



Office for Democratic Institutions and Human Rights

INFORMATION SHEET
REQUEST FOR SHORT-TERM OBSERVERS

PARLIAMENTARY ELECTIONS
FORMER YUGOSLAV REPUBLIC OF MACEDONIA
5 July 2006

The OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the Parliamentary Elections in the former Yugoslav Republic of Macedonia. The mission, headed by Ambassador Audrey Glover (UK), consists of 10 core team members and 20 long-term observers (LTOs) from 16 OSCE participating States. The Parliamentary Elections will take place on 5 July 2006.

The OSCE/ODIHR 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 OSCE/ODIHR Election Observation Mission. In the interest of a balanced representation among participating States in EOMs, the OSCE/ODIHR requests each participating State to nominate only up to 10 percent of the total number of requested STOs.

The election law stipulates that international observers must apply to the State Election Commission (SEC) for accreditation. In order to meet the deadline for accreditation the OSCE participating States must register the observers **no later than 16 June 2006**.

The working language of the OSCE/ODIHR EOM is English. All briefings, de-briefings and reporting will be conducted in English, and all interpreters will work in English and relevant national languages. Therefore, STOs must have a good working knowledge of English. Knowledge of national languages would be welcomed.

All STOs should arrive in Skopje on 1 July at the latest and depart on 7 July at the earliest. Details are provided below.

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

The security and safety of observers is of the highest priority and will take precedence in OSCE/ODIHR EOM management, including the deployment plan. The observers will receive a security briefing from the EOM upon arrival and will be required to operate in accordance with security guidelines.

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 contact details in Skopje are as follows:

11 Oktomvri Str. No.40, 1 floor

Tel: + 389 (02) 329 3050

Fax: +389 (02) 329 3060

1. Deployment Timetable

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

Option A:

Saturday, 1 July	Last date for arrival in Skopje
Sunday, 2 July	STOs Briefing
Monday, 3 July	Deployment to the areas of responsibility
Tuesday, 4 July	Familiarization with areas of responsibility
Wednesday, 5 July	Election day
Thursday, 6 July	Press Conference; Return to Skopje; Debriefing
Friday, 7 July	STO departure

2. Logistics

a) Contact details

All logistical arrangements for STOs will be organized by the OSCE/ODIHR EOM under the direction of the **Senior Logistics Officer, Mr. Igor Bulic**.

E-mail: igor.bulic@odhr.org.mk

Mobile: +389 70 863 284

b) Transportation/Accommodation

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

For safety reasons and to prevent problems with transportation, observers should use the accommodation arranged for them by the OSCE/ODIHR EOM. However, should any of the observers choose not to stay in the accommodation arranged by the EOM, the seconding States should indicate this while registering on-line. If the OSCE/ODIHR is not notified in advance, STOs or the respective OSCE participating States will be charged for the cost regardless of whether they use the accommodation provided or not. 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.

The OSCE/ODIHR EOM will also arrange in-country travel to deployment areas and for on-site drivers, cars and interpreters.

STOs will be deployed on Monday 3 July, by road.

STOs deployed to areas other than Skopje will travel back to Skopje on Thursday, 6 July 2006. Arrangements will again be made by the OSCE/ODIHR EOM for their accommodation in Skopje, as well as arrangements for their transportation to the airport.

c) Security

A memo on security arrangements for the STOs will be provided to the STOs on their arrival. **STOs who choose not to stay in accommodation provided by the OSCE/ODIHR EOM will not be covered by the mission's security arrangements.**

d) What to bring

The OSCE/ODIHR EOM strongly recommends that STOs, while traveling by airplane, put items of immediate need into carry-on luggage, in case of late arrival of the luggage in Skopje.

e) Flights

Due to the relatively limited number of regular flights to Skopje, the OSCE/ODIHR EOM strongly encourages participating States to make early flight bookings.

3. Interpreters and Drivers

All observers will be organized in multi-national 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 a national language, 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 out 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 (international and domestic)	10
Transportation (movement to and from STO briefing/de-briefing)	5
In-Country Transportation (to and from deployment area)	50
Briefing costs (Briefing, Debriefing, Briefing pack, meals)	75
Estimated cost to be incurred by ODIHR on behalf of STOs	140
Driver/Car (EUR 25 per day @ 4 days per observer)*	100
Fuel (EUR 15 per day @ 4 days per observer)*	60
Interpreter (EUR 25 per day@4 days per observer)*	100
Faxing of observation forms per observer	10
Accommodation (7 nights @ max EUR 80/per night)**	560
Meals & Incidentals (approx. EUR 40 per day @ max 7 days)**	280
Accommodation and meals for Interpreters and Drivers if needed (EUR 60 per night @ 2 nights per observer)*	120
Costs paid directly by the STOs	1,230
Total cost per STO:	1,370

* 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.

** Estimate reflects proposed travel schedule.

The total cost per one observer is estimated at **EUR 1,370** (one thousand three hundred seventy Euro). Of these, **EUR 1,230** (one thousand two hundred thirty Euro) should be supplied to each observer prior their departure for Skopje. STOs should also have sufficient cash in Euro to cover any other personal expenses, such as telephone calls. Cash should preferably be in new bank notes, as it may be difficult to exchange old bank notes, and small nominal.

STOs are encouraged to bring **cash** since it is not advisable, and can be difficult, to use credit cards in most of the deployment areas, and ATM machines are not available countrywide.

The current rate of the local currency (MKD) to Euro is approximately 61 MKD.

EUR 140 (one hundred forty Euro) is a projected cost per each STO to be incurred initially by the OSCE/ODIHR EOM. 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.

5. Visas and Insurance

Seconding States are requested to confirm visa requirements for their observers. Citizens of some OSCE participating States require visas for entry into the country. If required, visas should be obtained from the embassy/consulate of the former Yugoslav Republic of Macedonia in the STO's country of residence prior to departure.

The former Yugoslav Republic of Macedonia have the limited facility to issue visas upon arrival in Skopje airport. For observers without an embassy/consulate of the former Yugoslav Republic of Macedonia in their respective country, visas can be obtained upon arrival at the airport only when the OSCE/ODIHR office in Warsaw is notified in advance.

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

6. Registration and Accreditation Process

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 Hanna Sobieraj (see below).

- 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. Hanna Sobieraj, Senior Document Control and Information Management Assistant,
telephone number: +48 22 520 06 00, ext. 2146; fax number: +48 22 628 69 67
e-mail: hanna.sobieraj@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 on-line using the Registration Form at: http://www.osce.org/odihr/item_12_19294.html under 'links'.

This on-line Registration Form is available as of 5 June 2006.

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 a password. These parameters are necessary in order to enter the registration system.

IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS, THE OSCE/ODIHR WILL NOT ACCEPT ANY ON-LINE APPLICATIONS FOR REGISTRATION AFTER 16 JUNE 2006.

All sending States/organizations should be aware that after the deadline, 16 June 2006, they will not be able to modify, complete or withdraw the participation of a short-term observer on-line. They should contact Sylwia Zwolinska or Hanna Sobieraj in the OSCE/ODIHR Election Department to make possible 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

All STOs are asked to familiarize themselves with the Election Observation Handbook, available online at www.osce.org/publications/odihr/2005/04/14004_240_en.pdf

Specific information on the EOM to the former Yugoslav Republic of Macedonia is available on the EOM website:

http://www.osce.org/odihr/item_12_19294.html

STOs will be e-mailed a copy of the EOM International Observer Guide for the former Yugoslav Republic of Macedonia before departure.

POST DESCRIPTION
SHORT-TERM OBSERVERS (STOs)
Parliamentary Elections
former Yugoslav Republic of Macedonia
5 July 2006

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. All STOs must adhere to the OSCE/ODIHR Code of Conduct, as outlined in the OSCE/ODIHR Election Observation Handbook, and national laws.

REQUIREMENTS

1. Experience of election administration/observation and/or public administration and/or civil society organizations.
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 their participation in 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 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;
- overview of the country and the, campaign and media situation;
- 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 logistical information, as well as reporting forms to complete during the observation of voting, counting, and vote tabulation.

STOs are asked to familiarize themselves with the 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 to avoid duplication of observation efforts. All STOs should abide strictly by the deployment plan and security instructions. STOs should not request special treatment with regards 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 OSCE/ODIHR EOM members. A comprehensive Final Report will be issued by the OSCE/ODIHR approximately two months after the election process has been completed.

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.