election laws are available at the OSCE/ODIHR website: [www.osce.org/odihr](http://www.osce.org/odihr).

Specific information on the EOM is available on the EOM website: <http://www.osce.org/odihr/elections/ukraine/177906>

All STOs will receive by e-mail a copy of the OSCE/ODIHR EOM Observer Guide before their departure to Kyiv.

**POST DESCRIPTION**

**Short-Term Observer (STO)**

# local Elections

# Ukraine

# 25 OCTOBER 2015

**Post title: Short-Term Observer (STO)**

**Title of Supervisor:** Head of the OSCE/ODIHR Election Observation Mission (EOM)

STOs are deployed throughout the country in multinational two-person teams to assess the close of the campaign, voting, counting and the tabulation of results. Participating States are urged to second STOs with relevant election experience and inter-personal skills.

**STOs must adhere to the OSCE/ODIHR Observer Code of Conduct, as outlined in the OSCE/ODIHR Election Observation Handbook, security instructions and national laws.**

**REQUIREMENTS**

1. Experience of election administration, observation and/or public administration and/or civil society organisations.
2. English language proficiency.
3. Excellent health.
4. Willingness to work long hours in conditions which are sometimes difficult.
5. Ability to work in a team and deal with difficult situations in a positive manner.

Knowledge of the country and surrounding region is desirable but not essential. STOs must be prepared to read briefing materials, attend briefing and de-briefing sessions, understand procedural instructions and complete evaluation forms accurately, all in English. Local language ability is an asset. STOs must not have any concurrent commitments that could produce a conflict of interest with the EOM.

**The OSCE/ODIHR reserves the right to reject any candidate who is not capable of undertaking his/her activities in an impartial and objective manner, and to withdraw accreditation in case of any serious breach of the OSCE/ODIHR Observer Code of Conduct.**

**DUTIES AND RESPONSIBILITIES**

**Accreditation**

STOs require accreditation from the relevant authority before they can undertake their observer duties. The EOM will forward the names of STOs to the relevant authority in advance to facilitate the accreditation process. An accreditation form for each STO must be submitted in advance of arrival.

**Briefing**

Before deployment, STOs will be provided with an in-depth briefing, which will include:

1. code of conduct;
2. legislative framework;
3. overview of the country, campaign and the media situation;
4. voting, counting and tabulation procedures;
5. observation forms;
6. security situation; and

* logistical and financial arrangements.

STOs will also be provided with briefing materials which will include all necessary electoral and logistics information, as well as observation forms to complete during the observation of voting, counting, and vote tabulation.

STOs are requested to familiarize themselves with the OSCE/ODIHR Election Observation Handbook, available online at [**www.osce.org/odihr/elections/68439**](http://www.osce.org/odihr/elections/68439)**.**

**Deployment**

The OSCE/ODIHR EOM will develop a deployment plan. STOs should abide strictly by the deployment plan and security instructions. STOs should not request special treatment with regard to deployment locations.

**Debriefing**

A debriefing for STOs will be organized after the election. This will provide an opportunity for STOs to discuss their major findings and share their conclusions with other observers and EOM members. The EOM will hold a press conference on the day after the election to present its preliminary findings and conclusions. A comprehensive final report will be issued by the OSCE/ODIHR approximately two months after the election process has been completed, taking into account findings of all observers.

**OSCE/ODIHR OBSERVER CODE OF CONDUCT**

* Observers will maintain strict impartiality in the conduct of their duties and will, at no time, publicly express or exhibit any bias or preference in relation to national authorities, parties, candidates, or with reference to any issues in contention in the election process.
* Observers will undertake their duties in an unobtrusive manner and will not interfere in the election process. Observers may raise questions with election officials and bring irregularities to their attention, but they must not give instructions or countermand their decisions.
* Observers will remain on duty throughout Election Day, including observation of the vote count and, if instructed, the next stage of tabulation.
* Observers will base all conclusions on their personal observations or on clear and convincing facts or evidence.
* Observers will not make any comments to the media on the election process or on the substance of their observations, and any comment to the media will be limited to general information about the observation mission and the role of the observers.
* Observers will not take any unnecessary or undue risks. Each observer’s personal safety overrides all other considerations.
* Observers will carry any prescribed identification issued by the host government or election commission and will identify themselves to any authority upon request.
* Observers will comply with all national laws and regulations.
* Observers will exhibit the highest levels of personal discretion and professional behaviour at all times.
* Observers will attend all required mission briefings and debriefings and adhere to the deployment plan and all other instructions provided by the OSCE/ODIHR Election Observation Mission.

***Annex 2***

***to the CEC Resolution # 198, 28th of August, 2015***

**Application form of a person**

**to be registered as an official observer from a foreign state / an international organization at the elections of the Crimean Autonomous Republic Supreme Council, regional, borough, city, district, town and village councils as well as village, town and city mayors and chiefs of villages**

Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (all proper names): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patronymic (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Citizenship (nationality): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passport / ID number: \_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State/international organization applying for accreditation: **OSCE/ODIHR**

Type and date of local elections to be observed: **Local Elections, 25 October 2015**

Election monitoring experience (country, year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Address for contacts**: 38 Volodymirska Street, 01025 Kyiv, Ukraine**

Phone / Fax / e-mail:

**Tel: +380 44 498 19 00; Fax: +380 44 498 1901; E-mail:** [**office@odihr.org.ua**](mailto:office@odihr.org.ua)

Date of arrival in Ukraine: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of departure from Ukraine: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note.* The application form shall be submitted to the Central Election Commission along with other documents concerning accreditation.

***The CEC Secretary T. LUKASH***