



Office for Democratic Institutions and Human Rights

**INFORMATION SHEET
REQUEST FOR SHORT-TERM OBSERVERS**

**MUNICIPAL ELECTIONS
THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA
15 October 2017**

Following an official invitation from the government of the former Yugoslav Republic of Macedonia and in accordance with its mandate, the OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the municipal elections scheduled for 15 October 2017. Ambassador Audrey Glover has been appointed Head of the OSCE/ODIHR EOM. The mission consists of 17 core team members based in Skopje, and 20 long-term observers (LTOs) deployed throughout the country. The core team and LTOs come from a total of 20 OSCE participating States.

The OSCE/ODIHR requests participating States to second **300 (three hundred)** 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 the former Yugoslav Republic of Macedonia prior to arrival. Visas cannot be issued on arrival at Skopje International Airport.

To facilitate accreditation of observers through the State Election Commission (SEC) and the issuance of visas (if required), the OSCE/ODIHR online mission registration form must be completed **no later than 26 September 2017.**

STOs are required to arrive in Skopje by **Wednesday 11 October** and depart (at the earliest) on **Wednesday 18 October** in the morning. The STO schedule is provided below.

Given the possibility of a second round of elections in some areas, participating States may expect a second request for short-term observers with a very short deadline for registration. Participating States are therefore encouraged to select observers for the second-round elections individuals who already observed the first round on 15 October and thus will already be accredited.

Observers should strictly abide by the [Code of Conduct for ODIHR Observers](#) and the 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 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 comprehensive e-learning course for observers, available at www.odihobserver.org.

STOs are requested to familiarize themselves with the OSCE/ODIHR Election Observation Handbook, available online at www.osce.org/odihr/elections/68439.

STOs are kindly asked to refrain from commenting on mission-related issues via social media. In line with [the Code of Conduct for ODIHR Observers](#), media communications regarding the electoral process and the substance of observations should be made only by the Head of Mission, ODIHR Spokesperson, or other responsible ODIHR officials.

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 Skopje:

Nikola Kljusev 6, 4th Floor, 1000 Skopje
tel.: +389 2 3222558, fax: +389 2 3226776
e-mail: office@odihr.mk
website: <http://www.osce.org/odihr/elections/fyrom/339261>

1. Deployment Timetable

STOs will be deployed according to the following schedule:

Wednesday 11 October	Last date for arrival in Skopje
Thursday 12 October	STO briefing (entire day)
Friday 13 October	STO briefing (morning); deployment to the areas of observation (early afternoon)
Saturday 14 October	Familiarization with areas of observation
Sunday 15 October	Election day
Monday 16 October	Continued observation of counting and tabulation of results; regional debriefing of STOs
Tuesday 17 October	STO return to Skopje; central STO debriefing; reception
Wednesday 18 October	STO repatriation

a) Briefing

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

- code of conduct;
- legislative framework;
- overview of the country, campaign and the media situation;
- voting, counting, and tabulation procedures;
- observation forms;
- security situation;

- logistical and financial arrangements.

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

b) Deployment

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

c) Debriefing

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

2. Logistics and Security

a) Contact details

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

Ranko Vukčević, Operations Expert

e-mail: ranko.vukcevic@odih.mk; mobile phone: +389 72 443783

b) Transportation/Accommodation

All STOs will be met at the Skopje International Airport by an OSCE/ODIHR EOM representative upon their arrival and transported to their accommodation. Transport and accommodation in Skopje and in the areas of observation will be arranged by the EOM. **Due to the limited availability of accommodation in Skopje 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.

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 online. **If the OSCE/ODIHR is not notified in advance, STOs or the respective OSCE seconding State 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 Skopje to the regions by bus or car.

The OSCE/ODIHR EOM will make necessary arrangements for the STOs to return to Skopje on Tuesday 17 October, as well as arrange accommodation in Skopje. The EOM will arrange transfers to the airport for all STOs.

c) Security

STOs must adhere to [the Code of Conduct for ODIHR Observers](#), as outlined in the OSCE/ODIHR Election Observation Handbook, as well as security instructions and national laws.

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) Luggage/Essential Items

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

- appropriate attire for elections day observation – business casual is recommended;
- torch/flashlight with spare bulb and battery;
- all necessary medication (case-specific);
- electricity converters (if needed) – 220 V; European style plug.

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

e) Communication

Each STO will be provided with a mobile phone and a local SIM card with credit, for work-related usage. 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 Skopje is UTC/GMT +1 hour. Due to the limited number of scheduled flights to Skopje, the OSCE/ODIHR EOM strongly encourages seconding States to make early flight bookings. To ensure operational flexibility, (e.g. in case of bad weather conditions), seconding 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 EOM will assist each STO 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 that both members of the team can 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:

Operational/Transportation Cost	EUR
Airport transfers	20
In-City Transportation (to and from STO briefing/de-briefing)	10
In-Country Transportation (to and from deployment area)	50
Communication (SIM card/mobile phone/e-pen use)	15
Briefing costs (briefing, debriefing, briefing pack, meals)	140
Estimated cost to be incurred by ODIHR on behalf of STOs	235 EUR
Driver/Car (EUR 30 per day @ 5 days per observer) *	150
Fuel (EUR 10 per day @ 5 days per observer) *	40
Interpreter (EUR 30 per day @ 5 days per observer) *	150
Transmission of observation forms per observer	10
Accommodation (7 nights @ max EUR 100/per night)	700
Meals & Incidentals (approx. EUR 40 per day @ max 8 days)	320
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	1,610 EUR
Total cost per observer:	1,845 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 1,845** (one thousand eight hundred and forty-five Euro), including **EUR 1,610** (one thousand six hundred and ten Euro) which the seconding States should supply to each observer in cash prior to their departure to Skopje. **The OSCE/ODIHR EOM is not able to validate or certify documents related to costs paid directly by the observers (receipts, invoices, contracts, etc.).**

EUR 235 (two hundred and thirty-five Euro) is the projected cost per each STO to be incurred by the OSCE/ODIHR. After closure of the EOM, each seconding State will be billed by the OSCE/ODIHR on the basis of total actual expenses incurred and the number of seconded STOs. Payment instructions will be provided to the seconding States with the final invoice.

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 Skopje, they do not dispense foreign currency and are not available in some areas of deployment. Hotels outside Skopje may not accept credit cards or foreign currency. STOs should be prepared to pay hotel bills outside Skopje in cash and upon check-in. Travellers cheques must not be used. The local currency is the *Macedonian Denar* (MKD). The exchange rate is approximately 1 EUR ≈ 61 MKD.

5. Visas and Insurance

a) Visa

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at the nearest embassy or consulate of the former Yugoslav Republic of Macedonia prior to arrival. Visas cannot be issued on arrival at Skopje International Airport.

For STOs without an embassy or consulate of the former Yugoslav Republic of Macedonia in their country of residence, seconding States are requested to inform the OSCE/ODIHR office in Warsaw ([Sylwia Zwolinska](#) or [Anna Krzysztofik](#)), as soon as possible in order to receive support, if necessary, with issuance of visas.

b) Insurance

STOs 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. Registration and Accreditation Process

After receiving this Information Sheet, all OSCE participating States considering secondment are requested to inform the OSCE/ODIHR on the number of STOs (to the attention of Sylwia Zwolinska or Anna Krzysztofik; e-mail: sylwia.zwolinska@odihr.pl, anna.krzysztofik@odihr.pl no later than 20 September 2017.

To be nominated by the seconding States, STOs are required to create a personal account in the new Election Expert Database, fully complete their profile, and share it with their national focal point. The seconding States are requested to submit the names of proposed STOs using the Election Expert Database as soon as possible and no later than 20 September 2017; 17:00 (Warsaw Time).

The Seconding States which have not requested access to the Election Expert Database as national Focal Point yet (Note Verbale 218/2017, 5 June 2017) or require additional

guidelines on the observers' registration process should contact Sylwia Zwolinska or Anna Krzysztofik; e-mail: sylwia.zwolinska@odihr.pl, anna.krzysztofik@odihr.pl.

For the purposes of accreditation of STOs with the State Election Commission of the former Yugoslav Republic of Macedonia the online mission registration form must be completed and supporting documents attached by the end of **26 September 2017**.

An official cover letter from the Ministry of Foreign Affairs of the seconding State or designated national focal point should be sent together with the list of STO names to the attention of Sylwia Zwolinska or Anna Krzysztofik (e-mail: sylwia.zwolinska@odihr.pl, anna.krzysztofik@odihr.pl) by 26 September 2017.

IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, NO APPLICATIONS WILL BE CONSIDERED BY THE OSCE/ODIHR UNDER ANY CIRCUMSTANCES AFTER 26 SEPTMEBR 2017.

STOs must not have any concurrent commitments that could produce a conflict of interest with the OSCE/ODIHR 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 Code of Conduct for ODIHR Observers.

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.

Specific information on the EOM is available on the EOM website:

<http://www.osce.org/odihr/elections/fyrom/339261>

All STOs will receive by email a copy of the OSCE/ODIHR EOM Observer Guide before their departure to Skopje.

Terms of Reference

SHORT-TERM OBSERVER

Background:

ODIHR is the leading agency in Europe in the field of election observation. It co-ordinates and organizes the deployment of numerous observation missions with thousands of observers every year to assess the compliance of elections in OSCE participating States in line with OSCE commitments, other international obligations and standards for democratic elections, as well as national legislation. Its unique methodology provides an in-depth insight into all elements of an electoral process, and permits making concrete recommendations to further improve electoral processes.

Objective:

Under the guidance of the Head of Mission (HoM) and in close co-ordination with the Deputy Head of Mission (DHoM), assigned Long-term Observers (LTOs), and the ODIHR Election Department, the short-term observers (STOs) are deployed in multinational teams of two and are responsible for observing election day procedures in their assigned areas and reporting their findings accurately and efficiently to the mission headquarters.

Main Tasks:

Electoral Expertise

- Acquire detailed knowledge of the election law and procedures concerning election day;
- Acquire detailed knowledge of the electoral and political situation in the country;
- Become familiar with the ODIHR election observation methodology for observing election day, as reflected in the relevant ODIHR publications;
- Acquire knowledge of OSCE commitments and other international obligations and standards for democratic elections.
- Attend and report on meetings of local election authorities, where requested;
- Attend and report on political rallies and campaign events, where requested;
- Attend and participate in any other relevant meetings with other electoral stakeholders to cover issues deemed necessary by the HoM, DHoM and LTOs;
- Supervise local support staff;
- Abide by the ODIHR Observer [Code of Conduct](#) the security instructions and deployment plan of the OSCE/ODIHR EOM, as well as [data protection responsibilities](#) when processing the personal data of local staff.

Reporting

- Prepare and submit regular reports to assess the close of the campaign, voting, counting and the tabulation of results.

Requirements:

- Experience in public administration, non-governmental organizations, and/or international organizations, preferably involved in observing and/or organizing electoral processes, is desirable.
- Knowledge of the country and surrounding region is desirable but not essential.
- Command of English language is essential. STOs must be prepared to read briefing materials, attend briefing and de-briefing sessions, understand procedural instructions and complete forms accurately, all in English. Knowledge of local languages is desirable but not essential.
- Willingness and ability to work long hours in conditions which are sometimes difficult.
- Ability to work in a team and deal with difficult situations in a positive manner.

Deliverables:

- Regular reporting on the conduct of the elections in the area of deployment, as well as on any other issues covered during the mission.