



Office for Democratic Institutions and Human Rights

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

**PARLIAMENTARY ELECTIONS  
REPUBLIC OF BELARUS  
23 SEPTEMBER 2012**

At the invitation of the Ministry of Foreign Affairs of the Republic of Belarus, the OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the parliamentary elections scheduled for 23 September 2012. Antonio Milošoski has been appointed Head of the OSCE/ODIHR Election Observation Mission (EOM). The core team consists of 12 members based in Minsk and 36 long-term observers (LTOs) deployed to 18 locations throughout the country. A total of 26 OSCE participating States are represented.

The OSCE/ODIHR now requests the participating States to second **270 (two hundred seventy)** 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 10 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.

For the purposes of accreditation of observers with the Central Election Commission (CEC) of the Republic of Belarus, **the attached *Application Form for accreditation as a foreign international observer* must be completed and a scanned version sent to the OSCE/ODIHR.**

Seconding States should confirm visa requirements for their STOs. Visas must be obtained at an embassy or consulate of the Republic of Belarus. In exceptional cases where STOs are coming from countries with neither an embassy nor consulate, visas can be issued on arrival at the airport in Minsk. It is very strongly recommended to obtain all visas before departure.

**IMPORTANT: If STOs depart without visa intending to get it upon arrival in Minsk, they cannot fly via a connection in Russia. The individuals will not be allowed to board the connecting flight.**

To facilitate accreditation of observers with the CEC and the issuance of visas (if required) the OSCE/ODIHR online Registration Form and the *Application Form for accreditation as a foreign international observer* must be completed by **Monday, 10 September 2012 at 17:00 CET**. All STOs are required to arrive in Minsk on or before **Wednesday, 19 September**. Departure will begin the following morning on Tuesday, 25 September.

Observers must strictly abide by the OSCE/ODIHR Observer Code of Conduct, security instructions 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 planning, including the development of the deployment plan. All observers will receive a security briefing and will be 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. All STOs must have a good working knowledge of both written and spoken English. During the observation, interpreters will work in relevant local languages and English.

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

The OSCE/ODIHR EOM Office is situated in Minsk:

Address: Hotel Yubileiny, 19 Pobediteley Ave, Minsk 220004, Republic of Belarus  
Tel.: +375 17 226 9261  
Fax: +375 17 226 9266  
E-mail: office@odihr.by

<http://www.osce.org/elections/Belarus/2012>

**1. Deployment Timetable**

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

|                             |  |
|-----------------------------|--|
| Wednesday, 19 September     | Last date for STO arrival in Minsk               |
| Thursday, 20 September      | STO briefing                                     |
| Friday, 21 September        | Deployment to the areas of observation           |
| Saturday, 22 September      | Familiarization with areas of observation        |
| <b>Sunday, 23 September</b> | <b>Election day</b>                              |
| Monday, 24 September        | STOs return to Minsk, STO de-briefing, Reception |
| Tuesday, 25 September       | STO departure from Belarus                       |

**2. Logistics**

**a) Contact details**

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

Kyle Bowers, Operations Expert  
kyle.bowers@odihr.by; mobile phone: +375 33 352 1531

**b) Transportation & accommodation**

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

Observers are expected to use the accommodation arranged for them by the OSCE/ODIHR EOM. The EOM will make all arrangements for in-country travel to deployment areas and for drivers, cars and interpreters in the areas of observation.

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 the accommodation is used.** It should be noted that the OSCE/ODIHR EOM will not provide in-city transportation for STOs who choose not to stay in the designated accommodation.

STOs will deploy from Minsk to the regions by means of car, bus or train. The EOM will also make necessary arrangements for the STOs to return to Minsk after election day and transfers to the airport.

**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 EOM will not be covered by the mission's security arrangements.**

As a result of the Chernobyl catastrophe in 1986, large areas of Belarus were contaminated by radioactive fallout. However, at this stage and due to the short stay of STOs in Belarus, this should not have any affect on their health and well-being. Therefore, STOs are expected to accept deployment to any part of the country. STOs will receive more detailed information during the briefing.

**d) What to bring**

In addition to their typical clothing and travel articles, 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);
- electric plug adapters and converters (if needed) – Belarus is 220 V, European plug.

The EOM strongly recommends that STOs, when travelling by airplane, put important items into their hand luggage, in case luggage is lost or delayed.

**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 text messages should be completely avoided as this will very quickly use the credit.

**f) Time zone/Flight bookings**

Local time in Minsk is GMT/UTC +2 hours. The EOM strongly encourages participating States to make bookings early for international flights to Minsk.

**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. Each team will be provided with an interpreter and a car/driver. Even in cases where one team member speaks the local language, 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**

Projections for costs incurred by **each STO** while in the Republic of Belarus are indicated below, although some STOs may not require the full amounts.

\* Items with an asterisk indicate that the two members of each STO team will share equally the cost of drivers and interpreters. The amount therefore represents half of these total costs (i.e. per each STO).

| <b>Operational/Transportation Cost</b>   | <b>EUR</b>      |
|--|-----------------|
| Airport/Railway station transfers (Minsk and regions)  | <b>20</b>       |
| In-city transportation (movement to and from STO briefing/de-briefing)   | <b>20</b>       |
| In-country transportation (to and from the areas of observation)   | <b>80</b>       |
| Communication (SIM card/mobile phone use)  | <b>20</b>       |
| Briefing costs (briefing, de-briefing, briefing pack, food)  | <b>195</b>      |
| <b>Estimated cost to be incurred by ODIHR on behalf of STOs</b>  | <b>335 EUR</b>  |
| Driver/car (EUR 35 per day @ 3 days per observer)*   | <b>105</b>      |
| Fuel (EUR 15 per day @ 3 days per observer)*   | <b>45</b>       |
| Interpreter (EUR 35 per day @ 3 days per observer)*  | <b>105</b>      |
| Transmission of observation forms per observer   | <b>15</b>       |
| Accommodation (6 nights @ maximum EUR 110/per night + EUR 55 payment for early arrival in Minsk if applicable) | <b>715</b>      |
| Meals & incidentals (approx. EUR 50 per day @ maximum 7 days)  | <b>350</b>      |
| Accommodation and meals for interpreter if needed (EUR 40 per night @ 3 nights per observer)*                  | <b>120</b>      |
| Accommodation and meals for driver if needed (EUR 40 per night @ 3 nights per observer)*                       | <b>120</b>      |
| <b>Costs paid directly by the observers</b>  | <b>1575 EUR</b> |
| <b>Total cost per observer:</b>  | <b>1910 EUR</b> |

The total cost for one observer is estimated at **EUR 1910** (One thousand nine hundred ten), including **EUR 1575** (One thousand five hundred seventy five Euro) which the participating States should supply to each observer in cash prior to their departure to Minsk.

**EUR 335** (Three hundred thirty five) 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 and the U.S. Dollar are both widely exchangeable in the Republic of Belarus, although other currencies can also be exchanged. There are many cash machines (ATMs) in Minsk and other major cities throughout the country but they do not dispense foreign currency. ATMs may not be available in some small towns. Hotels outside Minsk may not accept credit cards. STOs should at least be

prepared to pay hotel bills outside Minsk in cash in local currency based upon details from their LTOs. Travelers' cheques cannot be used. The local currency in Belarus is the Belarusian Ruble (BYR). Exchange rates for the Belarusian Ruble are approximately 1 USD = 8,340 BYR and 1 EUR = 10,400 BYR. Most exchange offices and banks offer very similar rates.

## **5. Visas and Insurance**

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at the nearest embassy or consulate of the Republic of Belarus prior to departure.

In exceptional cases, it is possible for observers to obtain the visa at the airport upon arrival. If such a need arises, seconding States are requested to inform the OSCE/ODIHR office in Warsaw (Sylwia Zwolinska or Anna Krzysztofik) in advance in order to facilitate the visa issuance process with the Ministry of Foreign Affairs. Visas can only be issued at the airport in the event that a STO resides in a country without a diplomatic representation of the Republic of Belarus. **STOs getting a visa at the airport must have two passport-sized photographs and a completed visa application.**

**IMPORTANT: STOs must have a copy of their insurance policy with them, as well as two copies of the data page of their passport and visa (if applicable). All short-term observers should also ensure that they purchase the obligatory health/accident insurance specifically for Belarus, as this will not be provided by the OSCE/ODIHR.**

## **6. Registration and Accreditation Process**

### **Registration of STOs**

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 to the OSCE/ODIHR to the attention of Sylwia Zwolinska or Anna Krzysztofik.

Ms. Sylwia Zwolinska, Senior Administrative Assistant,  
telephone number: +48 22 520 06 00, ext. 5676; fax number: +48 22 520 0606  
e-mail: [sylwia.zwolinska@odihr.pl](mailto:sylwia.zwolinska@odihr.pl)

Ms. Anna Krzysztofik, Administrative Assistant,  
telephone number: +48 22 520 06 00, ext. 5677; fax number: +48 22 520 0606  
e-mail: [anna.krzysztofik@odihr.pl](mailto: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 seconding State should register each of their proposed candidates online using the Registration Form available at: <http://stodb.odihr.pl>

**This on-line Registration Form will be available from 3 September 2012 to 10 September 2012, 17:00 CET.**

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

All seconding States should be aware that after the registration deadline, they will not be able to modify, complete or withdraw the participation of an STO online. They should contact Sylwia Zwolinska or Anna Krzysztofik at the OSCE/ODIHR Election Department to make changes.

## Accreditation of STOs

For accreditation to be completed in accordance with the requirements of the Central Election Commission (CEC) of the Republic of Belarus, each STO application must include a scanned electronic version of a fully and correctly completed and signed *Application Form for accreditation as a foreign international observer*, 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  
APPLICATION WILL BE ACCEPTED BY THE OSCE/ODIHR AFTER  
10 SEPTEMBER 2012, 17:00 CET.**

## 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](http://www.osce.org/odihr).

Specific information on the EOM to the Republic of Belarus is available on the EOM website: <http://www.osce.org/elections/Belarus/2012>

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

**POST DESCRIPTION**  
**SHORT-TERM OBSERVER (STO)**  
**EARLY PARLIAMENTARY ELECTIONS**  
**REPUBLIC OF BELARUS**  
**23 SEPTEMBER 2012**

**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 teams of two 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. Russian and/or Belarusian language ability is an asset. STOs must not have any concurrent commitments that could produce a conflict of interest with the EOM.

**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:

- code of conduct;
- legislative framework;
- overview of the country, campaign and the media situation;
- voting, counting and tabulation procedures;
- observation forms;
- 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 <http://www.osce.org/odihr/elections/68439>

### **Deployment**

The OSCE/ODIHR EOM will organize the deployment plan. STOs should abide strictly by the deployment plan and security instructions. STOs may 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 elections to present its preliminary findings and conclusions. A comprehensive final report will be issued by 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 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.

Приложение 1  
к Положению о порядке  
деятельности иностранных  
(международных) наблюдателей  
при подготовке и проведении  
выборов депутатов Палаты  
представителей Национального  
собрания Республики Беларусь  
пятого созыва

**АНКЕТА**

на аккредитацию в качестве иностранного (международного) наблюдателя  
**APPLICATION FORM**  
*for accreditation as a foreign (international) observer*

|   |   |  |
|---|---|--|
| 1 | Фамилия<br><i>Surname(s) (family name(s))</i>   |  |
| 2 | Имя<br><i>First name(s)</i>   |  |
| 3 | Отчество<br><i>Patronymic</i>   |  |
| 4 | Дата рождения (год, месяц, день)<br><i>Date of birth (year, month, day)</i>   |  |
| 5 | Гражданство<br><i>Current nationality(ies)</i>  |  |
| 6 | Документ, удостоверяющий личность<br><i>Identification document</i>   |  |
|   | Номер<br><i>Number</i>  |  |
|   | Дата выдачи (год, месяц, день)<br><i>Date of issue (year, month, day)</i>   |  |
|   | Действителен до (год, месяц, день)<br><i>Valid until (year, month, day)</i>   |  |
| 7 | Место работы (полное название, адрес, телефон, факс, адрес электронной почты)<br><i>Current employment (employer' full name, address, phone, fax, e-mail)</i> |  |
|   | Должность (занятие)<br><i>Current (position) occupation</i>   |  |

|    |  |   |   |
|----|--|---|---|
| 8  | <p>Название организации, которую Вы представляете в качестве иностранного (международного) наблюдателя</p> <p><i>Name of the organization you represent as a foreign (international) observer</i></p>  | OSCE Office for Democratic Institutions and Human Rights (OSCE/ODIHR) |   |
|    | <p>Телефон (факс)</p> <p><i>Phone number(fax)</i></p>  | <p>+ 48 22 520 06 00</p> <p>+ 48 22 520 06 05</p>                     |   |
| 9  | <p>Домашний адрес</p> <p><i>Home address</i></p>   |   |   |
|    | <p>Телефон</p> <p><i>Phone number</i></p>  |   |   |
|    | <p>Адрес электронной почты</p> <p><i>E-mail</i></p>  |   |   |
| 10 | <p>Были ли Вы когда-нибудь иностранным (международным) наблюдателем. Если да, то укажите, пожалуйста, страну, год и вид выборов</p> <p><i>Have you ever served as a foreign (international) observer?</i></p> <p><i>If yes, please indicate country, year, and type of elections</i></p> |   |   |
| 11 | <p>Государственный орган Республики Беларусь, пригласивший Вас в качестве наблюдателя</p> <p><i>State authority of the Republic of Belarus which invited you to take part in the election observation</i></p>  | Ministry of Foreign Affairs of the Republic of Belarus                |   |
| 12 | <p>Дата прибытия в Республику Беларусь</p> <p><i>Date of arrival in the Republic of Belarus</i></p>  | 13  | <p>Дата отъезда из Республики Беларусь</p> <p><i>Date of departure from the Republic of Belarus</i></p> |
| 14 | <p>Дата</p> <p><i>Date</i></p>   | 15  | <p>Подпись</p> <p><i>Signature</i></p>  |