

OSCE/ODIHR
Election Expert Database
User's Manual

Table of contents

| | | |
|--------|--|----|
| 1. | What is the OSCE/ODIHR Election Expert Database? | 3 |
| 2. | Account management..... | 4 |
| 2.1 | Creating a new account | 4 |
| 2.2 | Managing your account | 5 |
| 2.3 | Guideline to Complete the Sections of Your Profile | 6 |
| 2.3.1 | General information | 6 |
| 2.3.2 | Personal Information..... | 7 |
| 2.3.3 | Preferences..... | 8 |
| 2.3.4 | Emergency Contact..... | 8 |
| 2.3.5 | Professional Experience | 9 |
| 2.3.6 | Professional Training | 11 |
| 2.3.7 | Education..... | 13 |
| 2.3.8 | Language Skills..... | 14 |
| 2.3.9 | Computer Skills..... | 14 |
| 2.3.10 | Publications | 14 |
| 2.3.11 | References..... | 14 |
| 2.3.12 | Travel Information..... | 15 |
| 3. | Recruitment Process | 16 |
| 3.1 | Applying to Available Vacancies | 16 |
| 3.2 | Reviewing the Recruitment Result..... | 17 |
| 3.3 | Registering For an Assignment (if recruited) | 18 |

1. What is the OSCE/ODIHR Election Expert Database?

The [OSCE/ODIHR Election Expert Database](#) is a tool created for the recruitment and management of experts and observers for ODIHR's election observation activities. The database is built around user profiles of experts, with search functions to facilitate ODIHR's selection of individuals for particular assignments based on specific criteria, such as experience, gender, languages, regional or thematic experience. The database serves as the main mechanism for users and ODIHR Election Department staff to add, update, and store information about individuals involved in ODIHR election-related activities.

The database falls under the responsibility of the ODIHR Head of Election Department. However, the collecting and processing of the data performed by OSCE participating States election observation focal points falls under the responsibility of their respective organisations.

Database information will be accessible by staff of ODIHR Election Department, ODIHR election observation activities, and national focal points, with different access rights. For details please refer to the [privacy statement](#).

Registration occurs only at the initiative of the user. However, some logistical information might also be passed to the roster by the national focal point.

2. Account management

2.1 Creating a new account

Accessing the database requires creating a user account. You can use your account to complete your profile and to apply to available vacancies. To create an account, open the website at <https://electionexpert.odihhr.pl> and click on **Register**. In order to register, you will be asked to fill in the following fields:

- **Username:** a unique name used to log in to the Database. It cannot be changed after registration. The username can contain any character. Insert from 8 to 20 characters. You are advised not to use your email address as a username.
- **Email:** Indicate the email address that will be used to confirm your account, as well as to receive notifications. Your email address can be changed any time after registration.
- **Password:** the password must be at least 6 characters long and must contain at least one uppercase letter (A-Z), one lowercase letter (a-z) and one digit (0-9). It can also contain special characters (not compulsory).
- **Confirm password:** Insert the same password entered in **Password** field.

To continue, you need to agree to the [privacy statement](#) by ticking the box.

You are also asked to complete and solve the *captcha*, used to identify and block automatic robots from accessing the system. Just tick the box close to “I am not a Robot” and follow the instructions on screen.

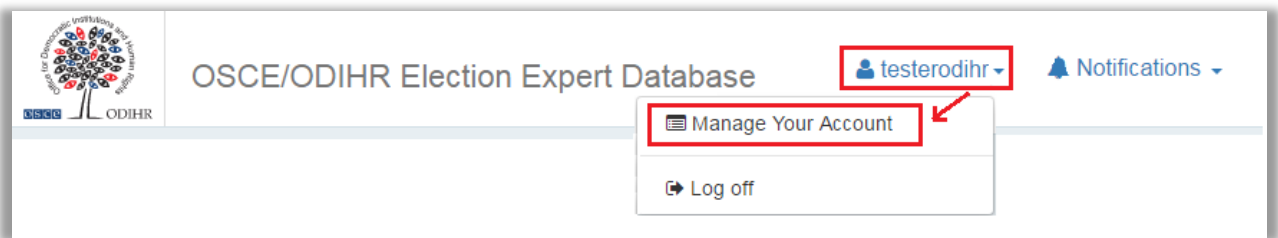
After clicking on the Register button below the form, you will receive an email with a confirmation link (remember to check your spam folder). Clicking on it will activate your new account. You can then go to the main page and log in with your new credentials.

2.2 Login to your account

To log in to your account, open the website at <https://electionexpert.odihhr.pl> and insert your credentials:

- **Username.** Remember that your username is not your e-mail address! If you forgot your username, use the forgotten username function: a username reminder will be sent to you via your registered email.
- **Password.** If you forgot your password, use the forgotten password function: a link to reset your password will be sent to you via your registered email.

2.3 Managing your account



Should you wish to modify the information provided while registering, click on your username in the top-right corner of the page and choose **Manage Your Account**. On this page it will be possible to:

- **Change Your Password:** you will be prompted to confirm the action by providing your current password. You can choose a new password following the same rules as when registering your account.
- **Change Email:** you will be prompted to provide your current address first. You can then choose a new email address to which all of the notifications will be sent. After saving, you will receive an email to the provided email address with a confirmation link.
- **Delete Account:** should you no longer wish to use your account in the Database, you can delete it by following this button. It's a two-step process: first you will be asked to confirm by providing your current password and, after a positive verification, you will need to confirm your intent by clicking on the button.

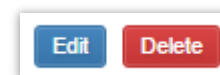
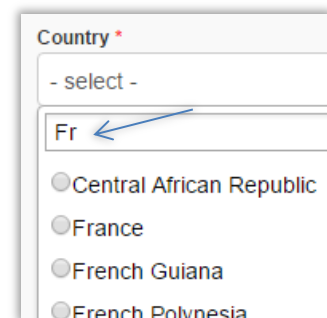
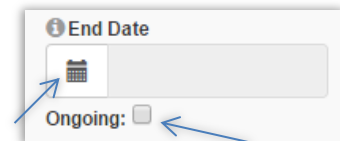
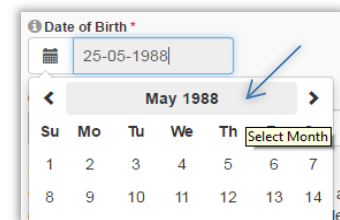
The action cannot be undone: if you delete your account, neither you nor the administrator will be able to retrieve your data.

However, if you applied and/or if you were ever selected for an assignment, ODIHR will keep some of your data for historic archives. Additionally, ODIHR can retain some anonymised information for statistical purposes. You can find more detailed information under the [privacy statement](#).

2.4 Guideline to Complete the Sections of Your Profile

2.4.1 General information

- **Mandatory fields.** Fields marked with a red star are mandatory: you will not be able to save the information included in the form without completing them.
- **Text format:** Use only the Latin alphabet and English language in all free text fields. Information inserted using other alphabets (i.e. Cyrillic) will not be recorded.
- **Dates:** All dates in the profile should be inserted in format DD-MM-YYYY (e.g. 24-11-1980). You can type the dates on your keyboard. If so, use dashes to separate the digits. You can also pick the date using your mouse by clicking on the calendar icon on the left. To navigate the calendar, use the arrows or click on the grey button with month and year.
In some of the fields there will be a possibility not to choose a date but to indicate that a certain activity is still ongoing. In such case you should remember to update your profile with a concrete date as soon as the activity has ended.
- **Search box:** In many long drop-down fields there is the additional possibility to search for a certain answer by typing it in the box shown on the picture. This makes it easier and faster to find something among multiple options (e.g. a country).
- **Editing and Deleting:** In some sections (e.g. Professional Experience) there is a possibility to edit or remove inputs that you created before. Should you wish to modify something in a certain input, click on the blue **Edit** button, modify the form loaded below the table, and press **Save**. In case you want to remove an input, use the red **Delete** button (note that this action cannot be undone).



2.4.2 Personal Information

- **First Name:** Fill in according to your passport information, but use only letters from the Latin alphabet.
- **Last Name:** Fill in according to your passport information, but use only letters from the Latin alphabet.
- **Middle Name/Patronymic:** Leave blank if you don't have one.
- **Gender:** Select M for Male or F for Female.
- **Date of Birth:** Indicate your date of birth in DD-MM-YYYY format.
- **Place of Birth:** Fill in by indicating your city and country of birth, according to your passport information.
- **Present Nationality:** Only citizens of OSCE participating States and Partners for Co-operation are eligible for registering to the expert database. The list contains only of those countries. Therefore, if your country is not in this list, you are not eligible for registration.
- **Other Current Nationality:** Fill in if you have any other nationality(ies) in addition to the one indicated above.
- **Email Address:** This email address is associated to your account. In order to change it, click on your username in the top-right corner of the page and go to the section *Manage Your Account*.
- **Other Email Address:** Fill in if you use more than one email account. This secondary address may be used by ODIHR to contact you, but you would only receive automatic notifications to the main email address indicated above.
- **Main Contact Number:** Include country code (example: +48 for Poland). Spaces are not allowed. This is the phone number ODIHR would normally use to contact you.
- **Work Phone Number:** Fill in if you wish to indicate an additional phone number.
- **Home Phone Number:** Fill in if you wish to indicate an additional phone number.
- **Fax Number:** Fill in if you wish to indicate your fax number.
- **Address:** Indicate the place of your permanent residence by providing the following information:
 - **Street, Number**
 - **Zip/Postal Code**
 - **Town/City**
 - **County/State**
 - **Country**

2.4.3 Preferences

- **Sharing Options with Your Election Observation Focal Point:**

*Please note that this field is visible and can be filled only after completing the section **Personal Information**.* The list of countries for which you can indicate your consent corresponds to your nationality(ies), as selected in the Personal Information section.

- If you wish to share part of your profile with the election observation focal point of your country of citizenship, select "Yes" to express your consent. In order to be seconded or selected by your national authorities to participate in ODIHR election-related activities, it is compulsory to select "Yes". It is not necessary to share your profile with your focal point if you are only interested in positions recruited directly by ODIHR.
- If selected, your focal point will be able to find you in the system and submit your name to ODIHR. ODIHR will then give access to the following sections of your profile, to manage your registration for the election-related activity: Personal Information, Travel Information, Emergency Contact, and Registration Form. Outside of a recruitment process, your focal point will have not have access to your data.
- You can withdraw access at any time, as national authorities will have access to this information only as long as the box "Yes" is selected.
- If you select "No", your profile will be visible only to ODIHR.

- **Length of Assignment:** Indicate for how long you can be available for ODIHR election-related activities.
- **Departure Within:** Indicate the timeframe for your possible departure, starting from the date you would be notified of an assignment by ODIHR.
- **Interest in the Following Positions:** Select the types of positions you are interested in. To know more about positions and eligibility, please visit the [ODIHR Election webpage](#).
- **Interest in Email Notification when Vacancies are Published for:** Indicate whether you are interested in receiving email notifications about new vacancies for the selected types of positions. Notifications will be sent each time new positions are opened in a specific mission. Notifications are sent to the email address chosen when you registered. In order to change it, click on your username in the top-right corner of the page and go to the section *Manage Your Account*.

2.4.4 Emergency Contact

- **First Name, Last Name:** Provide data of a person that can be contacted in case of emergency.
- **Relationship:** Describe your relationship with the person (i.e. parent, spouse, friend, etc.).
- **Email Address:** Provide a valid email address of the person.
- **Contact Number:** Include country code (example: +48 for Poland). Spaces are not allowed.

2.4.5 Professional Experience

Under this section, you will be able to insert one separate entry for each of your past work experiences.

Start by selecting the relevant form: depending on the type of experience you want to insert, use the button to *Add Election-Related Professional Experience* or *Add Other Professional Experience*.

All entries will be included in a summary table on top of the section, and can be opened, edited or deleted by using the buttons *Edit* and *Delete*.

2.4.5.1 Election-Related Professional Experience

- **Country:** Select the country of assignment. If it was a home-based assignment, select the first option (Home-Based).
- **Start Date:** Choose the date when the assignment started. Format: DD-MM-YYYY.
- **End Date:** Choose the date when the assignment has ended or tick the Ongoing box. Format: DD-MM-YYYY.

If you are unable to retrieve the exact dates, please insert realistic dates, based on standard duration of core team, observer, and other assignments.

- **Election-related Field:** Select the relevant electoral field of activity.
The question that follow will depend on previous answers; therefore, *you need to fill out the questions in the exact order of appearance.*

- **Election Observation**

- **Position:** First choose the category (Observer, Core Team, Headquarters, or Other) and then the position from the drop-down list. Select the role that better reflects the title of your position or use the field Other.
- **Junior Position:** A checkbox appears if some Core Team positions are selected. It can be ticked to indicate that the position was a junior one.
- **Employer:** Select the employer. For some answers (i.e. International NGO, Private Sector) you will also be asked to type in the name of the employer. It is possible to add information about participation in ODIHR election observation only for activities that took place before July 2017. From August 2017, participation in such activities is automatically added to users' profiles by the ODIHR at the end of the assignment.
- **Name of Mission**
 - If you have selected Home-Based as the country or Headquarters as position, this question will not be visible.
 - If ODIHR is the employer, you will be prompted to select one of the missions from a drop-down list. The list will contain only missions that took place in the chosen year and country of assignment. If the mission is not in the list or the assignment is not related to an election mission, select Other and type its name.
 - If ODIHR is not the employer, please type in the name of mission by using free text.

- **Election Assistance**
 - **Position:** Select the role that better reflects the title of your position or use the field Other. Select two options only if assignment's Terms of Reference explicitly covered more than one of these roles.
 - **Headquarters/Field:** Select whether the assignment was in the field or in headquarters.
 - **Employer:** Select the employer. For some of the answers (i.e. International NGO, Private Sector) you will be also asked to type in the name of the employer.
- **Election Administration in Home Country:**
 - **Position:** Select the role that better reflects the title of your position or use the field Other.
 - **Specific field of expertise:** Appears only for Middle and Senior Manager/Position.
 - **Employer:** Select the employer for the assignment. For some of the answers (i.e. International NGO, Private Sector) you will be also asked to type in the name of the employer.
- **Election Campaign**
 - **Position:** Select role that better reflects the title of your position or use the field Other.
- **Description of Duties:** Type a maximum of 1,000 characters describing your duties during the assignment.
- **Supervisor (Name, Position and Contact Information):** Type a maximum of 200 characters indicating the name, position, and contact information of your supervisor.

2.4.5.1 Other Professional Experience

- **Country:** Select the country of assignment. If it was a home-based assignment, select the first option (Home-Based).
- **Start Date:** Choose the date when the assignment has started. Format: DD-MM-YYYY.
- **End Date:** Choose the date when the assignment has ended or tick the Ongoing box. Format: DD-MM-YYYY.
If you are unable to retrieve the exact dates, please insert realistic dates.
- **Field:** Select the field that best reflects the title of your position or use the option 'Other'. Select two options only if the assignment covered more than one of these fields.
- **Position:** Type a maximum of 100 characters with your exact title.
- **Type of Position:** Select whether the assignment was in the field or in headquarters.
- **Employer:** Select the employer. For some of the answers (i.e. International NGO, Private Sector) you will be also asked to type in the name of the employer.
- **Description of Duties:** Type a maximum of 1,000 characters describing your duties during the assignment.
- **Supervisor (Name, Position and Contact Information):** Type a maximum of 200 characters indicating the name, position, and contact information of your supervisor.

2.4.6 Professional Training

Under this section, you will be able to indicate whether you completed the ODIHR e-learning course for election observers, as well as to insert one separate entry for each other election-related course and training.

Start by selecting the relevant form, depending on the type of experience you want to insert, by using the button *Add Election-Related Training* or *Add Other Training*.

All entries will be included in a summary table on top of the section, and can be opened, edited or deleted by using the buttons *Edit* and *Delete*.

2.4.6.1 ODIHR e-learning course

- **Did you complete the comprehensive OSCE/ ODIHR e-learning course for election observers:** Please indicate whether you have completed this course. *The comprehensive ODIHR e-learning course for election observers is available at: <http://www.odihroserver.org/>.*
- **If yes, please insert the code of the new certificate:** Please paste here the 36-character code that appears on the up-right corner of your certificate. *If you completed the previous version of the course for short-term observers, please [submit your old certificate](#) at and complete the remaining modules of the new course to obtain a new valid certificate.*

2.4.6.2 Election-Related Training

- **Country:** Select the country of training. If it was a distance training or e-learning, select the first option (Distance training/e-learning).
- **Start Date:** Choose the starting date of the training. Format: DD-MM-YYYY.
- **End Date:** Choose the end date of the training or tick the Ongoing box. Format: DD-MM-YYYY.
If you are unable to retrieve the exact dates, insert realistic dates.
- **Election-related Field:** Choose the election-related field of the training.
- **Topic:** Choose a maximum of two topics or type a maximum of 100 characters (options depend on the selected Election-Related Field).
- **Institution:** Select one institution. For some of the answers (i.e. International NGO, Private Sector) you will be also asked to type in the name of the institution.
- **Name of Training:**
 - If ODIHR is the institution and the training is related to election observation, you will be asked to select one of the trainings from the list. The list will contain only trainings that took place in the chosen year and country of assignment. If the training is not in the list, select Other and type its name.
 - It is possible to add information about participation in ODIHR election observation training only for courses that took place before July 2017. From August 2017, participation in such courses is automatically added to users' profiles by the ODIHR at the end of the assignment.
 - In all other cases, type a maximum of 200 characters with the exact name of the training.
- **Additional Information:** Type a maximum of 1,000 characters if you wish to provide any additional information about the training.

2.4.6.3 Other Training

- **Country:** Select the country of training. If it was a distance training or e-learning, select the first option (Distance training/e-learning).
- **Start Date:** Choose the starting date of the training. Format: DD-MM-YYYY.
- **End Date:** Choose the end date of the training or tick the Ongoing box. Format: DD-MM-YYYY.
If you are unable to retrieve the exact dates, insert realistic dates.
- **Topic:** Choose a maximum of two relevant topics.
- **Institution:** Please select one institution. For some of the answers (i.e. International NGO, Private Sector) you will be also asked to type in the name of the institution.
- **Name of Training:** Type a maximum of 200 characters to indicate the exact name of training.
- **Additional Information:** Type a maximum of 1,000 characters if you wish to provide any additional information about the training.

2.4.7 Education

All entries inserted under this section will be included in a summary table on top of the section, and can be opened, edited or deleted by using the buttons *Edit* and *Delete*.

- **Country.** Select the country where the education was undertaken.
- **Start Date:** Choose the date when the education has started. Format: DD-MM-YYYY.
- **End Date:** Choose the date when the education has ended (date of diploma/certificate) or tick the Ongoing box. Format: DD-MM-YYYY.
- **Degree:** Select the type of degree obtained.
- **Highest Degree:** Select Yes if this is your highest degree.
- **Main Topic:** Select a maximum of 2 topics.
- **Title of Diploma/Degree:** Enter a maximum of 100 characters with the name of diploma or degree.
- **University/Institution (Name and City):** Enter a maximum of 200 characters with the name of the university or institution and city where it is located.
- **Additional Information:** Type a maximum of 500 characters if you wish to provide any additional information.

2.4.8 Language Skills

- **Language:** Select language from list. If not in the list, please use the field Other.
- **Level:** Indicate your level of proficiency in the selected language.

2.4.9 Computer Skills

- Tick the boxes for all of the skills for which your level is intermediate or higher and click Save.
- If your skill is not on the list, select Other and type a maximum of 100 characters.

2.4.10 Publications

- **Title:** Type a maximum of 200 characters with the title of the publication.
- **Publication year:** Indicate publication year. Format: YYYY.
- **Publisher:** Indicate the publisher. Enter a maximum of 200 characters.
- **Election-Related Publication:** Indicate whether this was an election-related publication or not.
- **Additional Information:** Type a maximum of 500 characters if you wish to provide any additional information about this publication.

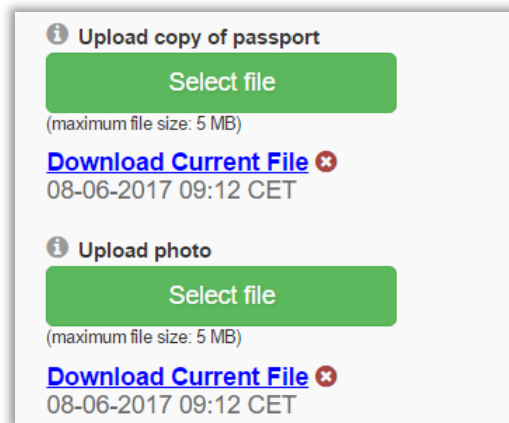
2.4.11 References

- **First Name, Last Name:** Provide data of a person that can be contacted for a reference.
- **Position and Institution:** Indicate what position this person holds and where.
- **Email Address:** Provide a valid email address of the person.
- **Phone Number:** Include country code (example: +48 for Poland). Spaces are not allowed.
- **Type of Reference:** Indicate whether this is a personal or professional reference.

2.4.12 Travel Information

Information under this section is mandatory only if recruited by ODIHR or seconded by participating States for an election-related assignment. However, you are encouraged to complete this section in advance, as this will facilitate your deployment once you would be selected or seconded.

- **Passport Number:** Type your passport number based on the exact information indicated in your passport.
- **Issue Date:** Type the date according to information in your passport, in the following format: DD-MM-YYYY.
- **Expiry Date:** Type the date according to information in your passport, in the following format: DD-MM-YYYY.
- **Issued By:** Type this data based on the exact information indicated in your passport.
- **Upload Copy of Passport:** Upload a scanned copy of your passport. Select a file from your hard drive by clicking on the button *Select file*. File should be a PDF or image and the maximum size is 5MB. After saving, you will be able to download the current file by clicking on its name, or remove it by clicking on the red cross.
- **Upload Photo:** Please upload a passport picture. Select a file from your hard drive. File should be a PDF or image and the maximum size is 5MB. After saving, you will be able to download the current file by clicking on its name, or remove it by clicking on the red cross.
- **Airport of Departure and Return:** Please indicate your preferred airport. Note that the same airport should be used for both departure and return.
- **Download Beneficiary Form/Supplier Registration Form:** Links are visible only if the documents were previously uploaded after having being recruited for an election observation activity.



3. Recruitment Process

3.1 Applying to Available Vacancies

Important: It is not possible to apply to a vacancy without having basic information inserted in your profile (sections: Personal Information, Preferences, Emergency Contact).

To apply to a vacancy, click the *Available Vacancies* button that is visible in the top of every page. From the list choose an election observation activity you might be interested in and click *Full Details* to access a list of all available positions related to the activity.

Note: You can apply for a maximum of 2 Core Team positions in each mission. In case you want to change your applications, you will be able to withdraw your application before the deadline passes and apply to a different one.

On the detailed list of positions you will find the following information:

- **Recruitment Notice:** Link redirecting to the official recruitment notice posted on ODIHR Election webpage.
- **Instructions and Notes:** Please follow the instructions carefully while applying for a vacancy.
- **Your Profile:** You are encouraged to update your profile with the most recent information before applying for any position. Note that any changes you make to Your Profile sections after sending an application will not be reflected in your application file and will not be used during the selection.
- **Vacancy Table:** A list of positions available for the selected mission. You can choose a maximum of two Core Team positions (there is no limit for observer positions). Select the vacancies you are interested in by ticking the boxes in the Select column and click the Apply button below the table. Please note that after the Application Deadline you can no longer apply for a position, but you can still withdraw your application.

To finalize your application, write a Cover Letter, tick the checkboxes confirming your availability for the duration of the assignment, as well as having no conflict of interest, and click *Apply*.

You will be notified about the result of the recruitment in your notification inbox (top right corner of the site) and through an email send to the address connected to your account.

Important: Application deadlines are always expressed using Central European Time (CET).

For more information on recruitment processes for each type of vacancy, consult [ODIHR Election webpage](#) or the [Frequently Asked Questions](#).

3.2 Reviewing the Recruitment Result

The status of your applications can be viewed after clicking the *Recruitment Result* button located on the top of every page. In the *Status* column on the right side of the table, you will see one of the following messages:

| Status | Meaning |
|--|---|
| Active Application [Withdraw Application] | ODIHR received your application but the recruitment process is still ongoing. You will receive an email notification shortly after the application deadline. |
| Recruited by ODIHR [Register] | You have been accepted for the position by ODIHR. Click on <i>Register</i> as soon as possible and, in any case, before the registration deadline to send the required additional information and documents. |
| Recruited by ODIHR [Update Registration] | ODIHR has received your registration form. Before the deadline, you can update information entered in registration form. |
| Recruited by <(country)name of national Focal Point> [Register] | You have been selected for a position by your country's election observation Focal Point. Click on <i>Register</i> as soon as possible to send the required additional information and documents to your focal point. |
| Recruited by <(country)name of national Focal Point> [Update Registration] | Your focal point has received your registration form. If the button <i>Update Registration</i> is still visible, you can update information entered in the registration form. |
| Recruited by <(country)name of national Focal Point> [Registered] | Your registration form has been sent to recruitment staff by Focal Point. You are no longer allowed to update your registration form. |
| Not Recruited | Your application has not been successful this time. |
| Withdrawn Application | You have withdrawn your application and it will not be possible for ODIHR to select you for this assignment. |

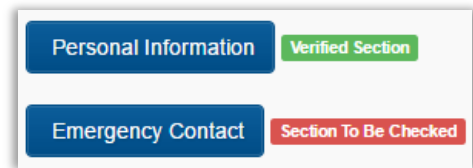
Important: The recruitment status visible using the expert database is for information only and does not represent an official communication. If selected for any assignment, ODIHR or your national focal point will inform you using separate official communication channels.

3.3 Registering For an Assignment (if recruited)

Once you are selected for an assignment, you will be asked to provide additional information and documents. To do this, go to *Recruitment Result* and look for the position marked as *Recruited* under the Status column. Use the *Register* button to open the Registration form.



- **Your Profile:** While registering, you need to check if data inserted under Personal Information and Emergency Contact are still valid and updated, by clicking on the buttons. You are also encouraged to verify other sections of your profile to make sure that all contain the most recent information.
- **Travel Information:** Questions under this section are exactly the same available under the Travel Information section of Your Profile. If you have already filled it out, the data will be loaded here for you to check it and update if needed.
If you did not complete this section before, or if you need to make any changes to your current data, you can choose whether you want to save the updated travel information to your permanent profile or not.
If you want ODIHR to process this data only for the duration of the current assignment, or if you do not want to keep the information on your permanent profile for future use, you can choose not to save the data to your profile. In that case, the data provided in the registration form will be used only for the purposes of the current mission and deleted afterwards.
If you save the data, you will be able to access it from your profile any time afterwards, and you will not need to insert it again in the future.
- **Other Questions:** ODIHR may ask additional questions regarding your participation in the mission. Please read them carefully and answer according the instructions.
- **Files:** The registration form may include forms to be filled out. If so, please:
 1. Download the empty forms by using the blue buttons "Download Template".
 2. Print, complete, sign and scan the forms.
 3. Upload the completed forms by using the green button "Select file". If some of the forms are already present below, you do not need to upload a new file. You can verify the uploaded files by clicking on "Download Current File".



Important: It is essential you send your registration form as soon as possible. If you do not have all the required information and documents at hand, submit the data that you have currently available, and come back to update your registration at a later stage before the deadline.