



Office for Democratic Institutions and Human Rights
INFORMATION SHEET
REQUEST FOR SHORT-TERM OBSERVERS

PARLIAMENTARY ELECTIONS
GEORGIA
21 May 2008

At the invitation of the government of Georgia, the OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the parliamentary elections scheduled for 21 May 2008. The mission, headed by Ambassador Boris Frlec, consists of 14 core team members based in Tbilisi, and 28 long-term observers (LTOs) deployed around the country. A total of 24 OSCE participating States are represented.

The OSCE/ODIHR now requests the participating States to second **three hundred and fifty (350)** 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 in the OSCE/ODIHR 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.

The Georgian legal framework provides that in the event that none of the candidates running in a single-mandate constituency receives the required 30 per cent plurality in the first round, a second round shall be held 14 days after the conduct of the first election round (Wednesday, 4 June). Should second rounds of elections be necessary, it is anticipated that the OSCE/ODIHR will once again request the OSCE participating States to second STOs. In this event, the OSCE/ODIHR will issue an additional Information Sheet and would be grateful if OSCE participating States could identify as possible as many of the same STOs for redeployment.

To facilitate accreditation for observers through the Central Election Commission (CEC) and the issuance of visas for Georgia (if required), the OSCE/ODIHR online registration form must be completed **no later than Wednesday, 7 May**. All STOs are required to arrive in Tbilisi **by Saturday, 17 May** and to depart (at the earliest) **on Saturday, 24 May**. The STO activity schedule is provided below.

All observers should strictly abide by the OSCE/ODIHR Observer Code of Conduct, security instructions and deployment plan prepared by the OSCE/ODIHR EOM. The 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 safety and security briefing upon arrival and will be required to operate in accordance with safety and security guidelines.

The working language of the OSCE/ODIHR EOM is English. All briefings, de-briefings and reporting will be conducted in English. Upon demand, simultaneous translation in Russian will be provided for the central STO briefing and debriefing. All STO interpreters will work in local language/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 located at:

Sheraton Metechi Palace Hotel
20, Telavi Street, 0130 Tbilisi, Georgia
Tel: + 995 (32) 487 841
Fax: + 995 (32) 487 842
E-mail: office@odihr.ge
OSCE/ODIHR EOM Georgia Website:
http://www.osce.org/odihr-elections/item_12_30564.html

1. Deployment Timetable

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

Saturday, 17 May	Last date for arrival in Tbilisi
Sunday, 18 May	1 st Part of STO briefing
Monday, 19 May	2 nd Part of STO briefing
	Deployment to the areas of observation
Tuesday, 20 May	Familiarisation with area of observation
Wednesday, 21 May	Election day
Thursday, 22 May	Regional debriefing of STOs Press Conference
Friday, 23 May	STO return to Tbilisi
	STO debriefing
Saturday, 24 May	STO departure

2. Logistics

a) Contact details

All logistical arrangements for the STOs will be organized by the OSCE/ODIHR EOM under the direction of Logistics Experts, **Pawel Jurczak and Damir Malbašić**.

E-mail: Pawel.Jurczak@odihr.ge
Mobile phone: + 995 95 246 268
E-mail: Damir.Malbasic@odihr.ge
Mobile phone: + 995 95 761 583

b) Transportation/Accommodation

All STOs will be met at Tbilisi International Airport by OSCE/ODIHR representatives upon their arrival in Tbilisi and transported to their accommodation. Transport and accommodation in Tbilisi and in the areas of observation will be arranged by the OSCE/ODIHR EOM. Due to the limited availability of accommodation in Tbilisi 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 OSCE/ODIHR EOM will make necessary arrangements for the STOs to return to Tbilisi by 23 May as well as arrange accommodation in Tbilisi. The OSCE/ODIHR EOM will arrange transfers to the airport for all observers.

c) Security

A memo on security arrangements 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.**

d) What to bring

Due to potential modest living and road conditions in some deployment areas, 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) – Georgia is 220 V, European-type, two-pin plugs.

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.

e) Communication

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

f) Flights Timetable

Local time in Tbilisi is UTC or GMT + 3 hours. The arrival times for international flights to Tbilisi are mainly in the early morning.

Due to the limited number of scheduled flights to Tbilisi, the OSCE/ODIHR EOM strongly encourages participating States to make early flight bookings. All STOs will be deployed from Tbilisi to the regions by bus. To ensure operational flexibility, 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, while in Georgia, **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)	50

Operational/Transportation Cost	EUR
Communication (SIM card/mobile phone use)	15
Faxing of observation forms per observer	10
Briefing costs (Briefing, Debriefing, Briefing pack, meals)	90
Estimated cost to be incurred by ODIHR on behalf of STOs	EUR 190
Driver/Car (EUR 25 per day@5 days per observer)*	125
Fuel (EUR 15 per day@5 days per observer)*	75
Interpreter (EUR 25 per day@5 days per observer)*	125
Accommodation (8 nights @ max EUR 160/per night)	1280
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	2,165 EUR
Total cost per observer:	2,355 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 **2,355 EUR** (two thousands three hundred and fifty five EUR), including **2,165 EUR** (two thousands one hundred sixty five EUR) which the participating States should supply to each observer in cash prior to their departure to Tbilisi.

EUR 190 (one hundred ninety EUR) is the projected cost per each STO to be incurred by 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 EUR. EUR is the foreign currency most widely exchangeable in Georgia, although other currencies can also be exchanged. While there are cash machines (ATMs) in Tbilisi, they do not dispense foreign currency and are not available in some areas of deployment. Hotels outside of Tbilisi may not accept credit cards. STOs should be prepared to pay hotel bills outside Tbilisi in cash, in local currency and upon check-in. Travellers cheques should not be used. The local currency in Georgia is Georgian Lari (GEL). The exchange rate is approximately 1 EUR = 2.26 GEL.

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 Georgia prior to their arrival in Georgia. For

STOs without an Embassy or Consulate of the Georgia in their country of residence, seconding States are requested to inform the OSCE/ODIHR in Warsaw (Sylwia Zwolinska or Anna Krzysztofik), as soon as possible in order to receive support for issuance visa upon arrival at the airport.

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 as soon as possible 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 16 April 2008 to 7 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 7 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 OSCE/ODIHR EOM to Georgia is available on the EOM website:
http://www.osce.org/odihr-elections/item_12_30564.html

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

POST DESCRIPTION
SHORT-TERM OBSERVER (STO)
PARLIAMENTARY ELECTIONS
GEORGIA
21 May 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. Local 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. 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 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

Different de-briefings (regional and national) for STOs will be organized after the elections. These will provide opportunities 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.