



Office for Democratic Institutions and Human Rights

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

**PARLIAMENTARY ELECTIONS
REPUBLIC OF TAJIKISTAN
28 February 2010**

At the invitation of the Ministry of Foreign Affairs of the Republic of Tajikistan and based on the recommendation of the Needs Assessment Mission, the OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the parliamentary elections scheduled for 28 February 2010. Dr. Artis Pabriks, has been appointed Head of the OSCE/ODIHR EOM. The core team consists of 17 members based in Dushanbe and 20 long-term observers (LTOs) deployed to 8 locations. A total of 25 OSCE participating States are represented.

The OSCE/ODIHR now requests the participating States to second **one hundred and fifty (150)** 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, 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 gender balance in its activities, the OSCE/ODIHR encourages OSCE participating States to second equal numbers of female and male STOs.

Seconding States should confirm visa requirements for their STOs. Visas should preferably be obtained at an embassy or consulate of Tajikistan servicing your country prior to arrival. Visas can be issued upon arrival at the airport in Dushanbe, for those seconding States where Tajikistan does not have an embassy or consulate. However, visa issuance procedures at the airport in Dushanbe are lengthy and may significantly reduce recovery time for STOs arriving on the day of the STO briefing.

To facilitate accreditation of observers with the Central Commission for Elections and Referenda (CCER) and the issuance of visas for Tajikistan (if required), the OSCE/ODIHR online registration form must be completed **no later than 15 February 2010**. All STOs are required to arrive in Dushanbe. The arrival times for international flights to Dushanbe are predominantly in the early morning. **All STOs must arrive in Dushanbe in time to attend the STO briefing to be held on Thursday, 25 February commencing at 1200 hours, in Dushanbe, and to depart (at the earliest) on Wednesday, 3 March** in the morning. The STO activity schedule is provided below.

In the event of a significant number of second rounds scheduled for the 14 March, participating States may expect a second request for short-term observers with a very short deadline for registration. Participating States will therefore be encouraged to second individuals who already observed the first round on 28 February and, thus, will have already been accredited as observers for the second round of the elections.

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 and security 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. Although simultaneous interpretation will be provided in Russian for the central STO briefing and debriefing, all STOs must have a good working knowledge of both written and spoken English. During the observation, interpreters will work in relevant local languages/English.

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

The OSCE/ODIHR EOM Office is situated in Dushanbe:

Turakul Zehni 20,
734013, Dushanbe,
Republic of Tajikistan
Tel: (+ 992) (37) 227 2453/ 89.
Fax: (+ 992) (37) 221 8008.
E-mail: office@odihr.tj.

EOM to Tajikistan Website: http://www.osce.org/odihr/item_12_42319.html

1. Deployment Timetable

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

Thursday, 25 February	STO briefing
Friday, 26 February	Deployment to the areas of observation
Saturday, 27 February	Familiarisation with areas of observation
Sunday, 28 February	Election day
Monday, 1 March	Regional debriefing of STOs. Some STOs return to Dushanbe
Tuesday, 2 March	Remaining STOs return to Dushanbe. STO De briefing, Reception
Wednesday, 3 March	STO repatriation

2. Logistics

a) Contact details

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

Julian Cheasley, Operations Expert
Julian.cheasley@odihr.tj; mobile phone: **+992 98 561 7912**

b) Transportation/Accommodation

All STOs will be met at Dushanbe International Airport by an OSCE/ODIHR representative upon arrival and transported to their accommodation. Transport and accommodation in Dushanbe and in the areas of observation will be arranged by the OSCE/ODIHR EOM. **Due to the limited availability of accommodation in the observation areas, STOs should be aware that double occupancy per room of observers of the same gender is likely, and relatively modest conditions may be expected in the observation areas.**

IMPORTANT: Hotel policy in Dushanbe requires all guests arriving in the early morning hours to pay the full accommodation rate of the previous night.

For safety reasons and to prevent problems with transportation, observers are expected 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 by the EOM 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.

STOs will deploy from Dushanbe to the regions by different means of transportation: bus, car and/or plane.

STOs are to be made aware that internal domestic flights within Tajikistan are C rated according to FlightSafe, a company used by the United Nations and the OSCE to provide airline safety ratings on the scale A-D. STOs applying for the EOM agree to fly with such airlines if deployment requires.

The EOM will make necessary arrangements for the STOs to return to Dushanbe on Monday, 1 and Tuesday, 2 March, as well as arrange accommodation in Dushanbe. The EOM will arrange transfers to the airport for all STOs.

c) Security

A memo on security details 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 conditions in the regions, and anticipated low climatic temperatures, STOs are strongly advised to bring with them the following items:

- appropriate attire for election day observation – business casual is recommended
- warm clothing
- waterproof footwear
- sleeping bag
- torch/flashlight with spare bulb and battery;
- all necessary medication (case-specific);
- electricity converters (if needed) – Tajikistan is 220 V, European style plug.

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

e) Communication

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

f) Flights Timetable

Local time in Dushanbe is UTC or GMT +5 hours. The arrival times for international flights to Dushanbe are predominantly in the early morning. STOs must arrive in time to attend the STO briefing to be held on Thursday, 25 February commencing at 1200 hours, in Dushanbe.

Due to the limited number of scheduled international flights to Dushanbe, the EOM strongly encourages participating States to make early flight bookings. To ensure operational flexibility e.g. in case 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 the 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

Costs in Tajikistan have not increased considerably since the time of last Election Observation Mission in 2006. It is projected that, while in Tajikistan, **each STO** will incur the following costs, although some STOs may not require the full amount indicated below:

Operational/Transportation Cost	EUR
Airport/bus transfers (Dushanbe and Regions)	20
In-City Transportation (movement to and from STO briefing/de-briefing)	15
In-Country Transportation (to and from deployment area)	100
Communication (SIM card/mobile phone use)	5
Briefing costs (Briefing, Debriefing, Briefing pack, reception)	145
Estimated cost to be incurred by ODIHR on behalf of STOs	285 EUR
Driver/Car (EUR 25 per day @ 4 days per observer)*	100
Fuel (EUR 10 per day @ 4 days per observer)*	40
Interpreter (EUR 20 per day @ 4 days per observer)*	80
Faxing of observation forms per observer	10
Accommodation (8 nights @ max EUR 125 per night)	1000
Meals & Incidentals (approx. EUR 40 per day @ max 7 days)	280
Accommodation and meals for Interpreter if needed (EUR 20 per night @ 3 nights per observer)*	60
Accommodation and meals for Driver if needed (EUR 20 per night @ 3 nights per observer)*	60
Costs paid directly by the observers	1630 EUR
Total cost per observer:	1915 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).

NOTE: Checking into Hotels early in Dushanbe (before 1400 hours) incurs paying for the previous nights' accommodation at the full rate.

The total cost per one observer is estimated at **EUR 1915** (one thousand nine hundred and fifty five), including **EUR 1630** (one thousand six hundred and seventy) which the participating States should supply to each observer in cash prior to their departure to Dushanbe.

EUR 285 (two hundred and eighty five) 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, Euro or US Dollar. The US Dollar is the foreign currency most widely exchangeable in Tajikistan, although other currencies can also be exchanged. While there are cash machines (ATMs) in Dushanbe and other larger cities, most do not dispense foreign currency and are not available in some areas of deployment. Hotels outside of Dushanbe may not accept credit cards. STOs should be prepared to pay hotel bills outside Dushanbe in cash, in local currency and upon check-in. Travellers cheques are rarely accepted in Tajikistan. The local currency in Tajikistan is the *Somoni* (TJS). The exchange rate is approximately 1 EUR = 6.18 TJS. 1 USD = 4.36 TJS.

5. Visas and Insurance

Seconding States should confirm visa requirements for their STOs. Visas should preferably be obtained at an embassy or consulate of Tajikistan servicing your country prior to arrival. Visas can be issued upon arrival at the airport in Dushanbe, for those seconding States where Tajikistan does not have an embassy or consulate. However, visa issuance procedures at the airport in Dushanbe are lengthy and may significantly reduce recovery time for STOs arriving on the day of the STO briefing.

Visa application forms can be downloaded from:

<http://www.mfa.tj/index.php?node=article&id=510>

This application form must be completed in advance and presented to the consulate office within Dushanbe airport along with two passport photos to obtain a visa upon arrival.

IMPORTANT: All short-term observers 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 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 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. 5676; fax number: +48 22 628 69 67
e-mail: sylwia.zwolinska@odihr.pl

Ms. Anna Krzysztofik, Administrative Assistant,
telephone number: +48 22 520 06 00, ext. 5677; 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 seconding 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 be available from 28 January 2010 until 15 February 2010.

Before using the on-line registration system, the seconding 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.

All seconding States 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.

Accreditation of STOs

For accreditation to be completed in accordance with the requirements of the Central Commission for Elections and Referenda of Tajikistan, the EOM will request accreditation for STOs based upon completed information within each OSCE / ODIHR STO Registration Form.

<p>IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, UNDER NO CIRCUMSTANCE WILL THE OSCE/ODIHR ACCEPT ANY APPLICATION FOR REGISTRATION AFTER 15 FEBRUARY 2010.</p>

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 to Tajikistan is available on the EOM website: http://www.osce.org/odihr/item_12_42319.html

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

POST DESCRIPTION
SHORT-TERM OBSERVER (STO)
PARLIAMENTARY ELECTIONS
REPUBLIC OF TAJIKISTAN
28 FEBRUARY 2010

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. Tajik 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, based upon the information supplied within the STO application form.

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.

Debriefing

A debriefing 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.