



Office for Democratic Institutions and Human Rights

INFORMATION SHEET
REQUEST FOR SHORT-TERM OBSERVERS

PRESIDENTIAL ELECTION
UZBEKISTAN
24 October 2021

Following an official invitation from the Central Election Commission (CEC) of the Republic of Uzbekistan and in accordance with its mandate, ODIHR has established an Election Observation Mission (EOM) to observe the presidential election scheduled for 24 October 2021. Eoghan Murphy has been appointed Head of the ODIHR EOM. The mission consists of 11 core team members based in Tashkent and 28 long-term observers (LTOs) deployed throughout the country. The core team and LTOs come from a total of 25 OSCE participating States.

ODIHR requests participating States to second 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 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 continue to second women as short-term observers.

The seconding States should confirm visa requirements for their STOs. If required, visas can be obtained at the nearest embassy or consulate of the Republic of Uzbekistan prior to arrival. Visas cannot be issued on arrival at the Tashkent International Airport.

To facilitate accreditation of observers through the CEC and the issuance of visas (if required), the ODIHR online mission registration form must be completed **no later than 6 October 2021**.

STOs are required to arrive in Tashkent **by Thursday 21 October** (the latest by 15:00) and depart (at the earliest) on **Tuesday 26 October**. The STO schedule is provided below.

Given the possibility of a potential second round of elections, participating States may expect a second request for short-term observers with a very short deadline for registration. Therefore, participating States are encouraged to select observers who already observed the first round on 24 October and will already be accredited for the potential second-round elections.

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 are of the highest priority and will take precedence in EOM management, including the deployment plan. The ODIHR EOM prioritizes considerations related to the current COVID-19 pandemic in its planning and management. However, seconding States are required to ensure that their observers adhere to national rules and regulations related to entry, including with regard to potential requirements related to PCR testing and health insurance which covers the treatment of COVID-19 in the Republic of

Uzbekistan. All observers will receive security and Code of Conduct briefings prior to their 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.

STOs are requested to familiarize themselves with the ODIHR Election Observation Handbook, available online at 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 Tashkent:

Grand Mir Hotel
5th floor
2 Mirobod Str, Yakkasaray district
tel.: +998 71 256 3023
email: office@odihr.uz
website: <https://www.osce.org/odihr/elections/uzbekistan/493351>

1. Deployment Timetable

STOs will be deployed according to the following schedule:

Mon	18 October	STO Briefing (online Day 1)
Tue	19 October	STO Briefing (online Day 2)
Wed	20 October	Arrival
Thu	21 October	Arrival; handover of materials and equipment
Fri	22 October	Deployment to the areas of observation for most of the STOs; handover of materials and equipment
Sat	23 October	Deployment to the areas of observation for some of the STOs; familiarization with areas of observation
Sun	24 October	Election Day
Mon	25 October	Post-Election Day Press Conference, some STOs return to Tashkent
Tue	26 October	STOs return to Tashkent
Wed	27 October	STOs departure

STOs are kindly requested to adhere to the deployment timetable and attend the online briefing.

The link for the online Zoom briefing will be communicated in due course through the respective seconding agency.

a) Briefing

Prior to departure from the home countries, STOs will be provided with an online 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 advisory, including COVID-19 precautions;
- logistical and financial arrangements.

STOs will also be provided with briefing materials that will include all necessary electoral and logistical information and 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. STOs should not request special treatment with regard to deployment locations.

Regarding in-country travel organized by ODIHR, please note that **STOs are required to complete the standard OSCE Liability Release Form** and attach it to the online mission registration form by **6 October 2021**.

c) Debriefing

Due to safety considerations related to COVID-19, the ODIHR EOM will not organize an in-person debriefing for STOs. Instead, the EOM will provide an opportunity for STOs to express their main findings and share their conclusions with EOM members through electronic means. The EOM will hold a press conference on the day after the election 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 the findings of all observers.

2. Logistics and Security

a) Contact details

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

Yevheniia Zamrii, Operations Expert

e-mail: zhenya.zamrii@odihr.uz; mobile phone: +998 90 814 1330

b) Transportation/Accommodation

All STOs will be met at the Tashkent International Airport by an ODIHR EOM representative upon their arrival and transported to their accommodation. Transport and accommodation in Tashkent and in the areas of observation will be arranged by the EOM. **Relatively modest conditions may be expected in some of the observation areas.**

IMPORTANT: Hotels in Tashkent may require all guests arriving/departing in the early morning hours to pay the total overnight rate.

For safety reasons, particularly in the current health environment, 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 and on-site drivers, cars, and interpreters.

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. The EOM cannot provide airport transfers and in-city transportation for STOs who stay outside the designated accommodation.

STOs will deploy from Tashkent to the regions by bus or car, train and airplane. STO deployment will be planned in accordance with national regulations and the EOM's COVID-19 safety guidelines.

The ODIHR EOM will make necessary arrangements for the STOs to return to Tashkent from Monday, 25 October and arrange accommodation in Tashkent. In addition, the EOM will arrange transfers to the airport for all STOs.

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, national laws and national regulations related to the prevention of COVID-19.

A memo on security details for the STOs will be handed over to all observers upon arrival, including guidelines related to the procedures to promote the safe conduct of mission activities during the COVID-19 pandemic. STOs who do not stay in accommodation provided by the ODIHR EOM will not be covered by the mission's security arrangements.

d) Luggage/Essential Items

Due to the 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);
- clothing (including for sleeping);
- electricity converters (if needed) – European style plug;
- personal protection equipment such as face masks and hand sanitizer (the ODIHR EOM will provide additional PPE with the STO equipment).

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

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 mobile phones will not have the capability to make international calls and SMSs.

f) Time zone/Flight bookings

The local time in the Republic of Uzbekistan is GMT/UTC +5. Due to the limited number of scheduled flights to Tashkent, the ODIHR EOM strongly encourages seconding States to make

early flight bookings. Furthermore, 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 the 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 the country, **each STO** will incur the following costs, although some STOs may not require the full amount indicated below:

Operational/Transportation Cost	EUR
Airport transfers	40
In-country transportation (within the city, to & from the deployment area)	130
Communication (SIM card/mobile phone/e-pen use)	75
Briefing costs (venues, briefing, briefing pack, PPE, meals)	170
PCR test (before departure from Uzbekistan, if necessary)	30
Estimated cost per STO to be incurred by ODIHR on behalf of STOs	445 EUR
2 x Driver & car (EUR 35 per day @ maximum 5 days per observer)*	350
2 x Fuel (EUR 10 per day @ maximum 5 days per observer)*	100
Interpreter (EUR 35 per day @ maximum 5 days per observer)*	175
Accommodation (7 nights @ max EUR 120/per night)	840
Meals & incidentals (approx. EUR 50 per day @ max 7 days)	350
Accommodation and meals for an interpreter if needed (EUR 40 per night @ maximum 4 nights per observer)*	160
Accommodation and meals for 2 x Drivers if needed (EUR 40 per night @ maximum 4 nights per observer)*	320
Costs paid directly by the observers	2,295 EUR
Total cost per observer:	2,740 EUR

* The two members of each STO team will share equally the cost of drivers and interpreters. **The amount above, therefore, represents half of the total costs (i.e. for each STO).**

The total cost per observer is estimated at **EUR 2,740** (two thousand seven hundred and forty Euro), including **EUR 2,295** (two thousand two hundred and ninety-five Euro), which the seconding States should supply to each observer in cash prior to their departure to the Republic of Uzbekistan. **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 and forty-five Euros) is the projected cost per each STO to be incurred by ODIHR. After the closure of the EOM, each seconding State will be billed by ODIHR based on 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, in US Dollars or Euro. The USD/EUR are widely exchangeable locally, although other currencies can also be exchanged. While there are cash machines (ATMs) in Tashkent, none of them dispenses USD or Euro and might not be available in some deployment areas. Hotels in the Republic of Uzbekistan do not accept foreign currency and may not, especially outside Tashkent, accept credit cards. STOs should be prepared to pay hotel bills outside Tashkent in cash (in local currency) and upon check-in. Traveller's cheques must not be used. The local currency is Uzbekistani SOM. The exchange rate is approximately 1 EUR ≈ 12,646.00 SOM and 1 USD ≈ 10,700.00 SOM.

5. Visas and Insurance

a) Visa

The seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at the nearest embassy or consulate of the Republic of Uzbekistan prior to arrival. Visas cannot be issued on arrival at the Tashkent International Airport.

b) Insurance

STOs should ensure that they arrive with adequate health (including COVID-19), accidental/life disability, emergency/medical evacuation, property, theft, and accident insurance, as ODIHR will not provide this. **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).**

c) Entry requirements related to COVID-19

All STOs arriving in Uzbekistan must have a valid **negative PCR test** and will be requested to provide it to the ODIHR Security team. The PCR test result (in English) should be from a sample (swab) taken no more than **72 hours** before arrival in Tashkent.

STOs who have been diagnosed with COVID-19 in the past or have been fully vaccinated are not exempt from the PCR test regulations upon entry in Uzbekistan.

When in the country, STOs should follow applicable safety procedures, including those related to PPE use. The social distancing of 1.5 meters must be observed. According to local regulations, it is obligatory to wear a face mask in all public areas, including outdoors, taxis, public transport, and restaurants.

The transfer of international observers will be carried out in accordance with the government recommendations on the transportation of passengers during the COVID-19 pandemic.

Any person showing symptoms including high fever, coughing or respiratory difficulties will be required to undergo a test for COVID-19 and may be isolated at a government facility (or approved hotel with medical and security controls in place) at their own cost.

All persons departing Uzbekistan by air are required to undergo temperature checks. Anyone showing high temperature and/or other COVID-19 symptoms will be denied boarding. Depending on the destination country of the flight, the authorities of that country may also require further pre-boarding checks such as PCR test in addition to those conducted by the Republic of Uzbekistan authorities.

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; email: sylwia.zwolinska@odihr.pl, anna.krzysztofik@odihr.pl no later than 29 September 2021.

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 **29 September 2021; 17:00 (Warsaw Time)**.

In respect of in-country travel organized by ODIHR, please note that STOs are required to complete the standard OSCE Liability Release Form and attach it to the online mission registration form **by 6 October 2021**.

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; email: sylwia.zwolinska@odihr.pl, anna.krzysztofik@odihr.pl.

For the purposes of accreditation of STOs with the Central Election Commission of the Republic of Uzbekistan, the online mission registration form must be completed and supporting documents attached by the end of **6 October 2021**.

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 (email: sylwia.zwolinska@odihr.pl, anna.krzysztofik@odihr.pl) by 6 October 2021.

<p style="text-align: center;">IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, NO APPLICATIONS WILL BE CONSIDERED BY ODIHR UNDER ANY CIRCUMSTANCES AFTER 6 OCTOBER 2021.</p>

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.

Specific information on the EOM is available on the EOM website: <https://www.osce.org/odihr/elections/uzbekistan/493351>

All STOs will receive by email a copy of the ODIHR EOM Observer Guide before their departure to Tashkent.

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;
- Become familiar with the ODIHR election observation methodology for observing election day, as reflected in the relevant ODIHR publications;
- Acquire knowledge of OSCE commitments and other international obligations and 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 electoral stakeholders to cover issues deemed necessary by the HoM, DHoM and LTOs;
- Supervise local support staff;
- Abide by the [Code of Conduct for ODIHR Election Observers](#), the security instructions and deployment plan of the 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 electoral 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 debriefing 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.



Organization for Security and Co-operation in Europe

LIABILITY RELEASE FORM

I, the undersigned, recognize that my participation in the event, named below, does not create an employment relationship between the OSCE and myself. The costs for my travel to, and participation in, the event are covered by the OSCE solely for my convenience and benefit. I accept all conditions of travel and further:

- a) release the OSCE and all of its officials, agents and consultants/experts from liability for loss, damage, injury, illness or death that may be sustained by me during such travel, and/or participation in the event, named below;
- b) agree for myself as well as for my dependants, heirs and estate to hold harmless the OSCE and its officials agents and consultants/experts from any claims or actions on account of any such loss, damage, injury, illness or death;
- c) agree to submit receipts and other relevant supporting documentation, evidencing that the funds have been used for the purpose for which they have been provided;
- d) agree to reimburse the OSCE all funds paid in advance, including but not limited to transportation costs, Daily Subsistence Allowances (DSAs) and Terminal Allowances (TAs) within fourteen (14) days of the cancellation should I not be able to travel as originally planned.
- e) Acknowledging that the proposed travel outlined in the ToR is to a region the WHO has designated as affected by COVID-19, agree to acquaint myself prior to travel with the latest information about the level of infection and preventative measures to take by consulting WHO's website at time of offer to be found at <https://www.who.int/emergencies/diseases/novel-coronavirus-2019> and to keep abreast of local developments in this regard and adhere to the guidelines provided by ODIHR for the duration of the assignment.
- f) agree that in the event that potential restrictive measures are imposed by state or local authorities due to the COVID-19 pandemic the OSCE shall not be liable for any such restrictive measures and may take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including but not limited to reducing the risk to the safety and security of the undersigned

Name of event

Name of participant

Date(s) of event

Signature of participant

Venue of event

Date of Signature

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