



Office for Democratic Institutions and Human Rights

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

**PRESIDENTIAL ELECTION
RUSSIAN FEDERATION
4 March 2012**

Following an official invitation to observe the 4 March 2012 presidential election and in accordance with its mandate, the OSCE/ODIHR has deployed an Election Observation Mission (EOM) for this election. Ambassador Heidi Tagliavini has been appointed Head of the OSCE/ODIHR EOM. The core team consists of 15 members based in Moscow and 40 long-term observers (LTOs) deployed to 18 locations. A total of 25 OSCE participating States are represented.

The OSCE/ODIHR now requests the participating States to second **one hundred and sixty (160)** short-term observers (STOs) to observe election day procedures. 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.

IMPORTANT: In light of the reduced number of STOs being deployed, the OSCE/ODIHR requests the seconding States to take into due consideration and to notify STOs accordingly that observers deployed to the Russian Federation will be requested to follow all stages of the electoral process on election day starting with opening of polling stations (8am) and finishing with the observation of results' tabulation (late at night or possibly early the next morning). It is therefore imperative that all nominated STOs be prepared to work long hours.

All STOs are required to arrive in Moscow by **Wednesday, 29 February** and to depart (at the earliest) **on Wednesday, 7 March** in the morning. The STO activity schedule is provided below. Taking into account the legal possibility of a second round of voting, **participating States may expect a second request for short-term observers with a very short deadline for registration.**

IMPORTANT: Seconding States should confirm visa requirements for their STOs. Visas must be obtained at an embassy or consulate of the Russian Federation servicing your country. Visas cannot be issued on arrival at the airports in Moscow. To ensure a smooth visa application process, seconding States are requested not to start formal visa application proceedings for their respective STOs until 20 February 2012. The OSCE/ODIHR will communicate the STO data to the relevant Russian Federation authorities in a centralized manner. Visas will only be granted upon the submission by the OSCE/ODIHR of all the required information and the receipt by the respective embassies and consulates of the Russian Federation of a confirmation from the Central Election Commission (CEC) of the Russian Federation on the accreditation of observers.

For the purposes of accreditation of observers with the CEC of the Russian Federation, the attached accreditation application forms (filled in fully, carefully and correctly, signed and scanned) and a scanned copy of the passport data page with a photo (in JPG or PDF format) must to be sent to the OSCE/ODIHR by the deadline indicated below.

To facilitate accreditation of observers with the Central Election Commission (CEC) and the issuance of visas for the Russian Federation (if required), the OSCE/ODIHR requests the seconding States to follow the following steps:

- 1) Inform the OSCE/ODIHR of the total number of observers that the State plans to second by sending this information to sylwia.zwolinska@odihr.pl by **16:00 CEC on 9 February 2012**. Names of observers should not yet be provided. Taking into account the high interest from the side of OSCE participating States in seconding observers to the Russian Federation and the inability of the OSCE/ODIHR to accept more than the 160 observers requested, OSCE/ODIHR will liaise with States regarding the secondments.
- 2) Complete the online registration form and submit all the necessary accreditation documents as specified above **not later than 14 February 2012**. See below "Registration and Accreditation Process" for details.

Observers must adhere to 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 OSCE/ODIHR EOM management, including the deployment plan. All observers will receive a security briefing upon arrival and will be required to operate in accordance with security guidelines.

The working language of the OSCE/ODIHR EOM is English. All briefings, de-briefings and reporting will be conducted in English. Although simultaneous interpretation will be provided in Russian for the central STO briefing and debriefing, all STOs must have a good working knowledge of both written and spoken English.

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

The OSCE/ODIHR EOM Office is situated in Moscow:

Address: Ulitsa Bol. Dmitrovka 23, Str. 1; 125009 Moscow; Russian Federation
Tel.: +7 495 7824585
Fax: +7 495 7824586
Email: office@odihr.ru

OSCE/ODIHR EOM to the Russian Federation Website:
<http://www.osce.org/odihr/elections/Russia2012>

1. Deployment Timetable

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

Wednesday, 29 February	Last date for arrival in Moscow
Thursday, 1 March	STO briefing, deployment to the areas of observation for some of the STOs
Friday, 2 March	Deployment to the areas of observation for most of the STOs
Saturday, 3 March	Familiarisation with areas of observation
Sunday, 4 March	Election day
Monday, 5 March	Regional debriefing of STOs; most of the STOs return to Moscow
Tuesday, 6 March	Some of the STOs return to Moscow; STO debriefing; reception

Wednesday, 7 March

STO repatriation

2. Logistics

a) **Contact details**

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

Ranko Vukčević, Operations Expert
ranko.vukcevic@odihr.ru ; mobile phone: **+7 985 1712131**

b) **Transportation/Accommodation**

All STOs will be met at Moscow international airports: Sheremetyevo (SVO), Domodedovo (DME) and Vnukovo (VKO) by an OSCE/ODIHR representative upon their arrival and transported to their accommodation. The OSCE/ODIHR EOM will arrange transport and accommodation in Moscow and in the areas of observation. **Due to the limited availability of accommodation in Moscow and the observation areas, STOs should be aware that double occupancy per room of observers of the same gender is likely, and relatively modest conditions may be expected in 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 OSCE/ODIHR EOM will also make all arrangements for in-country travel to deployment areas and for on-site drivers, cars and interpreters.

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

STOs will deploy from Moscow to the regions by different means of transportation: car, train and airplane.

There are nine time zones in Russia, with times ranging from UTC+03:00 to UTC+12:00.

The OSCE/ODIHR EOM will make necessary arrangements for the STOs to return to Moscow on Monday, 5 and Tuesday, 6 March, and will also arrange accommodation in Moscow. The OSCE/ODIHR EOM will arrange transfers to the airports for all STOs.

c) **Security**

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

d) **What to bring**

Due to potential modest conditions and possible harsh winter weather, STOs are advised to bring with them the following items:

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

The OSCE/ODIHR EOM strongly recommends that STOs, while travelling by airplane, put items of main importance into the hand luggage, in case of late arrival of their luggage in Moscow.

e) Communication

STO teams will be provided with a mobile phone and a local SIM card with credit. Please note that these mobile phones are blocked for international calls and messages.

f) Flights Timetable

Local time in Moscow is UTC +4 hours. The arrival times for international flights to the Russian Federation differ for different airlines and airports they are landing in.

Due to the high demand for seats on scheduled flights to Moscow, the OSCE/ODIHR EOM strongly encourages participating States to make early flight bookings. To ensure operational flexibility e.g. in case of bad weather conditions, participating States are advised to book changeable airline tickets.

3. Interpreters and Drivers

All observers will be organized in multinational teams of two persons under a deployment plan prepared by the OSCE/ODIHR EOM. The OSCE/ODIHR EOM will provide each team with an interpreter and a car/driver. Even in cases where one team member speaks the local languages, 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

Costs in the Russian Federation did not change significantly since the time of the last Election Observation Mission in 2011. It is projected that, while in Russian Federation, **each STO** will incur the following costs, although some STOs may not require the full amount indicated below:

Operational/Transportation Cost	EUR
Airport/railway station transfers (Moscow and regions)	70
In-city transportation (movement to and from STO briefing/de-briefing)	10
In-country transportation (to and from deployment area)	450
Communication (SIM card/mobile phone use)	15
Briefing costs (briefing, debriefing, briefing pack, meals)	280
Estimated cost to be incurred by ODIHR on behalf of STOs	825 EUR
Driver/car (EUR 50 per day @ 4 days per observer)*	200
Fuel (EUR 20 per day @ 4 days per observer)*	80
Interpreter (EUR 50 per day @ 4 days per observer)*	200

Transmission of observation forms per observer	10
Accommodation (7 nights @ max EUR 175/per night)	1225
Meals & incidentals (approx. EUR 60 per day @ max 8 days)	480
Accommodation and meals for interpreter if needed (EUR 60 per night @ 3 nights per observer)*	180
Accommodation and meals for driver if needed (EUR 60 per night @ 3 nights per observer)*	180
Costs paid directly by the observers	2555 EUR
Total cost per observer:	3380 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. per each STO).

The total cost per one observer is estimated at **EUR 3380** (Three Thousand Three Hundred and Eighty Euro), including **EUR 2555** (Two Thousand Five Hundred and Fifty Five Euro) which the participating States should supply to each observer in cash prior to their departure to Moscow.

EUR 825 (Eight Hundred Twenty Five Euros) is the projected cost per each STO to be incurred by the OSCE/ODIHR. After closure of the OSCE/ODIHR EOM each seconding State will be billed by 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 United States dollar are the foreign currencies most widely exchangeable in the Russian Federation, although other currencies can also be exchanged. While there are cash machines (ATMs) in Moscow and other larger cities, they do not dispense foreign currency and are not available in some areas of deployment. Hotels outside Moscow may not accept credit cards. Many vendors do not accept American Express cards. STOs should be prepared to pay hotel bills outside Moscow in cash, in local currency and upon check-in. Travellers cheques must not be used. The local currency in the Russian Federation is the *Ruble* (RUB). The exchange rate is approximately 1 EUR = 40 RUB.

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 Russian Federation prior to arrival.

Visas cannot be issued on arrival at the airports in Moscow or at other border crossings.

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

6. Registration and Accreditation Process

Registration of STOs

All OSCE participating States planning to second STOs are requested to follow the following steps:

- 1) Inform the OSCE/ODIHR of the total number of observers that the state plans to second by sending this information to sylwia.zwolinska@odihr.pl by **16:00 CEC on 9 February 2012**. Names of observers should not yet be provided. Taking into account the high interest from the side of OSCE participating States in seconding observers to the Russian Federation and the inability of the OSCE/ODIHR to accept more than the 160 observers requested, based on the numbers submitted, the OSCE/ODIHR will liaise with the States regarding the secondments.
- 2) On 10 February, the OSCE/ODIHR will notify the seconding States that registration procedures may be started. Once notified, the seconding States are requested to submit **a list of names** (first name, last name, passport number) of seconded STOs, as well as all the completed accreditation documents and passport scans as specified above 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 06 06
e-mail: sylwia.zwolinska@odihr.pl

Ms. Anna Krzysztofik, Administrative Assistant,
telephone number: +48 22 520 06 00, ext. 5677; fax number: +48 22 520 06 06
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.

- 3) After submitting the list of STOs and required accreditation documents, the seconding State should register each of their proposed candidates online using the Registration Form available at: <http://stodb.odihr.pl>.

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 a STO online. They should contact Sylwia Zwolinska or Anna Krzysztofik at the OSCE/ODIHR Election Department to make changes.

The on-line Registration Form will be available from 10 February to 14 February 2012. All seconded STOs must be registered and the OSCE/ODIHR must have all the required documentation by 14 February 2012.

IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS IN TIME, UNDER NO CIRCUMSTANCE WILL THE OSCE/ODIHR ACCEPT ANY NOMINATION OF STOs AFTER 9 FEBRUARY AND APPLICATION FOR REGISTRATION AFTER 14 FEBRUARY 2012.
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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.

Specific information on the OSCE/ODIHR EOM to the Russian Federation is available on the website: <http://www.osce.org/odihr/elections/Russia2012>.

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

POST DESCRIPTION
SHORT-TERM OBSERVER (STO)
PRESIDENTIAL ELECTION
RUSSIAN FEDERATION
4 MARCH 2012

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, security instructions and national laws.

REQUIREMENTS

1. Experience in 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 language ability is an asset. STOs must not have any concurrent commitments that could produce a conflict of interest with the EOM.

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

DUTIES AND RESPONSIBILITIES

Accreditation

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

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 develop a deployment plan in co-operation with other international observation groups to avoid duplication of observation efforts. STOs should abide strictly by the deployment plan and security instructions. STOs should not request special treatment with regard to deployment locations.

Debriefing

A debriefing for STOs will be organized after the election. This will provide an opportunity for STOs to discuss their major findings and share their conclusions with other observers and EOM members. The EOM will hold a press conference on the day after the 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 findings of all observers.

OSCE/ODIHR OBSERVER CODE OF CONDUCT

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

To Central Election Commission

From *name of the State bodies of the Russian Federation sent You the invitation to take part in the observation*

family name, first name, other name

*Application¹
for the accreditation as a foreign (international) observer*

Please provide me with the accreditation as a foreign (international) observer on the elections of the President of the Russian Federation on the 4-th March, 2012

*I will conduct the observation as a member of _____ OSCE/ODIHR _____
name of foreign (international) organization*

received the invitation by the authorized State bodies of the Russian Federation

I am familiarized with the rights and duties of the foreign (international) observer on the elections of the President of the Russian Federation

Enclosure:

- 1. APPLICATION FORM for accreditation as a foreign (international) observer.*
- 2. Copy of the invitation by the authorized State bodies of the Russian Federation.*
- 3. Copy of the identification document.*

Data

Signature

¹ *Application and enclosed documents may be sent to the authorized State bodies of the Russian Federation by the mail, fax or E-mail with further passing the originals of the application and the Application form to the Central Election Commission of the Russian Federation in the time of receiving the accreditation card.*

АНКЕТА

на аккредитацию в качестве иностранного (международного) наблюдателя

APPLICATION FORM

for accreditation as a foreign (international) observer

1.	Фамилия <i>Family name</i> Имя <i>First name</i> Отчество <i>Other name</i>	
2.	Дата рождения (день, месяц, год) <i>Date of birth (day, Month, Year)</i> Место рождения <i>Place of birth</i>	
3.	Гражданство <i>Present nationality</i>	
4.	Имеете ли Вы гражданство другой страны (если да, то какой?) <i>Have You taken up legal permanent residence status in any country other than that of your nationality (if answer is "yes", which country?)</i>	
5.	Документ, удостоверяющий личность: <i>Identification document:</i> Номер: <i>Number:</i> Дата выдачи: <i>Date of issue:</i> Действителен до (день, месяц, год): <i>Date of expiry (day, Month, Year)</i>	
6.	Образование (наименование учебного заведения) <i>Education (graduated from)</i>	
7.	Какими иностранными языками Вы владеете и в какой степени <i>Knowledge of languages</i>	
8.	Место работы (полное название, адрес, телефон, факс) <i>Place of work (full name of employer, address of employer, phone, fax)</i>	

	Должность <i>Exact title of your post</i> Род занятий <i>Type of business</i>	
9.	Название организации, которую Вы представляете в качестве иностранного (международного) наблюдателя <i>Name of the organization You represent as foreign (international) observer</i> Телефон (факс) <i>Phone (fax)</i>	OSCE/ODIHR +48 22 520 06 00, fax: +48 520 06 06
10.	Домашний адрес: <i>Present home address:</i> Телефон: <i>Phone:</i> Факс: <i>Fax:</i> Е-mail:	
11.	Опыт международного наблюдения (страна, год, в составе какой миссии) <i>Experience from election observation (country. Year, organization)</i>	
12.	Другой опыт в области избирательного права и избирательного процесса <i>Another experience from electoral law and electoral process</i>	
13.	Лишались ли Вы ранее аккредитации (если да, то когда, где и за что) <i>Have You previously been forfeited of accreditation as a foreign (international) observer (if answer is "yes" give full particulars of each case)</i>	
14.	Государственный орган Российской Федерации, пригласивший Вас в качестве наблюдателя <i>State bodies of the Russian Federation sent You the invitation to take part in the observation</i>	Central Election Commission
15.	Дата прибытия в Российскую Федерацию <i>Date of arrival to the Russian Federation</i>	

16.	Дата отъезда из Российской Федерации <i>Date of departure from the Russian Federation</i>	
17.	Предполагаемые города (пункты) посещения в Российской Федерации <i>Contemplated places (regions, cities, towns etc.) of observation in the Russian Federation</i>	
18.	Место получения въездной визы <i>Place of issue of entry visa</i>	
	Дата _____ <i>Data</i>	Подпись _____ <i>Signature</i>