



Office for Democratic Institutions and Human Rights

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

**LOCAL ELECTIONS
REPUBLIC OF NORTH MACEDONIA
19 October 2025**

Following an official invitation from the authorities of the Republic of North Macedonia to observe the 19 October local elections, and in accordance with its mandate, ODIHR has deployed an Election Observation Mission (EOM). Matteo Mecacci is the Head of the ODIHR EOM. The mission consists of 13 core team members based in Skopje and 24 long-term observers (LTOs) deployed throughout the country. The core team and LTOs come from a broad range of OSCE participating States per ODIHR's standard methodology.

ODIHR requests participating States to second 250 (two hundred and fifty) 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 ODIHR EOM. In the interest of a broad and balanced representation among participating States, ODIHR requests that individual participating States nominate only up to 15 percent of the total number of requested STOs.

To ensure a better gender balance in its activities, ODIHR strongly encourages the OSCE participating States to second equal numbers of women and men as STOs.

Seconding States should confirm visa requirements for their STOs. If required, visas should be obtained at the nearest embassy or consulate of the Republic of North Macedonia prior to arrival. Visas will not be issued upon arrival at Skopje International Airport.

To facilitate accreditation of observers through the State Election Commission (SEC) and the issuance of visas (if required), the ODIHR online mission registration form must be completed **no later than 26 September 2025**.

STOs are required to arrive at the latest in Skopje by Wednesday, 15 October, and depart at the earliest on Wednesday, 22 October. The STO schedule is provided below.

Observers should strictly abide by the [Code of Conduct for ODIHR Observers](#) and the deployment plan prepared by the ODIHR EOM. Observers should also familiarize themselves with the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#). The security and safety of observers is of the highest priority and will take precedence in EOM management, including the deployment plan. All observers will receive security and Code of Conduct briefings upon arrival and are required to operate in accordance with security guidelines. The seconding States are required to ensure that their observers adhere to national rules and regulations related to entry, including with regard to potential requirements related to health insurance.

The working language of the EOM is English. All briefings and reporting will be in English, and all interpreters will work in local language(s)/English. All STOs must therefore have a good working knowledge of both written and spoken English.

ODIHR strongly encourages all observers to undertake the ODIHR comprehensive e-learning course for observers, available at www.odihrobserver.org.

STOs are requested to familiarize themselves with the ODIHR Election Observation Handbook, available online at www.osce.org/odihr/elections/68439.

STOs are kindly asked to refrain from commenting on mission-related issues via social media. In line with the [Code of Conduct for ODIHR Observers](#), media communications regarding the electoral process and the substance of observations should be made only by the Head of Mission, ODIHR Spokesperson, or other responsible ODIHR officials.

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

The ODIHR EOM Office located in Skopje:

Georgi Dimitrov 16

1000 Skopje

North Macedonia

Office telephone: +389 71 393 185

email: office@odihr.mk

website: <https://www.osce.org/odihr/elections/north-macedonia/595909>

1. Deployment Timetable

STOs will be deployed according to the following schedule:

Wed	15 October	STO arrival
Thu	16 October	STO briefing – day 1
Fri	17 October	STO briefing – day 2; STO deployment; Regional briefings by LTOs
Sat	18 October	Familiarization with areas of observation
Sun	19 October	Election Day
Mon	20 October	Observation of tabulation
Tue	21 October	Regional debriefings by LTOs; STO return to Skopje; Return of equipment; Central STO debriefing
Wed	22 October	STO Departure

STOs are kindly reminded to adhere to the deployment timetable and attend the briefings.

a) Briefing

Before deployment, STOs will receive an in-depth briefing, which will include:

- code of conduct and professional working environment;

- overview of the country, political, campaign, and the media environment;
- voting, counting, and tabulation procedures;
- observation forms;
- security advisory;
- logistical and financial arrangements.

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

b) Deployment

The ODIHR EOM will develop a deployment plan. STOs should strictly abide by the deployment plan and security instructions. No special request can be accommodated regarding any aspect of the deployment plan.

In respect of in-country travel organized by ODIHR, please note that **STOs are required to complete the standard OSCE Liability Release Form** and attach it to the online mission registration form by **26 September 2025**. **All STOs are required to submit a field-in and signed SEC application forms and copies of their passports in order to obtain accreditations from the SEC no later than 26 September 2025.**

c) Debriefing

A debriefing for STOs will be organized in Skopje after the elections. This will provide an opportunity for STOs to discuss their main findings and share their conclusions with other observers and EOM members.

2. Logistics and Security

a) Contact details

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

Tomasz Jańczy, Operations Expert
email: tomasz.janczy@odihr.mk
mobile: +389 71 333 965

b) Transportation/Accommodation

All STOs will be met at the Skopje International Airport (SKP) by an ODIHR EOM representative upon their arrival and transported to their accommodation. Transport and accommodation in Skopje and the areas of observation will be arranged by the 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 some observation areas.**

IMPORTANT: Hotels in Skopje may require guests arriving/departing in the early morning hours to pay the full overnight rate.

For safety reasons and to prevent problems with transportation, observers are expected to use the accommodation arranged for them by the ODIHR EOM. The EOM will also make all arrangements for in-country travel to deployment areas and for on-site drivers, cars, and interpreters.

If ODIHR is not duly notified in advance, STOs or the respective OSCE seconding State will be charged for the cost, regardless of whether the accommodation provided is used.

The EOM cannot provide airport transfers and in-city transportation for STOs who do not stay in the designated accommodation.

STOs will deploy from Skopje to the regions by bus or car. STO deployment will be planned in accordance with the EOM's safety and security guidelines.

The ODIHR EOM will make necessary arrangements for the STOs to return to Skopje on 21 October and will arrange accommodation in Skopje. The EOM will arrange transfers to the airport for all STOs from ODIHR-designated accommodation on 22 October.

c) Security

STOs must adhere to the [Code of Conduct for ODIHR Observers](#), as outlined in the ODIHR Election Observation Handbook, and the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#), as well as security instructions.

A memo on security details for the STOs will be provided to all observers. STOs who do not stay in accommodation provided by the ODIHR EOM will not be covered by the mission's security arrangements.

d) Luggage/Essential Items

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

- Appropriate attire for election day observation – business casual is recommended;
- Torch/flashlight with spare battery;
- All necessary medications (case-specific);
- Electricity converters (if needed) – European-style plug.

The ODIHR EOM strongly recommends that STOs, when travelling by air, put essential items into their hand luggage, in case of the late arrival of their luggage in Skopje.

e) Communication

Each STO will be provided with a mobile phone and a local SIM card with credit for work-related usage. Within each team, one member will use a smartphone and the other member will use a traditional mobile phone. Please note that using phones for international calls and SMSs is not allowed.

f) Time zone/Flight bookings

North Macedonia has only one time zone. The local time in North Macedonia is CET (GMT/UTC +2:00). Due to the limited number of scheduled flights to Skopje, the ODIHR EOM strongly encourages seconding States to make early flight bookings. To ensure operational flexibility (e.g., in case of bad weather conditions), seconding States are advised to book changeable airline tickets.

3. Interpreters and Drivers

All observers will be organized in multinational teams of two people under a deployment plan prepared by the ODIHR EOM. The ODIHR EOM will assist STO teams by finding drivers/cars and interpreters. Even in cases where one team member speaks local languages, it will be necessary for that team to have an interpreter so that both team members have full and equal access to information as they carry out their observation duties.

4. Costs

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

Operational/Transportation Cost	EUR
Airport transfers	40
In-city transportation (to and from STO briefing/debriefing)	20
In-country transportation (to and from deployment area)	90
Communication (SIM card/mobile phone)	50
Briefing costs (briefing, debriefing, briefing pack, meals)	230
Estimated cost to be incurred by ODIHR on behalf of STOs	EUR 430
Driver/Car (EUR 40 per day @ maximum 5 days per observer)*	200
Fuel (EUR 20 per day @ maximum 5 days per observer)*	100
Interpreter (EUR 40 per day @ maximum 5 days per observer)*	200
Accommodation (max 7 nights @ maximum EUR 140/per night)	980
Meals & incidentals (approx. EUR 50 per day @ maximum 7 days)	350
Accommodation and meals for Interpreter if needed (EUR 40 per night @ maximum 4 nights per observer)*	160
Accommodation and meals for Driver if needed (EUR 40 per night @ maximum 4 nights per observer)*	160
Costs paid directly by the observers	EUR 2,150
Total cost per observer:	EUR 2,580

* The two members of each STO team will share the cost of drivers and interpreters equally. The amount above, therefore, represents half of these costs (i.e. for, each STO).

The total cost per observer is estimated at **EUR 2,580** (two thousand five hundred and eighty Euro), including **EUR 2,150** (two thousand one hundred and fifty Euro), which the seconding States should supply to each observer in cash prior to their departure to Skopje. **The ODIHR EOM is not able to validate or certify documents related to costs paid directly by the observers (receipts, invoices, contracts, etc.).**

EUR 430 (four hundred and thirty Euro) is the projected cost per each STO to be incurred by ODIHR. After closure of the EOM, each seconding State will be billed by 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 widely exchangeable locally, although other currencies can also be exchanged. Cash machines (ATMs) are widely available in Skopje and cities around North Macedonia, but do not dispense Euro. Hotels in North Macedonia generally do not accept foreign currency for payment. Credit cards are accepted in most hotels, but STOs should be prepared to pay in cash on some occasions in smaller towns. The local currency is the Macedonian denar (MKD). The exchange rate currently is: 1 EUR \approx 61.30 MKD, 1 USD \approx 51.73 MKD, and 1 GBP \approx 69.73 MKD.

5. Visas and Insurance

a) Visa

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

b) Insurance

STOs 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 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

After receiving this Information Sheet, all OSCE participating States considering secondment are requested to inform ODIHR on the number of STOs (to the attention of Sylwia Zwolinska or Anna Krzysztofik; email: sylwia.zwolinska@odihr.pl, anna.krzysztofik@odihr.pl) no later than **19 September 2025**.

To be nominated by the seconding States, STOs are required to create a personal account in the Election Expert Database, fully complete their profile, and share it with their national focal point. The seconding States are requested to submit the names of proposed STOs using the Election Expert Database as soon as possible and no later than **19 September 2025; 16:00 (Warsaw Time)**.

After the nomination deadline, ODIHR will consider the overall number of nominations received and confirm the final numbers it is in a position to receive from each seconding State and, subsequently, enable the focal point to proceed with the online registration.

In respect of in-country travel organized by ODIHR, please note that STOs are required to complete the standard OSCE Liability Release Form and attach it to the online mission registration form **by 26 September 2025**.

For the purposes of accreditation of STOs with the State Election Commission of the Republic of North Macedonia, the online mission registration form must be completed and supporting documents attached by the end of **26 September 2025**.

The seconding States which have not requested access to the Election Expert Database as a national Focal Point yet or require additional guidance on the observers' registration process should contact Sylwia Zwolinska or Anna Krzysztofik; email: sylwia.zwolinska@odihr.pl, anna.krzysztofik@odihr.pl.

An official cover letter from the Ministry of Foreign Affairs of the seconding State or designated national focal point should be sent together with the list of STO names to the attention of Sylwia Zwolinska or Anna Krzysztofik (email: sylwia.zwolinska@odihr.pl, anna.krzysztofik@odihr.pl) by **26 September 2025**.

IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, NO APPLICATIONS WILL BE CONSIDERED BY ODIHR UNDER ANY CIRCUMSTANCES AFTER 26 SEPTEMBER 2025.

STOs must not have any concurrent commitments that could produce a conflict of interest with the ODIHR EOM.

ODIHR reserves the right to reject any candidate who is not capable of undertaking their activities in an impartial and objective manner, and to withdraw accreditation in case of any serious breach of the [Code of Conduct for ODIHR Observers](#).

7. Other Information

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

Specific information on the EOM is available on the EOM website: <https://www.osce.org/odihr/elections/north-macedonia/595909>

All STOs will receive by email a copy of the ODIHR EOM Observer Guide before their departure to Skopje.

Terms of Reference

SHORT-TERM OBSERVER

Background:

ODIHR is the leading agency in Europe in the field of election observation. It co-ordinates and organizes the deployment of numerous observation missions with thousands of observers every year to assess the compliance of elections in OSCE participating States in line with OSCE commitments, other international obligations and standards for democratic elections, as well as national legislation. Its unique methodology provides an in-depth insight into all elements of an electoral process, and permits making concrete recommendations to further improve electoral processes.

Objective:

Under the guidance of the Head of Mission (HoM) and in close co-ordination with the Deputy Head of Mission (DHoM), assigned Long-term Observers (LTOs), and the ODIHR Election Department, the short-term observers (STOs) are deployed in multinational teams of two and are responsible for observing election day procedures in their assigned areas and reporting their findings accurately and efficiently to the mission headquarters.

Main Tasks:

Electoral Expertise

- Acquire detailed knowledge of the election law and procedures concerning election day;
- Acquire detailed knowledge of the electoral and political situation in the country;
- Become familiar with the ODIHR election observation methodology for observing election day, as reflected in the relevant ODIHR publications;
- Acquire knowledge of OSCE commitments and other international standards for democratic elections.
- Attend and report on meetings of local election authorities, where requested;
- Attend and report on political rallies and campaign events, where requested;
- Attend and participate in any other relevant meetings with other election stakeholders necessary to cover issues deemed necessary by the HoM, DHoM and LTOs;
- Supervise the local support staff;
- Abide by the [Code of Conduct for ODIHR Election Observers](#), the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#), and security instructions and deployment plan of the OSCE/ODIHR EOM, as well as [data protection responsibilities](#) when processing the personal data of local staff.

Reporting

- Prepare and submit regular reports to assess the close of the campaign, voting, counting and the tabulation of results.

Requirements:

- Experience in public administration, non-governmental organizations, and/or international organizations, preferably involved in observing and/or organizing election processes, is desirable.
- Knowledge of the country and surrounding region is desirable but not essential.
- Command of English language is essential. STOs must be prepared to read briefing materials, attend briefing and de-briefing sessions, understand procedural instructions and complete forms accurately, all in English. Knowledge of local languages is desirable but not essential.
- Willingness and ability to work long hours in conditions which are sometimes difficult.
- Ability to work in a team and deal with difficult situations in a positive manner.

Deliverables:

- Regular reporting on the conduct of the elections in the area of deployment, as well as on any other issues covered during the mission.



Organization for Security and Co-operation in Europe

LIABILITY RELEASE FORM

I, the undersigned, recognize that my participation in the event, named below, does not create an employment relationship between the OSCE and myself. The costs for my travel to, and participation in, the event are covered by the OSCE solely for my convenience and benefit. I accept all conditions of travel and further:

- a) release the OSCE and all of its officials, agents and consultants/experts from liability for loss, damage, injury, illness or death that may be sustained by me during such travel, and/or participation in the event, named below;
- b) agree for myself as well as for my dependants, heirs and estate to hold harmless the OSCE and its officials agents and consultants/experts from any claims or actions on account of any such loss, damage, injury, illness or death;
- c) agree to submit receipts and other relevant supporting documentation, evidencing that the funds have been used for the purpose for which they have been provided;
- d) agree to reimburse the OSCE any funds paid in advance, e.g. DSAs and a ticket cost, should I not be able to travel as originally planned.

Name of event

Name of participant

Date(s) of event

Signature of participant

Venue of event

Date of Signature



Organization for Security and
Co-operation in Europe

APPLICATION FOR REGISTRATION OF ELECTION OBSERVERS

1.PERSONAL DATA OF THE OBSERVER (to correspond to the data on the passport / ID card)

Surname:	Name:	Gender:
<input type="text"/>	<input type="text"/>	M. <input type="checkbox"/> F <input type="checkbox"/>

Date of birth:	Nationality:	Country of birth:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Country Code:	Phone Number:	E-mail:
<input type="text"/>	<input type="text"/>	<input type="text"/>

*Participation form (observer, translator...)

Observer

*** PLEASE ATTACH A COPY OF A VALID PASSPORT / ID CARD AND COMPLETE SUPPORTING DOCUMENTATION**

2.INFORMATION FOR INSTITUTION / ORGANIZATION

Institution from the Republic of North Macedonia ☐ Organization from the Republic of North Macedonia ☐
Institution from another country ☐, specify which one: Organization from another country ☒, specify which one:

Name of the Institution / Organization:	Address:	Contact phone:
OSCE Office for Democratic Institutions and Human Rights	Ul. Miodowa 10, 00-251 Warsaw Poland	+48 22 520 06 00

Authorized person from the Institution / Organization for submitting an application for observer accreditation

Name and Surname: Ulvi Akhundlu

Position: Deputy Head, ODIHR Election Department

☒ Declare that the data submitted through this form is complete and accurate.

Name / Surname:	Application date:	Signature:
<input type="text"/>	<input type="text"/>	<input type="text"/>