



Office for Democratic Institutions and Human Rights

INFORMATION SHEET
REQUEST FOR SHORT-TERM OBSERVERS

PRESIDENTIAL ELECTION
Republic of Kazakhstan
4 December 2005

The OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the Presidential election in the Republic of Kazakhstan. The mission, headed by Ambassador Audrey Glover (UK), consists of 17 core team members and 28 long-term observers from 20 OSCE participating States. The Presidential election will take place on 4 December 2005. In the event that no candidate obtains more than fifty percent of the vote, a second round will be held up to two months later. In the event of a second round, a decision on the modalities of observation would be taken after the date of the second round is established.

The OSCE/ODIHR requests the participating States to send four hundred (400) 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 not to nominate more than 10 percent of the total number of requested STOs.

To facilitate accreditation for observers through the Central Election Commission (CEC) and the issuance of visas for Kazakhstan, the attached CEC accreditation form, as well as the OSCE/ODIHR online registration form, must be completed and returned to the OSCE/ODIHR **no later than 18 November 2005**.

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 local languages/English. Therefore, STOs must have a good working knowledge of English. Knowledge of Russian or Kazakh languages would be welcomed.

All STOs should arrive in Almaty on 30 November at the latest and depart on 7 December at the earliest. Details are provided below.

Due to the large scale of the mission, and the relatively limited number of regular flights to Almaty, the OSCE/ODIHR strongly encourages participating States to make early flight bookings.

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 Almaty are as follows:

39, Gogol St. Almaty
720021 Kazakhstan
Tel: + 7 (3272) 59 01 39 / 59 01 22
Fax: + 7 (3272) 59 01 37
e-mail: eom.almaty@odihr.kz
www.osce.org/odihr/item_12_16649.html

1. Deployment Timetable

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

Wednesday, 30 November - Latest date for arrival in Almaty

Thursday, 1 December - STO briefing

Friday, 2 December - Deployment to the areas of responsibility (AOR)

Saturday, 3 December - Familiarization with AOR

Sunday, 4 December - Election day

Monday, 5 December - Regional de-briefings / Return to Almaty, flights permitting

Tuesday - Thursday, 6 - 8 December - STO departure

2. Logistics

a) Contact details

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

E-mail: igor.b@odihr.kz

Mobile: +7 300 130 91 13

b) Transportation/Accommodation

The STOs will be met at the airport in Almaty and transported to their accommodation. All accommodation in Almaty and areas of responsibility will be arranged by the OSCE/ODIHR EOM. **Due to the limited availability of accommodation in Almaty 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. 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 make all arrangements for in-country travel to deployment areas and for on-site drivers, cars and interpreters.

STOs will be deployed on Friday, 2 December. Most STOs deploying outside of Almaty Oblast (region) will be transported on domestic flights.

STOs deployed to areas other than Almaty will travel back to Almaty on Monday, 6 December 2005 or early Tuesday, 7 December, flights permitting. Arrangements will again be made by the OSCE/ODIHR EOM for their accommodation in Almaty, 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

Due to winter conditions in Kazakhstan, possible lack of electricity in some places, and modest accommodation, STOs are advised to bring with them the following items:

- torch/flashlight with spare bulb and battery;
- all necessary medication (case-specific);
- sleeping bag;
- winter clothing;

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 Almaty.

e) Flights

Local time in Almaty is GMT + 6 hours (Vienna + 5 hours as of November). The arrival times for commercial flights to Almaty are mainly early morning.

Due to the relatively limited number of regular flights to Almaty, the OSCE/ODIHR EOM strongly encourages participating States to make early flight bookings. Due to unpredictable conditions of travel within Kazakhstan, the participating States are advised to book changeable tickets if possible.

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 Russian, 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	USD
Airport transfers (international and domestic)	40
Transportation (movement to and from STO briefing/de-briefing)	10
In-Country Transportation (to and from deployment area)	450
Lunch on day of briefing; Reception	20
Communication (SIM card/mobile phone use)	20
Briefing costs (Briefing, Debriefing, Briefing pack)	40
Accommodation and meals for Interpreters and Drivers if needed (USD 40 per night @ 2 nights per observer)*	80
Estimated cost to be incurred by ODIHR on behalf of STOs	660
Driver/Car (USD 40 per day @ 4 days per observer)*	160
Fuel (USD 20 per day @ 4 days per observer)*	80
Interpreter (USD 40 per day @ 4 days per observer)*	160
Faxing of observation forms per observer	10
Accommodation (8 nights @ max USD 95/per night)	760
Meals & Incidentals (approx. USD 40 per day @ max 8 days)	320
Costs paid directly by the STOs	1,490
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Total cost per STO: 2,150	

* 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.

The total cost per one observer is estimated at **USD 2,150** (two thousand one hundred fifty US Dollars) including **USD 1,490**, which the participating States should supply to each observer in cash prior to their departure to Almaty, and **USD 660**, which should be transferred directly to OSCE/ODIHR.

USD 660 is a projected cost per each STO. 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.

Participating States must ensure that STOs arrive with sufficient funds in Dollars (USD) to cover these costs of **USD 1,490**. STOs should also have sufficient cash in USD to cover any other personal expenses, such as telephone calls. All cash should preferably be in new bank notes, as it may be difficult to exchange old bank notes.

All of the above costs should be paid in USD. While there are cash machines (ATMs) in Almaty, they do not dispense dollars and may not be available in areas of deployment. Hotels outside of Almaty may not accept credit cards. STOs should be prepared to pay hotel bills outside Almaty in cash and upon check-in. Travellers cheques should not be used.

5. Visas and Insurance

Seconding States should confirm visa requirements for their STOs. Citizens of most OSCE participating States require visas for entry into Kazakhstan. According to the requirements of the Republic of Kazakhstan, **STOs must obtain visas at the Embassy or Consulate of Kazakhstan in their country of residence before departure.** Only STOs without diplomatic representation of the Republic of Kazakhstan in their country of residence can be issued an entry visa at the airport upon arrival. No exceptions can be made. Participating States with no diplomatic representation of the Republic of Kazakhstan should inform the OSCE/ODIHR office in Warsaw when STOs are nominated, and the OSCE/ODIHR will make arrangements for the issuance of a visa upon arrival.

STOs are requested to bring one passport size photograph with them.

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 **and the Central Election Commission (CEC) accreditation form (attached)** for each STO as soon as possible to the OSCE/ODIHR for the attention of Sylwia Zwolinska or Hanna Sobieraj

(e-mail: sylwia.zwolinska@odihr.pl, hanna.sobieraj@odihr.pl, fax number: +48 22 628 69 67).

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: www.osce.org/odihr-elections/item_12_16649.html under Links.

This on-line Registration Form is available as of 1 November 2005.

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.

All sending States/organizations should be aware that after submitting an on-line registration form, 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 the changes, if necessary.

IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS, THE OSCE/ODIHR WILL NOT ACCEPT ANY ON-LINE APPLICATIONS FOR REGISTRATION OR CEC ACCREDITATION FORMS AFTER 18 NOVEMBER 2005.

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 Kazakhstan is available on the EOM website: www.osce.org/odihr/item_12_16649.html

STOs will be e-mailed a copy of the EOM Briefing Book for Kazakhstan before departure. A copy of this information sheet is available on the OSCE/ODIHR website and should be made available to all seconded STOs.

POST DESCRIPTION
SHORT-TERM OBSERVERS (STOs)
Presidential Election
Republic of Kazakhstan
4 December 2005

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.
6. Russian or Kazakh language ability is desirable.

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 serious 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.

**Presidential Election
Republic of Kazakhstan**

4 December 2005

Application

for accreditation of foreign (international) observer/organization

Last Name _____

First Name _____ Middle Name _____

Date of Birth _____

Passport No. _____ Issued _____

Occupation _____

Place of work _____

Country/Organization which you represent _____

Election observation experience (country, year) _____

Contact telephones _____

Telephone/fax/e-mail _____

Arrival in the Republic of Kazakhstan _____

Departure from the Republic of Kazakhstan _____