



Office for Democratic Institutions and Human Rights

INFORMATION SHEET REQUEST FOR SHORT TERM OBSERVERS

PARLIAMENTARY ELECTIONS REPUBLIC OF ALBANIA 3 July 2005

The OSCE/ODIHR has established an Election Observation Mission (EOM) in the Republic of Albania to observe the Parliamentary Elections scheduled for 3 July 2005. Mr. Jørgen Grunnet (Denmark) has been appointed Head of the OSCE/ODIHR Election Observation Mission. The core team consists of 14 members based in Tirana and 26 long-term observers (LTOs) deployed to 13 locations, from 19 participating States.

The OSCE/ODIHR requests the participating States to second **four hundred (400)** short-term observers (STOs) to observe voting, counting and 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 the accreditation of observers through the Central Election Commission of the Republic of Albania and the issuance of visas, the OSCE on-line registration form must be completed **no later than 17 June 2005.**

The working language of the OSCE/ODIHR EOM is English, therefore STOs must have a good working knowledge of both written and spoken English. All briefings, de-briefings, reporting and interpretation will be conducted in English.

The STOs to be deployed for the Parliamentary Elections in the Republic of Albania, scheduled for 3 July 2005, are required to arrive in Tirana on 29 June at the latest and depart on 6 July at the earliest. Details are provided below.

Observers should strictly abide by the Code of Conduct for OSCE/ODIHR Observers and deployment plan prepared by the OSCE/ODIHR EOM.

The OSCE/ODIHR EOM contact details in Tirana are as follows:

address: 1 Skenderbej str.
Tirana, Albania
tel.: + 355 4 234 221, 234 213
fax: + 355 4 234 217
e-mail: office@odihr.albaniaonilne.net
OSCE/ODIHR EOM web site: http://www.osce.org/odihr-elections/item_12_14317.html

This information sheet provides details of:

- deployment timetable;
- logistical arrangements for short-term observers;
- provision of interpreters and drivers;
- costs for participating States;
- visas and insurance;
- registration and accreditation; and
- other necessary information.

1. Deployment Timetable

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

Wednesday, 29 June	Last date for arrival in Tirana
Thursday, 30 June	STO briefing
Friday, 1 July	Deployment to the areas of responsibility (AORs)
Saturday, 2 July	Familiarisation with AORs
Sunday, 3 July	Election Day
Monday, 4 July	Observation of vote counting Debriefing in AORs
Tuesday, 5 July	Return to Tirana
Wednesday, 6 July	STO departure

2. Logistics

All in-country logistical arrangements for STOs will be organised by the OSCE/ODIHR EOM under the direction of Mr. Pawel Jurczak, Logistics Officer. Should any STO experience delays or other difficulties whilst travelling to Tirana, please contact Mr. Jurczak as soon as possible, **office telephone: + 355 4 234 221, mobile number: + 355 68 20 69 325, e-mail: pawel@odihr.albaniaonline.net**

a. Transportation

STOs will be met at Tirana Airport and transported to their accommodation in Tirana. The OSCE/ODIHR EOM will make arrangements for transfer from the hotels to the briefing venue. The OSCE/ODIHR EOM will make travel arrangements for deployment to Areas of Responsibility (AORs), election day observation, return to Tirana and airport transfers.

The OSCE/ODIHR EOM strongly recommends that STOs, while travelling by airplane, place the most important items in the hand luggage, in case of late arrival of the luggage in Tirana. To ensure operational flexibility, participating States are advised, to book changeable airline tickets.

b. Accommodation

All accommodation in Tirana and AORs will be arranged by the OSCE/ODIHR EOM. Due to the limited availability of accommodation facilities in some of the regions, STOs should be aware that modest conditions might be expected in some cases, and that there may be a requirement for observers of the same gender to share rooms with colleagues.

For safety reasons and to prevent complications with deployment and repatriation, observers are strongly urged to use the accommodation provided 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 OSCE/ODIHR is not notified, STOs or the respective OSCE 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.

STOs, who choose not to stay in accommodation provided by the OSCE/ODIHR EOM, will not be covered by special mission security arrangements.

c. What to bring

Due to the difficult local conditions in some regions of Albania, STOs are advised to bring the following items:

- torch with spare bulb and battery
- all necessary medication (case-specific)

In addition, STOs are requested to bring 4 passport size photos.

d. Communication

STO teams will be provided with a mobile phone and local sim card with credit, or with other means of communication.

e. Deployment

Observers will be organised in multinational 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 Albanian, 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. While OSCE/ODIHR EOM will endeavour to identify drivers and interpreters in the election zones of their residence, it may not be possible to find suitable qualified persons in all zones. Therefore, exceptionally it may be necessary to cover accommodation and meals cost for some drivers and/or interpreters in the field.

Observers, who will observe vote counting, should be prepared to work during the entire night on 3-4 July, and continue observation during the counting of ballots on 4 July.

3. Costs

It is projected that each STO will incur the following maximum costs in EURs. Some STOs will not require the full amount indicated below:

Estimated costs to be incurred by ODIHR on behalf of STOs	EUR
1. Airport transfers	20
2. In-Country Transportation (to and from deployment area)	40
3. Lunch on day of briefing and reception	40
4. Communication (SIM card/mobile phone use)	40
5. Transfer of observation forms per observer	10
6. Briefing costs (Briefing venue, Briefing materials)	50
Sub-total:	200

Costs paid directly by the observers	EUR
7. Driver/Car fee (EUR 20 per day @ 5 days per observer)	100
8. Fuel (EUR 10 per day @ 5 days per observer)	50
9. Interpreter fee (EUR 20 per day @ 5 days per observer)	100
10. STO accommodation (7 nights* @ max** EUR 125/per night)	875
11. STO Meals & Incidentals (approx. EUR 40 per day @ 8 days)	320
12. Interpreters and Drivers accommodation and meals if needed (EUR 30 per night @ 3 nights per observer)***	90
Sub-total:	1,535

Total cost per observer: 1,735

* the number of nights will depend on the day of arrival/departure

** due to the large scale of mission and relatively limited availability of large hotels in Tirana, observers will be accommodated in variety of hotels with different prices (125 EUR is the maximum payable per night)

*** these costs will apply only if the driver or interpreter has to spend night away from their place of residence

The total cost per one observer is estimated at **EUR 1,735** (one thousand seven hundred thirty five EUR) including **EUR 1,535**, which the participating States should supply to each observer in cash prior their departure to Tirana, and **EUR 200**, which should be transferred directly to OSCE/ODIHR.

EUR 200 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 **EUR 1,535 in cash** to cover the costs of observation activities and any other personal expenses, such as telephone calls.

The two members of each STO team will share the cost equally of drivers and interpreters. Therefore the amount set out in items (7, 8, 9) above represents a half-share of the total costs for drivers and interpreters.

All of the above costs should be paid in EUR. Cash machines (ATMs) might not be available in areas of deployment. Hotels may not accept credit cards thus STOs should be prepared to pay hotel bills in cash and upon check-in. Travellers cheques are not generally accepted as the form of payment.

The current exchange rate is 1 EUR = 124 Albanian LEK (ALL)

4. Visas and Insurance

Seconding States should check the visa requirements for their STOs. Citizens of some OSCE participating States require visas for entry into Republic of Albania. The STOs should obtain visas at the nearest Embassy or Consulate of Republic of Albania as early as possible before departure.

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 with them a copy of their insurance policy as well as two copies of the data page of their passport and the visa.**

5. Registration and Accreditation Process

Contact persons in OSCE/ODIHR Warsaw:

- Ms. Sylwia Zwolinska, Senior Administrative Assistant, telephone number: +48 22 520 06 00, ext. 2148, e-mail: sylwia.zwolinska@odihr.pl, fax number: +48 22 520 06 02
- Ms. Hanna Sobieraj, Senior Document Control and Information Management Assistant, telephone number: +48 22 520 06 00, ext. 2146, e-mail: hanna.sobieraj@odihr.pl, fax number: +48 22 628 69 67

All STOs must be registered with the OSCE/ODIHR and accredited with the Central Election Commission of the Republic of Albania; OSCE/ODIHR will arrange accreditation.

Firstly, as soon as possible, all OSCE participating States sending STOs should submit to the OSCE/ODIHR an official letter from participating States' Ministry of Foreign Affairs or designated recruitment organization, with attached list of observers (**first name, last name, passport number**) for the attention of Ms. Sylwia Zwolinska or Ms. Hanna Sobieraj (see above).

Secondly, 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/?2005a1>

This on-line Registration Form will be available as of **1 June 2005 until 17 June 2005**.

Before using the on-line registration system, the sending State should contact the OSCE/ODIHR, Sylwia Zwolinska or Hanna Sobieraj and obtain a username and 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 the OSCE/ODIHR to make the changes, if necessary.

IN ORDER TO FACILITATE ACCREDITATION FOR OBSERVERS BY THE CENTRAL ELECTION COMMISSION OF THE REPUBLIC OF ALBANIA, UNDER NO CIRCUMSTANCES CAN THE OSCE/ODIHR ACCEPT ANY APPLICATION FOR REGISTRATION AFTER 17 JUNE 2005.

5. 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 Republic of Albania is available on the OSCE/ODIHR EOM website:

http://www.osce.org/odihr-elections/item_12_14317.html

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

STOs will be e-mailed a copy of the OSCE/ODIHR EOM Briefing Book for the Republic of Albania before departure. Please provide accurate personal email addresses.

A copy of this information sheet is available on the OSCE/ODIHR web-site and should be made available by seconding States to all seconded STOs.

POST DESCRIPTION
SHORT TERM OBSERVERS (STOs)
PARLIAMENTARY ELECTIONS
REPUBLIC OF ALBANIA
3 July 2005

Post title: Short Term Observer (STO)
Title of Supervisor: Head of OSCE/ODIHR Election Observation Mission (OSCE/ODIHR EOM)

STOs are deployed throughout the country in multinational two person teams to assess the closing 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 strictly adhere to the OSCE/ODIHR Code of Conduct, as outlined in the 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.

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 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 logistic information and reporting forms to complete during the observation of voting, counting and vote tabulation.

Deployment

The OSCE/ODIHR EOM will develop a deployment plan and all STOs should abide strictly by the deployment plan and security instructions. Requests for special treatment with regards to deployment locations will not be taken into consideration.

Debriefing

A debriefing for STOs will be organised after the elections. This will provide an opportunity for STOs to discuss their major findings and share their conclusions with other observers and OSCE/ODIHR EOM members. The OSCE/ODIHR 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 one month after the election process has been completed.

1 June 2005
Tirana

CODE OF CONDUCT FOR OSCE/ODIHR OBSERVERS

- 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 electoral 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 electoral 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.