



Office for Democratic Institutions and Human Rights

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

**PRESIDENTIAL ELECTION**

**Kyrgyz Republic**

**10 July 2005**

The OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the presidential election in Kyrgyzstan. The mission, headed by Ambassador Lubomir Kopaj (Slovakia), consists of 15 core team members and 26 long-term observers from 21 OSCE participating States.

The OSCE/ODIHR requests the participating States to second three hundred (300) 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 Election Observation Mission.

To facilitate accreditation for observers through the Central Election Commission (CEC), the issuance of visas for Kyrgyzstan, the attached CEC observer application form as well as online registration form must be completed and returned to the OSCE/ODIHR **no later than 20 June 2005**.

The working language of the EOM is English. All briefings, de-briefings and reporting will be conducted in English and all interpreters will work in local languages/English. Therefore, STOs must have a good working knowledge of English. Knowledge of languages relevant to the area of deployment would be welcomed.

The STOs to be deployed for the Presidential Election in the Kyrgyz Republic, scheduled for 10 July 2005, are required to arrive in Bishkek on 7 July at the latest and depart on 13 July at the earliest. Details are provided below.

Due to the large scale of the mission, and the relatively limited number of regular flights to Bishkek, the OSCE/ODIHR EOM 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 Security Officer 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 Bishkek are as follows:

**52/54 Orozbekova St. Bishkek**

**720021 Kyrgyzstan**

Tel: + 996 312 62 73 31/32

Fax: + 996 312 62 73 38

e-mail: [office@eom.kg](mailto:office@eom.kg)

[http://www.osce.org/odihr/item\\_12\\_14570.html](http://www.osce.org/odihr/item_12_14570.html)

## 1. Deployment Timetable

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

Wednesday, 6 July	Recommended last date for arrival in Bishkek, but in any event not later than 05:00 (5:00 am) on Thursday, 7 July
Thursday, 7 July	STO briefing
Friday, 8 July	Deployment to the <u>areas of responsibility</u> (AOR)
Saturday, 9 July	Familiarisation with AOR
Sunday, 10 July	Election day
Monday, 11 July	Regional debriefings/Central debriefing
Monday - Tuesday, 11-12 July	Return to Bishkek, flights permitting
Tuesday - Thursday, 12-14 July	STO departure

## 2. Logistics

### a) Contact details

All logistical arrangements for STOs will be organised by the OSCE/ODIHR EOM under the direction of Senior Logistics Officer **Igor Bulic** ([igorb@eom.kg](mailto:igorb@eom.kg)). Mobile: +996 502 52 89 87

### b) Transportation/Accommodation

The STOs will be met at Bishkek airport and transported to their accommodation. All accommodation in Bishkek and areas of responsibility will be arranged by the OSCE/ODIHR EOM. **Due to the limited availability of accommodation in Bishkek and the observation areas, STOs should be aware that double occupancy per room is likely, and relatively modest conditions may be expected.**

**For safety reasons and to prevent problems with transportation, observers are required to 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 OSCE/ODIHR 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. 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 make all arrangements for in-country travel to deployment areas and for on-site drivers, cars and interpreters.

STOs will be deployed on Friday, 8 July. Some STOs deploying to the south of Kyrgyzstan will be transported on domestic flights.

Observers deployed in areas other than Bishkek will travel back to Bishkek on Monday, 11 July 2005 or early Tuesday, 12 July, flights permitting. Arrangements will again be made by the OSCE/ODIHR EOM for their accommodation in Bishkek, as well as arrangements for their transportation to the airport.

### c) Security

A memo on special security arrangements for the STOs will be handed over to the observers on the arrival at the airport. **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 the difficult local conditions in the regions of Kyrgyzstan, possible lack of electricity, 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);
- mosquito repellent.

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

### e) Communication

STO teams will be provided with a mobile phone (some teams with a satellite phone) and a local SIM card with credit.

### f) Flight Timetable

Local time in Bishkek is GMT + 5 hours (Vienna + 4 hours). The arrival times for commercial flights to Bishkek are mainly early morning.

Please find below the current list of flights from various European and CIS cities to Bishkek

FROM BISHKEK

TO BISHKEK

Days	flight #	Dep. time	Arr. time	Destination	Dep. time	Arr. time	flight #	days
2	BA6618	0840	1120	<b>Baku</b>	2350	0400+1	BA6617	1
4	BA6618	0845	1120	<b>Baku</b>	2250	1300+1	BA6617	3
7	BA6618	0530	0810	<b>Baku</b>	2225	0235+1	BA6617	6
1	7J4850	1325	1450	<b>Dushanbe</b>	1005	1155	7J4849	1
3	7J4850	1245	1405	<b>Dushanbe</b>	1000	1115	7J4849	3
5	R8571	1350	1645	<b>Frankfurt</b>	1845	0450+1	R8572	5
6	R8511	1355	1630	<b>Hanover</b>	1800	0345	R8512	6
7	AA435	1410	1630	<b>Hanover</b>	1800	0340+1	AA436	7
1	GI507	0910	1140	<b>Istanbul</b>	1130	1920	GI508	4
3-5-7	TK1349	0320	0620	<b>Istanbul</b>	1700	0110+1	TK1348	2-4-6
1-2	BA6618	0840	1415	<b>London</b>	1330	0400+1	BA6617	1
4	BA6618	0845	1415	<b>London</b>	1230	0300+1	BA6617	3
7	BA6618	0530	1105	<b>London</b>	1205	0235+1	BA6617	6
2	AA403	0855	1110	<b>Moscow</b>	1300	1900	AA404	2
6	AA401	1200	1415	<b>Moscow</b>	1610	2210	AA402	6
7	R8607	0900	1130	<b>Moscow</b>	1220	1835	R8608	7
6	GI631	0700	0910	<b>Moscow</b>	1050	1640	GI632	6
4	AA457	2230	0200+1	<b>Novosibirsk</b>	0400	0540	AA458	4

**Due to the relatively limited number of regular flights to Bishkek, the OSCE/ODIHR EOM strongly encourages participating States to make early flight bookings. Due to unpredictable conditions of travel within Kyrgyzstan, the participating States are advised to book changeable tickets if possible.**

### **3. Interpreters and Drivers**

All observers will be organised 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 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:

<b>Operational/Transportation Cost</b>	<b>USD</b>
Airport transfers (international and domestic)	<b>40</b>
Transportation (movement to and from STO briefing/de-briefing)	<b>10</b>
In-Country Transportation (to and from deployment area)	<b>120</b>
Lunch on day of briefing and reception	<b>40</b>
Communication (SIM card/mobile phone use)	<b>40</b>
Briefing costs (Briefing, Debriefing, Briefing pack)	<b>50</b>
<b>Estimated cost to be incurred by ODIHR on behalf of STOs</b>	<b>300</b>
Driver/Car (USD 25 per day @ 4 days per observer)*	<b>100</b>
Fuel (USD 10 per day @ 4 days per observer)*	<b>40</b>
Interpreter (USD 25 per day@4 days per observer)*	<b>100</b>
Faxing of observation forms per observer	<b>10</b>
Accommodation (8 nights @ max USD 80/per night)	<b>640</b>
Meals & Incidentals (approx. USD 40 per day @ max 8 days)	<b>320</b>
Accommodation and meals for Interpreters and Drivers if needed (USD 30 per night @ 2 nights per observer)*	<b>60</b>
<b>Costs paid directly by the observers</b>	<b>1,270</b>
<b>Total cost per observer:</b>	<b>1,570</b>

\* 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 **USD 1,570** (one thousand five hundred seventy US Dollars) including USD 1,270, which the participating States should supply to each

observer in cash prior to their departure to Bishkek, and USD 300, which should be transferred directly to OSCE/ODIHR.

**USD 300** 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 Dollars (USD) to cover these costs of USD **1,270**. STOs should also have sufficient cash in USD 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.

All of the above costs should be paid in USD. While there are cash machines (ATMs) in Bishkek, they do not dispense dollars and may not be available in areas of deployment. Hotels outside of Bishkek may not accept credit cards. STOs should be prepared to pay hotel bills outside Bishkek in cash and upon check-in. Travellers cheques should not be used.

## **5. Visas and Insurance**

Seconding States should confirm visa requirements for their STOs. Citizens of most OSCE participating States require visas for entry into Kyrgyzstan. STOs should obtain visas at the nearest Embassy or Consulate of Kyrgyzstan before departure. STOs without a Kyrgyz embassy in the country of residence should inform the OSCE/ODIHR office in Warsaw, which will make arrangements for the issuance of an entry visa at the airport upon arrival in Bishkek.

**STOs are requested to bring two passport size photographs with them.**

**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 and the visa.**

## **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) and CEC observers application form (attached)** of seconded STOs **as soon as possible to provide for accreditation** to the OSCE/ODIHR for the attention of Sylwia Zwolinska or Hanna Sobieraj (e-mail: [sylwia.zwolinska@odihr.pl](mailto:sylwia.zwolinska@odihr.pl), [hanna.sobieraj@odihr.pl](mailto:hanna.sobieraj@odihr.pl), fax number: +48 22 628 69 67). 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://stodb2.odihr.pl/?2005kgprs>

This on-line Registration Form is available as of 1 June 2005.

Before using the on-line registration system, the sending State should contact the OSCE/ODIHR, Sylwia Zwolinska or Hanna Sobieraj (e-mail: [sylwia.zwolinska@odihr.pl](mailto:sylwia.zwolinska@odihr.pl), [hanna.sobieraj@odihr.pl](mailto:hanna.sobieraj@odihr.pl)) telephone number: +48 22 520 06 00, extensions 2148 and 2146 respectively, 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 submitting an on-line registration form, 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 Hanna Sobieraj in the OSCE/ODIHR Election Department to make the changes, if necessary.

**IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS, THE OSCE/ODIHR WILL NOT ACCEPT ANY ON-LINE APPLICATIONS FOR REGISTRATION OR CEC OBSERVER APPLICATION FORMS AFTER 20 June 2005.**

**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).

All STOs are asked to familiarize themselves with the Election Observation Handbook, Fifth Edition, available online at [http://www.osce.org/publications/odihr/2005/04/14004\\_240\\_en.pdf](http://www.osce.org/publications/odihr/2005/04/14004_240_en.pdf)

Specific information on the EOM to Kyrgyzstan is available on the EOM website: [http://www.osce.org/odihr/item\\_12\\_14570.html](http://www.osce.org/odihr/item_12_14570.html)

STOs will be e-mailed a copy of the EOM Briefing Book for Kyrgyzstan before departure. A copy of this information sheet is available on the OSCE/ODIHR web site and should be made available to all seconded STOs.

**POST DESCRIPTION**  
**SHORT-TERM OBSERVERS (STOs)**  
**Presidential Election**  
**Kyrgyz Republic**  
**10 July 2005**

**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. All STOs must adhere to the OSCE/ODIHR Code of Conduct, as outlined in the OSCE/ODIHR Election Observation Handbook, 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.
6. Russian language ability is desirable.

Knowledge of the country and surrounding region is desirable. 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. 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 serious 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;
- political overview, campaign and media;
- 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, Fifth Edition, available online at [http://www.osce.org/publications/odihr/2005/04/14004\\_240\\_en.pdf](http://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 organised 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. A comprehensive Final Report will be issued by the OSCE/ODIHR approximately six weeks after the election process has been completed.



## **OBSERVER CODE OF CONDUCT**

Listed below are some general principles and rules to which all observers should adhere:

- Observers will maintain strict impartiality in the conduct of their duties, and shall at no time express 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 with the election process, polling day procedures, or the vote count;
- Observers will carry the prescribed identification issued by the host government or election commission, and will identify themselves to any interested authority upon request;
- Observers will not display or wear any partisan symbols, colours, or banners;
- Observers may wish to bring irregularities to the attention of the local election officials, but they must never give instructions or countermand decisions of the elections officials;
- Observers will base all conclusions on well documented, factual, and verifiable evidence;
- Observers will refrain from making any personal or premature comments about their observations to the media or any other interested persons, and will limit any remarks to general information about the nature of their activity as observers;
- Observers will participate in post-election debriefings, by fax or telephone if necessary;
- Observers must comply with all national laws and regulations.

**APPLICATION**  
for accreditation of foreign (international) observer

1. Full name (in Latin Script, also in Cyrillic if possible)	
2. Date and place of birth (day, month, year)	
3. Nationality	
4. Passport No., date of issue, expiry date (day, month, year)	
5. Place of work and status (full name, address, telephone, fax)	
6. Name of state and organization which you represent (organization address, telephone, fax)	
7. Home address, telephone	
8. Reference in the Kyrgyz Republic	Central Election Commission
9. Date of entry into the Kyrgyzstan	
10. Length of stay and date of departure from the Kyrgyzstan	
11. Contemplated cities (places) to be visited in the Kyrgyzstan	Bishkek and to be determined.
12. Place of issue of entry visa	
13. Signature	