



Office for Democratic Institutions and Human Rights

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

**PARLIAMENTARY ELECTIONS
GEORGIA
1 October 2012**

At the invitation of the Ministry of Foreign Affairs of Georgia 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 1 October 2012. Nikolai Vulchanov has been appointed Head of the OSCE/ODIHR EOM. The core team consists of 16 members based in Tbilisi and 28 long-term observers (LTOs) deployed to 12 locations throughout the country. A total of 26 OSCE participating States are represented.

The OSCE/ODIHR now requests the participating States to second **three hundred fifty (350)** 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.

For the purposes of accreditation of observers with the Central Election Commission (CEC) of Georgia, the attached Application for Accreditation as an International Observer must be filled in and signed. A scanned version of the Application for Accreditation together with a scan of the data page of the passport must be sent to OSCE/ODIHR.

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at an embassy or consulate of Georgia servicing your country. In exceptional cases, visas can also be issued on arrival at the airport in Tbilisi, only for those seconding States where Georgia does not have an embassy or consulate. Details are provided below; however, it is strongly recommended to obtain all visas before departure.

To facilitate accreditation of observers with the CEC and the issuance of visas for Georgia (if required), the OSCE/ODIHR online registration form must be completed and the Application for the Accreditation as an International Observer sent to the OSCE/ODIHR **no later than 14 September 2012**. All STOs are required to arrive in Tbilisi at **the latest by Friday, 28 September in the morning** and to depart at **the earliest on Wednesday, 3 October in the afternoon**. The STO activity schedule is provided below.

Observers should strictly abide by the OSCE/ODIHR Observer Code of Conduct, security instructions 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 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. All STOs must have a good working knowledge of both written and

spoken English. During the observation, interpreters will work in relevant local languages and English.

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 Office is situated in Tbilisi:
27, Tabukashvili Street, 0114 Tbilisi, Georgia
Tel.: +995 32 2 970 152
Fax: +995 32 2 970 153
E-mail: office@odihr.ge

EOM to Georgia Website: www.osce.org/odihr/elections/92971 or www.odihr.ge

1. Deployment Timetable

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

Thursday, 27 September	STO arrival to Tbilisi
Friday, 28 September	Last date for arrival in Tbilisi (am), STO briefing, 1 st Day (pm)
Saturday, 29 September	STO briefing, 2 nd Day (am), Deployment to the areas of observation of the STOs (pm)
Sunday, 30 September	Familiarization with areas of observation
Monday, 1 October	Election day
Tuesday, 2 October	Regional debriefing of STOs (am), STOs return to Tbilisi (pm), STO reception
Wednesday, 3 October	STO debriefing (am); STO repatriation begins (pm)
Thursday, 4 October	STO repatriation

2. Logistics

a) Contact details

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

Damir Malbasic, Operations Expert:
damir.malbasic@odihr.ge ; mobile phone: +995 577 32 93 00

b) Transportation/Accommodation

All STOs will be met at Tbilisi International Airport by an OSCE/ODIHR representative upon their arrival and transported to their accommodation. Transport and accommodation in Tbilisi and in the areas of observation will be arranged by the OSCE/ODIHR EOM. **Due to the limited availability of accommodation in Tbilisi and 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: Hotels in Tbilisi require all guests arriving/departing in the early morning hours to pay the full overnight rate for the night in question. Standard check-in time is 15.00 hrs and check-out time is 12:00 hrs (local time).

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 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 Tbilisi to the regions by bus or rented vehicle.

The EOM will make necessary arrangements for the STOs to return to Tbilisi on Tuesday, 2 October, as well as arrange accommodation in Tbilisi. 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, STOs are advised to bring with them the following items:

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

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

e) Communication

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

f) Time Zone/Flight Bookings

Local time in Tbilisi is UTC/GMT +4 hours. The arrival times for international flights to Georgia are mainly in the late night/early morning.

Due to the limited number of scheduled flights to Tbilisi, 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 Georgia have increased considerably since the time of last Election Observation Mission in 2010. It is projected that, while in Georgia, **each STO** will incur the following costs, although some STOs may not require the full amount indicated below:

Operational/Transportation Cost	EUR
Airport transfers (Tbilisi)	30
In-City Transportation (movement to and from STO briefing/de-briefing)	20
In-Country Transportation (to and from deployment area)	90
Local Third-party liability insurance for rented vehicles	20
Communication (SIM card/mobile phone use)	10
Briefing costs (Briefing, Debriefing, Briefing pack, meals)	130
Estimated cost to be incurred by ODIHR on behalf of STOs	300 EUR
Driver/Car (EUR 30 per day @ 4 days per observer)*	120
Fuel (EUR 25 per day @ 4 days per observer)*	100
Interpreter (EUR 30 per day @ 4 days per observer)*	120
Faxing of observation forms per observer	10
Accommodation (8 nights @ max EUR 215/per night)	1720
Meals & Incidentals (approx. EUR 50 per day @ max 8 days)	400
Accommodation and meals for Interpreter if needed (EUR 45 per night @ 2 nights per observer)*	90
Accommodation and meals for Driver if needed (EUR 45 per night @ 2 nights per observer)*	90
Costs paid directly by the observers	2650 EUR
Total cost per observer:	2950 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).

The total cost per one observer is estimated at **EUR 2950** (Two thousand nine hundred fifty Euro), including **EUR 2650** (Two thousand six hundred fifty Euro) which the participating States should supply to each observer in cash prior to their departure to Tbilisi.

EUR 300 (Three hundred Euros) 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. The US Dollar and Euro are foreign currencies most widely exchangeable in Georgia, although other currencies can also be exchanged. While there are cash machines (ATMs) in Tbilisi and other larger cities, only some of them dispense foreign currency (US Dollar and Euro) and are not available in some areas of deployment. Hotels outside of Tbilisi may not accept credit cards. STOs should be prepared to pay hotel bills outside Tbilisi in cash, in local currency and upon check-in. Travellers cheques must not be used. The local currency in Georgia is the *lari* (GEL). The exchange rate is approximately 1 EUR = 2 GEL.

5. Visas and Insurance

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at the nearest Georgian embassy or consulate prior to arrival. For STOs without an Embassy or Consulate of Georgia in their country of residence, seconding States are requested to inform the OSCE/ODIHR office in Warsaw (Sylwia Zwolinska or Anna Krzysztofik), as soon as possible in order to receive support for issuance visa upon arrival at the airport. Visas can only be issued at the airport in the event an STO resides in a State without an embassy of Georgia.

The OSCE/ODIHR draws the attention of seconding States to the official border crossing regulations adopted by Georgia in 2008 (see http://mfa.gov.ge/index.php?lang_id=ENG&sec_id=95&info_id=10708).

IMPORTANT: All 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 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 22 520 06 06
E-mail: sylwia.zwolinska@odihr.pl

Ms. Anna Krzysztofik, Administrative Assistant,
Telephone number: +48 22 520 06 00, ext. 5677; fax number: +48 22 520 06 06
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 04 September to 14 September 2012.

Before using the on-line registration system, the seconding State should contact the OSCE/ODIHR, Sylwia Zwolinska or Anna Krzysztolik, 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 Krzysztolik at the OSCE/ODIHR Election Department to make changes.

Accreditation of STOs

For accreditation to be completed in accordance with the requirements of the CEC of Georgia, each STO application **must** include a scanned electronic version (MS Word or PDF format) of the fully completed Application Form for International Observers - attached hereto and a scanned data page of the passport.

<p style="text-align: center;">IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, NO APPLICATIONS WILL BE CONSIDERED BY THE OSCE/ODIHR UNDER ANY CIRCUMSTANCES AFTER 14 SEPTEMBER 2012.</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 Georgia is available on the EOM website: <http://www.osce.org/odihr/elections/92971> or www.odihr.ge

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

POST DESCRIPTION
SHORT-TERM OBSERVER (STO)
PARLIAMENTARY ELECTIONS
GEORGIA
1 OCTOBER 2012

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. Georgian 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. An accreditation form for each STO must be submitted in advance of arrival.

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 <http://www.osce.org/odihr/elections/68439>

Deployment

The OSCE/ODIHR EOM will develop a deployment plan. 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 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.

The Election Administration of Georgia

Central Election Commission

Application for the Accreditation as an International Observer

Parliamentary Elections of Georgia 2012

Personal Details

Surname: Mr/Ms _____ **First Name:** _____

Passport Number: _____

Valid Through: _____ **Issued By:** _____

Date of Birth: _____ **Citizenship:** _____

Home Address: _____

Telephone: _____ **Fax:** _____ **E-mail:** _____

Place of Employment: _____

Occupation: _____

Sending body/organization: _____

Professional Experience

Election Observation Experience (Country, Mission, Function and Year):

Other Relevant Election Experience:

A copy of the passport is enclosed

Signed _____

Date _____