

## Office for Democratic Institutions and Human Rights

INFORMATION SHEET  
REQUEST FOR SHORT-TERM OBSERVERSEARLY PARLIAMENTARY ELECTIONS  
UKRAINE  
21 July 2019

Following an official invitation from the Ukrainian authorities and in accordance with its mandate, ODIHR has established an Election Observation Mission (EOM) to observe the early parliamentary elections scheduled for 21 July 2019. Ambassador Albert Jónsson has been appointed Head of the ODIHR EOM. The mission consists of 19 core team members based in Kyiv, and 96 long-term observers (LTOs) deployed throughout the country. The core team and LTOs come from a total of 32 OSCE participating States.

ODIHR requests participating States to second 750 short-term observers (STOs) to observe voting, counting, and the tabulation of results. STOs will deploy in multinational teams of two, under a deployment plan prepared by the ODIHR EOM. In the interest of a broad and balanced representation among participating States, ODIHR requests that individual participating States nominate only up to 15 per cent of the total number of requested STOs.

To ensure a better gender balance in its activities, ODIHR strongly encourages the OSCE participating States to second equal numbers of women and men as short-term observers.

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at the nearest embassy or consulate of Ukraine prior to arrival. Visas cannot be issued on arrival in Kyiv.

To facilitate accreditation of observers through the Central Election Commission (CEC) and the issuance of visas (if required), the ODIHR online mission registration form must be completed **no later than 2 July 2019**.

STOs are required to arrive in Kyiv **by Tuesday 16 July** (at the latest) and depart (at the earliest) on **Wednesday 24 July**. The STO schedule is provided below.

ODIHR would like to draw the attention to the legislation adopted by the Verkhovna Rada (Parliament) of Ukraine on 7 February concerning specific considerations pertaining to accreditation of election observers (Law No. 2683-VIII).

Observers should strictly abide by the [Code of Conduct for ODIHR Election Observers](#) and the deployment plan prepared by the ODIHR EOM. Observers should also familiarize themselves with the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#). The security and safety of observers is of the highest priority and will take precedence in EOM management, including the deployment plan. All observers will receive security and Code of Conduct briefings upon arrival and are required to operate in accordance with security guidelines.

The working language of the EOM is English. All briefings, debriefings, and reporting will be in English and all interpreters will work in local languages/English. All STOs must therefore have a good working knowledge of both written and spoken English.

ODIHR strongly encourages all observers to undertake the ODIHR comprehensive e-learning course for observers, available at [www.odihrobserver.org](http://www.odihrobserver.org).

STOs are requested to familiarize themselves with the ODIHR Election Observation Handbook, available online at [www.osce.org/odihr/elections/68439](http://www.osce.org/odihr/elections/68439).

STOs are kindly asked to refrain from commenting on mission-related issues via social media. In line with the [Code of Conduct for ODIHR Election Observers](#), media communications regarding the electoral process and the substance of observations should be made only by the Head of Mission, ODIHR Spokesperson, or other responsible ODIHR officials.

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

The ODIHR EOM Office is situated in Kyiv:

President Hotel, 2<sup>nd</sup> floor  
12, Hospitalna street, 01601 Kyiv  
tel.: +380 44 256 3231  
e-mail: [office@odihr.org.ua](mailto:office@odihr.org.ua)  
website: <https://www.osce.org/odihr/elections/ukraine>

## **1. Deployment Timetable**

STOs will deploy according to the following schedule:

Tuesday, 16 July	Last date for arrival in Kyiv
Wednesday, 17 July	STO briefing (entire day)
Thursday, 18 July	STO briefing (morning); Deployment to the areas of observation for most STOs
Friday, 19 July	Deployment to the areas of observation for some STOs
Saturday, 20 July	Familiarization with areas of observation
Sunday, 21 July	Election day
Monday, 22 July	Regional debriefing of STOs, Some STOs return to Kyiv
Tuesday, 23 July	Most STOs return to Kyiv; STO debriefing; STO reception
Wednesday, 24 July	STO repatriation

**STOs are kindly requested to adhere to the deployment timetable. STOs who cannot arrive in time for the briefing or who wish to depart prior to the debriefing will not be accepted by ODIHR.**

### **a) Briefing**

Before deployment, STOs will receive an in-depth briefing, which will include:

- code of conduct and professional working environment;
- legislative framework;

- overview of the country, campaign and the media situation;
- voting, counting, and tabulation procedures;
- observation forms;
- security situation;
- logistical and financial arrangements.

STOs will also be provided with briefing materials that will include all necessary electoral and logistical information, as well as observation forms to complete during the observation of voting, counting, and tabulation.

#### **b) Deployment**

The ODIHR EOM will develop a deployment plan. STOs should strictly abide by the deployment plan and security instructions.

In light of several requests for information that ODIHR received from respective Focal Points in the course of secondment of observers for this EOM, and taking into account the Security Risk Assessment conducted by ODIHR prior to deploying the EOM, we would like to ask the Focal Points to convey to ODIHR any specific information on possible considerations concerning travel and security issues that need to be taken into account by ODIHR when devising the deployment plan for the STOs. Once developed, the STOs are required to adhere to the deployment plan of the EOM.

#### **c) Debriefing**

A debriefing for STOs will be organized after the elections. This will provide an opportunity for STOs to discuss their main 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 ODIHR approximately two months after the electoral process has been completed, taking into account findings of all observers.

## **2. Logistics and Security**

#### **a) Contact details**

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

Pawel Jurczak, Operations Expert

e-mail: [pawel.jurczak@odihr.org.ua](mailto:pawel.jurczak@odihr.org.ua); mobile phone: +380 67 164 4430

Kyle Bowers, Operations Expert

e-mail: [kyle.bowers@odihr.org.ua](mailto:kyle.bowers@odihr.org.ua); mobile phone: +380 67 164 4607

#### **b) Transportation/Accommodation**

All STOs will be met at Kyiv international airports: Boryspil (KBP) and Zhuliany (IEV) by an ODIHR EOM representative upon their arrival and transported to their accommodation. Transport and accommodation in Kyiv and in the areas of observation will be arranged by the EOM. **Due to the limited availability of accommodation in Kyiv and the observation areas, STOs should be aware that double occupancy per room of observers of the same gender is possible, and relatively modest conditions may be expected in some of the observation areas.**

For safety reasons and to prevent problems with transportation, observers are expected to use the accommodation arranged for them by the ODIHR EOM. The EOM will also

make all arrangements for in-country travel to deployment areas (by bus or car, train and airplane) and for on-site drivers, cars, and interpreters.

Should any of the observers choose not to stay in the accommodation arranged by the ODIHR EOM, the seconding States should indicate this while registering online. **If ODIHR is not notified in advance, STOs or the respective OSCE seconding State will be charged for the cost, regardless of whether the accommodation provided is used.** It should be noted that the EOM cannot provide airport transfers and in-city transportation for STOs who choose to stay outside the designated accommodation.

The ODIHR EOM will make necessary arrangements for the STOs to return to Kyiv on Monday 22 July and Tuesday 23 July, and will arrange accommodation in Kyiv. The EOM will arrange transfers to the airport for all STOs.

Furthermore, some observers may depart by plane from Kyiv in the early hours of the night after the STO debriefing on 24 July. If the observer therefore does **not** want ODIHR to organize a hotel room reservation in Kyiv for the night of 23/24 July, **please indicate this clearly during registration.**

**IMPORTANT: Hotels in Kyiv require all guests arriving/departing in the early morning hours to pay the full hotel rate for the nights in question.**

**c) Security**

STOs must adhere to the [Code of Conduct for ODIHR Election Observers](#), as outlined in the ODIHR Election Observation Handbook, and the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#), as well as security instructions and national laws.

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 ODIHR EOM will not be covered by the mission's security arrangements.

**d) Luggage/Essential Items**

Due to potential modest conditions in the regions, STOs are advised to bring with them the following items:

- appropriate attire for election day observation – business casual is recommended;
- torch/flashlight with spare battery;
- all necessary medication (case-specific);
- electricity converters (if needed) – European style plug.

The ODIHR EOM strongly recommends that STOs, when travelling by air, put essential items into their hand luggage, in case of late arrival of their luggage in Kyiv.

**e) Communication**

Each STO will be provided with a mobile phone and a local SIM card with credit for work related usage. Please note that using mobile phones for international calls and SMSs should be avoided. Such usage is very expensive and will quickly deplete allocated phone credit.

**f) Time zone/Flight bookings**

There is one time zone in Ukraine. Local time in Kyiv is UTC/GMT +2 hours. Due to the limited number of scheduled flights to Kyiv, the ODIHR EOM strongly encourages seconding States to make early flight bookings. To ensure operational flexibility, (e.g.

in case of bad weather conditions), seconding States are advised to book changeable airline tickets.

### **3. Interpreters and Drivers**

All observers will be organized in multinational teams of two people under a deployment plan prepared by the ODIHR EOM. The ODIHR EOM will assist each STO team with finding a driver/car and an interpreter. Even in cases where one team member speaks local languages, it will 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, while in country, **each STO** will incur the following costs, although some STOs may not require the full amount indicated below:

<b>Operational/Transportation Cost</b>	<b>EUR</b>
Airport transfers	<b>35</b>
In-City Transportation (to and from STO briefing/de-briefing)	<b>20</b>
In-Country Transportation (to and from deployment area)	<b>160</b>
Communication (SIM card/mobile phone/e-pen use)	<b>40</b>
Briefing costs (briefing, debriefing, briefing pack, meals)	<b>190</b>
<b>Estimated cost to be incurred by ODIHR on behalf of STOs</b>	<b>445 EUR</b>
Driver/Car (EUR 30 per day @ 5 days per observer)*	<b>150</b>
Fuel (EUR 15 per day @ 5 days per observer)*	<b>75</b>
Interpreter (EUR 30 per day @ 5 days per observer)*	<b>150</b>
Accommodation (8 nights @ max EUR 100/per night)	<b>800</b>
Meals & Incidentals (approx. EUR 40 per day @ max 9 days)	<b>360</b>
Accommodation and meals for Interpreter if needed (EUR 30 per night @ 4 nights per observer)*	<b>120</b>
Accommodation and meals for Driver if needed (EUR 30 per night @ 4 nights per observer)*	<b>120</b>
<b>Costs paid directly by the observers</b>	<b>1,775 EUR</b>
<b>Total cost per observer:</b>	<b>2,220 EUR</b>

\* 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. for each STO).

The total cost per observer is estimated at **EUR 2,220** (two thousand two hundred twenty Euro), including **EUR 1,775** (one thousand seven hundred seventy five Euro) which the seconding States should supply to each observer in cash prior to their departure to Kyiv. **The ODIHR EOM is not able to validate or certify documents related to costs paid directly by the observers (receipts, invoices, contracts, etc.).**

**EUR 445** (four hundred forty five Euro) is the projected cost per each STO to be incurred by ODIHR. After closure of the EOM, each seconding State will be billed by 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 Euro. The Euro is widely exchangeable locally, although other currencies can also be exchanged. While there are cash machines (ATMs) in Kyiv, not all of them dispense Euro and might not be available in some areas of deployment. Hotels in Ukraine do not accept foreign currency and may not, especially outside Kyiv, accept credit cards. STOs should be prepared to pay hotel bills outside Kyiv in cash and upon check-in. Travellers cheques must not be used. The local currency is the Ukraine hryvnia (code: UAH). The exchange rate is approximately 1 EUR ≈ 30.60 UAH.

## **5. Visas and Insurance**

### **a) Visa**

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at the nearest embassy or consulate of Ukraine prior to arrival. Visas cannot be issued on arrival at Kyiv International Airports.

### **b) Insurance**

STOs 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 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**

After receiving this Information Sheet, all OSCE participating States considering secondment are requested to inform ODIHR on the number of STOs (to the attention of Sylwia Zwolinska or Anna Krzysztofik; e-mail: [sylwia.zwolinska@odihhr.pl](mailto:sylwia.zwolinska@odihhr.pl), [anna.krzysztofik@odihhr.pl](mailto:anna.krzysztofik@odihhr.pl) no later than 26 June 2019.

**To be nominated by the seconding States, STOs are required to create a personal account in the new Election Expert Database, fully complete their profile, and share it with their national focal point.** The seconding States are requested to submit the names of proposed STOs using the Election Expert Database as soon as possible and no later than 26 June 2019; 17:00 (Warsaw Time).

The seconding States which have not requested access to the Election Expert Database as a national Focal Point yet (Note Verbale 218/2017, 5 June 2017) or require

additional guidance on the observers' registration process should contact Sylwia Zwolinska or Anna Krzysztofik; e-mail: [sylwia.zwolinska@odihr.pl](mailto:sylwia.zwolinska@odihr.pl), [anna.krzysztofik@odihr.pl](mailto:anna.krzysztofik@odihr.pl).

For the purposes of accreditation of STOs with the Central Election Commission of the Ukraine, the online mission registration form must be completed and supporting documents attached by the end of **2 July 2019**.

An official cover letter from the Ministry of Foreign Affairs of the seconding State or designated national focal point should be sent together with the list of STO names to the attention of Sylwia Zwolinska or Anna Krzysztofik (e-mail: [sylwia.zwolinska@odihr.pl](mailto:sylwia.zwolinska@odihr.pl), [anna.krzysztofik@odihr.pl](mailto:anna.krzysztofik@odihr.pl)) no later than 2 July 2019.

**IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, NO APPLICATIONS WILL BE CONSIDERED BY ODIHR UNDER ANY CIRCUMSTANCES AFTER 2 JULY 2019.**

STOs must not have any concurrent commitments that could produce a conflict of interest with the ODIHR EOM.

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 [Code of Conduct for ODIHR Election Observers](#).

## **7. Other Information**

Please note that all ODIHR election observation interim reports, preliminary statements, final reports, election laws, and reviews of election laws are available at the ODIHR website: [www.osce.org/odihr](http://www.osce.org/odihr).

Specific information on the EOM is available on the EOM website: <https://www.osce.org/odihr/elections/ukraine>

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

## Terms of Reference

### SHORT-TERM OBSERVER

#### Background:

ODIHR is the leading agency in Europe in the field of election observation. It co-ordinates and organizes the deployment of numerous observation missions with thousands of observers every year to assess the compliance of elections in OSCE participating States in line with OSCE commitments, other international obligations and standards for democratic elections, as well as national legislation. Its unique methodology provides an in-depth insight into all elements of an electoral process, and permits making concrete recommendations to further improve electoral processes.

#### Objective:

Under the guidance of the Head of Mission (HoM) and in close co-ordination with the Deputy Head of Mission (DHoM), assigned Long-term Observers (LTOs), and the ODIHR Election Department, the short-term observers (STOs) are deployed in multinational teams of two and are responsible for observing election day procedures in their assigned areas and reporting their findings accurately and efficiently to the mission headquarters.

#### Main Tasks:

##### Electoral Expertise

- Acquire detailed knowledge of the election law and procedures concerning election day;
- Acquire detailed knowledge of the electoral and political situation in the country; and
- Become familiar with the ODIHR election observation methodology for observing election day, as reflected in the relevant ODIHR publications; and
- Acquire knowledge of OSCE commitments and other international standards for democratic elections.
- Attend and report on meetings of local election authorities, where requested;
- Attend and report on political rallies and campaign events, where requested;
- Attend and participate in any other relevant meetings with other election stakeholders necessary to cover issues deemed necessary by the HoM, DHoM and LTOs;
- Supervise the local support staff;
- Abide by the [Code of Conduct for ODIHR Election Observers](#), the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#), and security instructions and deployment plan of the OSCE/ODIHR EOM, as well as [data protection responsibilities](#) when processing the personal data of local staff.

##### Reporting

- Prepare and submit regular reports to assess the close of the campaign, voting, counting and the tabulation of results.

#### Requirements:

- Experience in public administration, non-governmental organizations, and/or international organizations, preferably involved in observing and/or organizing election processes, is desirable.
- Knowledge of the country and surrounding region is desirable but not essential.
- Command of English language is essential. STOs must be prepared to read briefing materials, attend briefing and de-briefing sessions, understand procedural instructions and complete forms accurately, all in English. Knowledge of local languages is desirable but not essential.
- Willingness and ability to work long hours in conditions which are sometimes difficult.
- Ability to work in a team and deal with difficult situations in a positive manner.

**Deliverables:**

- Regular reporting on the conduct of the elections in the area of deployment, as well as on any other issues covered during the mission.