



Office for Democratic Institutions and Human Rights

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

**PARLIAMENTARY ELECTIONS
FORMER YUGOSLAV REPUBLIC OF MACEDONIA
1 June 2008**

At the invitation of the government of the former Yugoslav Republic of Macedonia, the OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the parliamentary elections scheduled for 1 June 2008. Ambassador Robert Barry has been appointed Head of the OSCE/ODIHR EOM. The core team consists of 11 members based in Skopje, and 20 long-term observers (LTOs) are deployed in 9 locations. A total of 17 OSCE participating States are represented.

The OSCE/ODIHR now requests the participating States to second **two hundred and fifty (250)** 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 EOM. In the interest of a broad and balanced representation among participating States in the EOM, 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 a better gender balance in its activities, the OSCE/ODIHR encourages OSCE participating States to continue to second female STOs.

Seconding States should confirm visa requirements for their STOs. Visas must be obtained at an embassy or consulate of the former Yugoslav Republic of Macedonia and can only be issued at the airport in the event an STO resides in a participating State without a consulate of the former Yugoslav Republic of Macedonia.

To facilitate accreditation for observers through the State Election Commission (SEC) and the issuance of visas (if required), the OSCE/ODIHR online registration form must be completed **no later than Friday, 16 May 2008**. All STOs are required to arrive in Skopje by **Wednesday, 28 May** and to depart (at the earliest) **on Wednesday, 4 June** in the morning. The STO deployment timetable is provided below.

Observers must strictly abide by the OSCE/ODIHR Observer Code of Conduct, security guidelines and deployment plan prepared by the OSCE/ODIHR EOM. The 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 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. During the observation interpreters will work in local languages/English. 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 SHOULD BE MADE AVAILABLE TO ALL SECONDED STOs.

The OSCE/ODIHR EOM Office is situated in Skopje:
46, Gjuro Gjakovic, 1000 Skopje
Tel: +389 (0)2 3290119
Fax: +389 (0)2 3290963
E-mail: office@odih.org.mk
Website: http://www.osce.org/odih-elections/item_12_30869.html

1. Deployment Timetable

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

Wednesday, 28 May	Last date for arrival in Skopje
Thursday, 29 May	STO briefing
Friday, 30 May	Deployment to the areas of observation
Saturday, 31 May	Familiarisation with areas of observation
Sunday, 1 June	Election day
Monday, 2 June	Regional debriefing of STOs
Tuesday, 3 June	STO return to Skopje; STO debriefing meeting; Reception
Wednesday, 4 June	STO repatriation

2. Logistics

a) Contact details

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

Ranko Vukcevic, Logistics Expert
e-mail: ranko.vukcevic@odih.org.mk ; mobile phone: +389 70 660128

b) Transportation/Accommodation

All STOs will be met at the airport in Skopje by an OSCE/ODIHR representative and transported to their accommodation. Transport and accommodation in Skopje and in the areas of observation will be arranged by the OSCE/ODIHR EOM. Due to the limited availability of accommodation in Skopje and some observation areas, STOs should be aware that there may be a requirement for observers to share rooms with colleagues of the same gender, and 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. 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.

The EOM will make necessary arrangements for the STOs to return to Skopje on 3 June, as well as arrange accommodation in Skopje. The EOM will arrange transfers to the airport for all observers.

c) Security

A memo on security arrangements for 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.**

d) What to bring

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

- torch/flashlight with spare bulb and battery;
- all necessary medication (case-specific);
- electricity converters (if needed) – former Yugoslav Republic of Macedonia is 220 V, Europe style plug.

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

e) Communication

STO teams will be provided with a mobile phone and a local SIM card with credit.

f) Flights Timetable

Local time in Skopje is UTC or GMT +1 hours. The arrival times for international flights to Skopje are mainly in the early morning/afternoon.

Due to the limited number of scheduled flights to Skopje, the EOM strongly encourages participating States to make early flight bookings. All STOs will deploy from Skopje to the regions by bus. To ensure operational flexibility in case for instance 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. Each team will be provided with an interpreter and a car/driver by the OSCE/ODIHR EOM. Even in cases where one team member speaks 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 on 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	15
In-City Transportation (movement to and from STO briefing/de-briefing)	10
In-Country Transportation (to and from deployment area)	60
Communication (SIM card/mobile phone use)	25
Briefing costs (Briefing, Debriefing, Briefing pack, meals)	110
Estimated cost to be incurred by ODIHR on behalf of STOs	220 EUR
Visa cost (if issued upon arrival)	35

Driver/Car (EUR 35 per day @ 4 days per observer)*	140
Fuel (EUR 20 per day @ 4 days per observer)*	80
Interpreter (EUR 35 per day@4 days per observer)*	140
Faxing of observation forms per observer	15
Accommodation (7 nights @ max EUR 110/per night)	770
Meals & Incidentals (approx. EUR 40 per day @ max 8 days)	320
Accommodation and meals for Interpreter if needed (EUR 40 per night @ 3 nights per observer)*	120
Accommodation and meals for Driver if needed (EUR 40 per night @ 3 nights per observer)*	120
Costs paid directly by the observers	1740 EUR
Total cost per observer:	1960 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 1960** (one thousand nine hundred sixty EUR), including **EUR 1740** (one thousand seven hundred forty EUR) which the participating States should supply to each observer in cash prior to their departure to Skopje.

EUR 220 (two hundred twenty EUR) is the projected cost per each STO to be incurred by OSCE/ODIHR. After closure of the 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 is the most widely exchangeable foreign currency, 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 of Skopje may not accept credit cards. STOs should be prepared to pay hotel bills outside Skopje in cash, in local currency and upon check-in. Travellers cheques must not be used. The local currency is the Macedonian Denar (MKD) and the exchange rate is approximately 1 EUR = 61 MKD.

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 former Yugoslav Republic of Macedonia prior to their arrival. For STOs without an Embassy or Consulate 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 for issuance visa upon arrival at the airport. Visas can only be issued at the airport in the event an STO resides in a State without an embassy of the former Yugoslav Republic of Macedonia.

STOs receiving a visa at the airport must have two passport-size photographs with them. Issuance of the visa at the airport costs 35 EUR.

IMPORTANT: All short-term observers should ensure that they arrive with adequate health, accident/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

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. 2148; fax number: +48 22 520 06 02
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 online using the Registration Form available at:
<http://stodb.odihr.pl>

This on-line Registration Form will available from 12 May 2008 to 16 May 2008.

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 to enter the registration system.

<p>IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, UNDER NO CIRCUMSTANCE WILL THE OSCE/ODIHR ACCEPT ANY APPLICATION FOR REGISTRATION AFTER 16 MAY 2008.</p>
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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 STO online. They should contact Sylwia Zwolinska or Anna Krzysztofik at the OSCE/ODIHR Election Department to make changes.

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 EOM, including interim reports, is available on the EOM website: http://www.osce.org/odihr-elections/item_12_30869.html

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

POST DESCRIPTION
SHORT-TERM OBSERVER (STO)
PARLIAMENTARY ELECTIONS
FORMER YUGOSLAV REPUBLIC OF MACEDONIA
1 June 2008

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 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. 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

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 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. STOs should abide strictly by the deployment plan and security instructions. STOs should not request special treatment with regard 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 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.