



Organization for Security and Co-operation in Europe

Director for Human Resources
Vienna, 1 January 2012

Staff Instruction No. 9/2003/Rev.1

Subject: Election Procedures for Staff Representatives

1. Reference

Staff Regulation 8.02 and Staff Rules 8.02.1, 8.02.2

2. Purpose

The purpose of this Staff Instruction is to define the procedures applicable for the elections of the Staff Representatives in the Secretariat, Institutions and Field Operations.

3. Applicability

This Staff Instruction applies to all fixed-term OSCE staff and mission members in the Secretariat, Institutions and Field Operations.

4. Effective Date

This Staff Instruction shall take effect 1 January 2012. This Staff Instruction cancels and supersedes Staff Instruction No. 9/2003 issued on 14 December 2003. Administrative guidelines issued by the Institutions and Field Operations on the same subject shall be adjusted in accordance with this revised instruction. In the meantime, in case of any inconsistency between the revised Staff Instruction and administrative guidance in the Institution or Field Operations, this Staff Instruction shall prevail.

5. Definitions of Eligibility

5.1 Eligible to vote: All fixed-term staff/mission members.

5.2 Eligible to be elected:

(i) In the Secretariat/Institutions:

Fixed-term staff members who have successfully completed their probationary period. Candidates must also have an envisaged period of service covering the duration of the elected mandate. To avoid any conflict of interest, the following persons will not be eligible for election:

1. Persons holding a Director post,
2. Chief of Fund Administration,
3. Staff members in the Human Resources Department/Unit,
4. Staff members in Legal Services,
5. Staff members of Internal Oversight.

(ii) In the Field Operations:

Fixed-term mission members who have successfully completed their probationary period. Candidates must also have an envisaged period of service covering the duration of the elected mandate. To avoid any conflict of interest, the following persons will not be eligible for election:

1. Persons holding a Director post,
2. Mission members in the immediate office of the HoM,
3. Chief of Fund Administration,
4. Mission members in the Human Resources Department/Section/Unit, Legal Officers.

5.3 Transfers of serving Staff Representatives to another post within the same duty station shall not impact on the completion of their term, unless the new position falls within those listed in para 5.2.

6. Preparation of the Elections

6.1 Elections of Staff Representatives shall take place once in every two (2) years. The procedure shall be initiated 60 days before the term of the present Staff Representatives expires.

6.2 The phases of the election preparation shall be as follows:

- a) The present Staff Committee/Representative and the Personnel/Administrative section shall jointly appoint a responsible Election Co-ordinator who shall co-ordinate the preparation of the staff elections. For those locations which do not have an incumbent Staff Committee/Representative, the Head of Mission shall appoint an Election Co-ordinator.
- b) At the beginning of the election procedure, the Election Co-ordinator shall announce the date of the election and invite eligible staff/mission members to present their candidature and their campaign platforms to run for the Staff Representative functions. This date will be a regular working day.
- c) The Election Co-ordinator shall act as a focal point for the receipt of the application and confirmation of candidacy from staff/mission members, as well as the verification of eligibility and the publication of the names of candidates along with any platform, within the following 10 working days.
- d) The list of staff/mission members eligible to vote should be established by the Personnel/Administrative unit and provided, if necessary in several copies, to the Election Co-ordinator at least five working days prior to the election date.

e) The Election Co-ordinator shall organize the necessary logistical support for the day of the elections, and in particular ensure the availability of a sufficient number of printed ballots, the list of staff/mission members eligible to vote, ballot boxes, seals for the ballot boxes, tables, chairs, and rooms for counting the ballots. The Election Co-ordinator shall ensure the conditions for each voter to be able to vote in secrecy. The Election Co-ordinator shall also ensure the designation of a sufficient number of staff/mission members as Election Officials to be responsible for controlling the eligibility of voters and the counting of ballots.

f) Voting shall take place during one day and shall correspond to the normal working hours.

g) Each staff/mission member eligible to vote shall be called upon to vote for his or her preferred candidate within the number of staff representatives to be elected. Should a staff/mission member be unable to take part in the election, he/she may give a proxy in writing to another staff member eligible to vote.

h) Elections shall be held by secret ballot.

i) The counting of the ballots by the designated Election Officials shall start immediately after the voting time has officially ended. The candidates are entitled to be present during the counting of votes.

j) The elected candidates are considered the candidates who received the highest number of votes. The publication of the results of the elections by candidates shall be published by the Election Co-ordinator as soon as possible, but not later than 24 hours after the voting time has officially ended.

k) A candidate or voter has the right to contest the results within 48 hours of their publication. Upon such contestation, the Election Co-ordinator may decide to recount the votes, in the presence of the contestant and candidates.

7. Term of Office for Elected Staff Representatives

7.1 The elected Staff Representatives shall start their mandate on the 1st day of the month following the release of the election results and their term shall run for two (2) years. If the incoming Staff Committee is not elected in due time the previous committee shall be considered legitimate until the election has been resolved and certified.