



Office for Democratic Institutions and Human Rights

INFORMATION SHEET
REQUEST FOR SHORT-TERM OBSERVERS

PRE-TERM PARLIAMENTARY ELECTIONS IN UKRAINE
30 September 2007

The OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the pre-term parliamentary elections in Ukraine. The mission, headed by Ambassador Audrey Glover, consists of 17 core team members and 50 long-term observers from 18 OSCE participating States. The parliamentary elections are scheduled for 30 September 2007.

The OSCE/ODIHR requests the 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 balanced representation among participating States in EOMs, the OSCE/ODIHR requests each participating State to nominate no more than 10 percent of the total number of requested STOs. In addition, committed to achieving a better gender balance in its activities, the OSCE/ODIHR encourages OSCE participating States to continue to second female STOs.

To facilitate accreditation for observers by the Central Election Commission (CEC) and the issuance of visas for Ukraine (country-specific), the attached CEC accreditation form, as well as the OSCE/ODIHR online registration form, must be completed and returned to the OSCE/ODIHR **no later than 14 September 2007**.

Seconding States should verify visa requirements for their STOs. If required, visas must be obtained at the nearest Embassy or Consulate of Ukraine prior to their arrival in Ukraine. Only STOs without diplomatic representation of Ukraine in their country of residence can be issued an entry visa at the airport upon arrival. No exceptions can be made. Participating States with no diplomatic representation of Ukraine should inform the OSCE/ODIHR office in Warsaw in advance, in order for the ODIHR to make arrangements for issuance of visa upon arrival.

The working language of the OSCE/ODIHR EOM is English. All briefings, de-briefings and reporting will be conducted in English, and all interpreters will work in local language/English. Therefore, STOs must have a good working knowledge of English both written and spoken. Knowledge of Ukrainian or Russian languages is an asset. The central STO briefing and debriefing will be simultaneously translated into Russian.

All STOs should arrive in Kyiv on 26 September at the latest and depart on 3 October at the earliest. Details are provided below. Due to the large scale of the mission, and the relatively limited number of regular flights to Kyiv, the OSCE/ODIHR strongly encourages participating States to make early flight bookings.

All observers should strictly abide by the OSCE/ODIHR 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 OSCE/ODIHR EOM management, including the deployment plan. The observers will receive a

security briefing from the EOM upon arrival and will be required to operate in accordance with security guidelines.

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 contact details in Kyiv are as follows:

25 Turhenevska St.
01054 Kyiv, Ukraine
Tel: + 38 044 581 0505
Fax: + 38 044 581 0506
E-mail: office@eom.org.ua
http://www.osce.org/odihr/item_12_25904.html

1. Deployment Timetable

STOs will be deployed according to the following schedule:

Wednesday, 26 September	Latest date for arrival in Kyiv
Thursday, 27 September	STO briefing
Friday, 28 September	Deployment to the <u>areas of responsibility</u> (AoR)
Saturday, 29 September	Familiarization with AoR
Sunday, 30 September	Election day
Monday, 1 October	Regional de-briefings / Return to Kyiv
Tuesday, 2 October	Return to Kyiv morning / Central debriefing afternoon
Wednesday, 3 October	STO departure

2. Logistics

a) Contact details

All logistical arrangements for STOs will be organized by the OSCE/ODIHR EOM under the direction of Logistics Experts **Valery Shirokov and Jane Kareski**.

E-mail: kareski@eom.org.ua

Mobile: +38 096 427 8788

E-mail: shirokov@eom.org.ua

Mobile: +38 097 501 4177

b) Transportation/Accommodation

The STOs will be met at the airport in Kyiv and transported to their accommodation. All accommodation in Kyiv and areas of responsibility 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 there may be a requirement for observers of the same gender to share rooms with colleagues, and that relatively modest conditions may be expected.**

For safety reasons and to prevent problems with transportation, observers should use the accommodation arranged for them by the OSCE/ODIHR EOM. However, should any of the observers choose not to stay in the accommodation arranged by the 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 they use the accommodation provided or not. It should also be noted that the OSCE/ODIHR EOM cannot provide in-city transportation for STOs who choose to stay outside the designated accommodation.

The OSCE/ODIHR EOM will also arrange in-country travel to deployment areas and for on-site drivers, cars and interpreters. STOs will start to be deployed in the afternoon of 27 September by air, rail and road.

STOs deployed to areas other than Kyiv will travel back to Kyiv on Monday, 1 October 2007 or early Tuesday, 2 October, flights permitting. Arrangements will again be made by the OSCE/ODIHR EOM for their accommodation in Kyiv, as well as arrangements for their transportation to the airport.

c) Security

A memo on security arrangements for the STOs will be provided to the STOs upon their 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 living conditions in Ukraine, possible lack of electricity in some places, and modest accommodation, STOs are advised to bring with them the following items:

- torch/flashlight with spare bulb and battery;
- all necessary medication (case-specific);
- sleeping bag.

The OSCE/ODIHR EOM strongly recommends that STOs, while traveling by airplane, put items of immediate need into carry-on luggage, in case of late arrival of the luggage in Kyiv.

e) Flights

Local time in Kyiv is GMT + 2 hour (Vienna + 1 hour).

Due to the relatively limited number of regular flights to Kyiv, the OSCE/ODIHR EOM strongly encourages participating States to make early flight bookings.

3. Interpreters and Drivers

All observers will be organized in multi-national teams of two persons under a deployment plan prepared by the OSCE/ODIHR EOM. Each team will have an interpreter and car/driver. Even in cases where one team member speaks Ukrainian or Russian, it will still 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 out their observation duties.

4. Costs

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

Operational/Transportation Cost	EUR
Airport transfers (international and domestic)	50
Transportation (movement to and from STO briefing/de-briefing)	20
In-Country Transportation (to and from deployment area)	160
Lunch on day of briefing; Reception	45
Communication (SIM card/mobile phone use)	30
Briefing costs (Briefing, Debriefing, Briefing pack)	70
Estimated cost to be incurred by ODIHR on behalf of STOs	375
Driver/Car (EUR 25 per day @ 4 days per observer)*	100
Fuel (EUR 15 per day @ 4 days per observer)*	60
Interpreter (EUR 25 per day@4 days per observer)*	100
Faxing of observation forms per observer	10
Accommodation (8 nights @ max EUR 140/per night)	1,120
Meals & Incidentals (approx. EUR 40 per day @ max 8 days)	320
Accommodation and meals for Interpreters and Drivers if needed (EUR 60 per night @ 3 nights per observer)*	180
Costs paid directly by the STOs	1,890
Total cost per STO:	2,265

* 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.

The total cost per one observer is estimated at **EUR 2,265** (two thousand two hundred sixty five Euro) including **EUR 1,890**, which the participating States should supply to each observer in cash prior to their departure to Kyiv.

EUR 375 is a projected cost per each STO. After closure of the OSCE/ODIHR EOM, each seconding participating State will be billed by the 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.

Participating States must ensure that STOs arrive with sufficient funds in Euro (EUR) to cover these costs of **EUR 1,890**. STOs should also have sufficient cash in Euro to cover any other personal expenses, such as telephone calls. All cash should preferably be in new bank notes, as it may be difficult to exchange old bank notes.

While there are cash machines (ATMs) in Kyiv they do not dispense Euro and may not be available in other areas of deployment. Hotels outside Kyiv may not 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 current rate of the local currency (UA Hryvnia) to Euro is approximately 6.70.

5. Visas and Insurance

Seconding States should verify visa requirements for their STOs. If required, visas must be obtained at the nearest Embassy or Consulate of Ukraine prior to their arrival in Ukraine.

Only STOs without diplomatic representation of Ukraine in their country of residence can be issued an entry visa at the airport upon arrival. No exceptions can be made. Participating States with no diplomatic representation of Ukraine should inform the OSCE/ODIHR office in Warsaw in advance, in order for the ODIHR to make arrangements for issuance of visa upon arrival.

IMPORTANT: All short-term observers should ensure 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.**

6. Registration and Accreditation Process

After receiving this information sheet, all OSCE participating States sending STOs should submit a **list of names (first name, last name, passport number)** of seconded STOs **and the completed Central Election Commission (CEC) accreditation form (attached)** for each STO as soon as possible to the OSCE/ODIHR for the attention of Sylwia Zwolinska or Anna Krzysztofik.

Ms. Sylwia Zwolinska, Senior Administrative Assistant,
telephone number: +48 22 520 06 00, ext. 2148; fax number: +48 22 628 69 67
e-mail: sylwia.zwolinska@odihr.pl

Ms. Anna Krzysztofik, Administrative Assistant,
telephone number: +48 22 520 06 00, ext. 2147; fax number: +48 22 628 69 67
e-mail: anna.krzysztofik@odihr.pl

An official cover letter from MFAs or designated recruitment organizations should be sent together with the list of STO names.

After submitting the list of STOs, the sending State should register each of their proposed candidates on-line using the Registration Form at: http://www.osce.org/odihr/item_12_17721.html under Links. This on-line Registration Form is available as of 27 August 2007.

Before using the on-line registration system, the sending State should contact the OSCE/ODIHR, Sylwia Zwolinska or Anna Krzysztofik, and obtain a username and a password. These parameters are necessary in order to enter the registration system.

All sending States/organizations should be aware that after the registration deadline, they will not be able to modify, complete or withdraw the participation of a short-term observer on-line. They should contact Sylwia Zwolinska or Anna Krzysztofik in the OSCE/ODIHR Election Department to make changes, if necessary.

IN ORDER TO ENSURE ALL LOGISTICAL ARRANGEMENTS AT THE DUE LEVEL, UNDER NO CIRCUMSTANCES WILL THE OSCE/ODIHR ACCEPT ANY ON-LINE APPLICATIONS FOR REGISTRATION OR CEC ACCREDITATION FORMS AFTER 14 SEPTEMBER 2007.

7. Other Information

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

All STOs are asked to familiarize themselves with the Election Observation Handbook, available online at www.osce.org/publications/odihr/2005/04/14004_240_en.pdf

Specific information on the EOM to Ukraine is available on the EOM website: http://www.osce.org/odihr/item_12_25904.html

STOs will be e-mailed a copy of the EOM Briefing Book for Ukraine before their departure to Ukraine.

POST DESCRIPTION
SHORT-TERM OBSERVERS (STOs)
Pre-term Parliamentary Elections
Ukraine
30 September 2007

Post title: Short-Term Observer (STO)

Title of Supervisor: Head of 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, to the EOM deployment plan, to security instructions, and national laws.

REQUIREMENTS

1. Experience of election administration/observation and/or public administration and/or civil society organizations.
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.
6. Russian or Ukrainian language ability is an asset.

Knowledge of the country and surrounding region is desirable but not essential. STOs must be prepared to read briefing materials, attend all briefing and de-briefing sessions, understand procedural instructions and complete evaluation forms accurately, all in English. STOs must not have any concurrent commitments that could produce a conflict of interest with their participation in 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 breach of the OSCE/ODIHR Code of Conduct.

DUTIES AND RESPONSIBILITIES

Accreditation

STOs require accreditation from the relevant authority before they can undertake their observer duties. The OSCE/ODIHR EOM will forward the names of STOs to the relevant authority in advance to facilitate the accreditation process.

Briefing

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

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

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

STOs are asked to familiarize themselves with the Election Observation Handbook, available online at www.osce.org/publications/odihr/2005/04/14004_240_en.pdf

Deployment

The OSCE/ODIHR EOM will develop a deployment plan in co-operation with other international observation groups to avoid duplication of observation efforts. All STOs should abide strictly by the deployment plan and security instructions. STOs should not request special treatment with regards to deployment locations.

De-briefing

A de-briefing 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 OSCE/ODIHR 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 election process has been completed, taking into account the findings of all EOM observers

CODE OF CONDUCT FOR OSCE/ODIHR OBSERVERS

- 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 electoral 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 electoral 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 to the Clarification
on the order of registration and the status of official observers
from foreign states and international organizations
for the Pre-term Elections of People's Deputies of Ukraine
scheduled for 30 September 2007
approved by the CEC Resolution No 60 of 2 August 2007*

Pre-term Elections of People's Deputies of Ukraine
30th September 2007

**APPLICATION FORM
of official observer from foreign state, international organization**

Family name _____

Name _____ Patronymic _____

Citizenship _____ Date of birth _____

Passport series, number _____
issued _____

(institution, organization which issued the document, date of issue)

State/organization represented by the official observer _____

Occupation _____

Place of work _____

Election observation experience (country, year) _____

Contact address _____

Telephone/fax/e-mail _____

Date of entry in Ukraine _____

Date of departure from Ukraine _____

*Central Election Commission
Secretary*

T. Lukash