



Office for Democratic Institutions and Human Rights

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

**MUNICIPAL ELECTIONS
THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA
24 March 2013**

At the invitation of the Ministry of Foreign Affairs (MFA) of the former Yugoslav Republic of Macedonia and based on the recommendation of the Needs Assessment Mission conducted from 28 to 31 January 2013, the OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the municipal elections scheduled for 24 March 2013. Ambassador Geert-Hinrich Ahrens has been appointed Head of the OSCE/ODIHR EOM. The mission consists of 11 core team members based in Skopje, and 16 long-term observers (LTOs) deployed throughout the country. The core team and LTOs come from a total of 17 OSCE participating States.

The OSCE/ODIHR requests participating States to second **three hundred (300)** 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.

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at the nearest embassy or consulate of the former Yugoslav Republic of Macedonia prior to arrival. Visas cannot be issued on arrival at Skopje International Airport.

To facilitate accreditation of observers through the State Election Commission (SEC) and the issuance of visas (if required), the OSCE/ODIHR online registration form must be completed **no later than 11 March 2013**. All STOs are required to arrive in Skopje by Wednesday 20 March and depart (at the earliest) on Tuesday 26 March in the morning. The STO activity schedule is provided below.

Observers should strictly abide by the OSCE/ODIHR Observer 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 EOM management, including the deployment plan. All observers will receive a security briefing upon arrival and are 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 and all interpreters will work in local languages/English. All STOs must, therefore, have a good working knowledge of both written and spoken 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 Skopje:
76 Boulevard Ilinden, 1000, Skopje
tel.: +389 (0)2 3255 200, fax: +389 (0)2 3255 201
e-mail: office@odihr.org.mk
website: <http://www.osce.org/odihr/elections/99772>

1. Deployment Timetable

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

Wednesday 20 March	Last date for arrival in Skopje
Thursday 21 March	STO briefing
Friday 22 March	Deployment to the areas of observation
Saturday 23 March	Familiarization with areas of observation; Observation of early voting
Sunday 24 March	Election day
Monday 25 March	Regional debriefing of STOs STO return to Skopje; Central STO debriefing; Reception
Tuesday 26 March	STO repatriation

2. Logistics

a) Contact details

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

Pawel Jurczak, Operations Expert
pawel.jurczak@odihr.org.mk ; mobile phone: +389 70 358 010

b) Transportation/Accommodation

All STOs will be met at Skopje International Airport by an OSCE/ODIHR representative upon their arrival and transported to their accommodation. Transport and accommodation in Skopje and in the areas of observation will be arranged by the OSCE/ODIHR EOM. **Due to the limited availability of accommodation in Skopje 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 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 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 the 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 airport transfers and in-city transportation for STOs who choose to stay outside the designated accommodation.

STOs will deploy from Skopje to the regions by bus and/or car.

The OSCE/ODIHR EOM will make necessary arrangements for the STOs to return to Skopje on Monday 25 March, as well as arrange accommodation in Skopje. 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 OSCE/ODIHR 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
- torch/flashlight with spare bulb and battery;
- all necessary medication (case-specific);
- electricity converters (if needed) – European style plug.

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

e) Communication

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

Local time in Skopje is UTC/GMT +1 hour. Due to the limited number of scheduled flights to Skopje, the OSCE/ODIHR 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 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 on 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:

Operational/Transportation Cost	EUR
Airport transfers	15
In-City Transportation (movement to and from STO briefing/de-briefing)	10
In-Country Transportation (to and from deployment area)	20
Communication (SIM card/mobile phone use)	15
Briefing costs (Briefing, Debriefing, Briefing pack, meals)	140
Estimated cost to be incurred by ODIHR on behalf of STOs	200 EUR
Driver/Car (EUR 40 per day @ 4 days per observer)*	160
Fuel (EUR 15 per day @ 4 days per observer)*	60
Interpreter (EUR 40 per day@4 days per observer)*	160
Faxing of observation forms per observer	10
Accommodation (6 nights @ max EUR 110/per night)	660
Meals & Incidentals (approx. EUR 40 per day @ max 7 days)	280
Accommodation and meals for Interpreter if needed (EUR 30 per night @ 3 nights per observer)*	90
Accommodation and meals for Driver if needed (EUR 30 per night @ 3 nights per observer)*	90
Costs paid directly by the observers	1,510 EUR
Total cost per observer:	1,710 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. for each STO).

The total cost per observer is estimated at **EUR 1,710** (one thousand seven hundred and ten Euro), including **EUR 1,510** (one thousand five hundred and ten Euro) which the participating States should supply to each observer in cash prior to their departure to Skopje.

EUR 200 (two hundred EUR) is the projected cost per each STO to be incurred by the OSCE/ODIHR. After closure of the EOM, each seconding State will be billed by the

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 or Euro. The Euro is widely exchangeable locally, although other currencies can also be exchanged. While there are cash machines (ATMs) in Skopje, they do not dispense foreign currency and are not available in some areas of deployment. Hotels outside Skopje may not accept credit cards or foreign currency. STOs should be prepared to pay hotel bills outside Skopje in cash and upon check-in. Travellers cheques must not be used. The local currency is the Denar (MKD). The exchange rate is approximately 1 EUR = 61.50 MKD.

5. Visas and Insurance

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at the nearest embassy or consulate of the former Yugoslav Republic of Macedonia prior to arrival. Visas cannot be issued on arrival at Skopje International Airport.

For STOs without an embassy or consulate of the former Yugoslav Republic of Macedonia in their country of residence, seconding States are requested to inform the OSCE/ODIHR office in Warsaw (Sylwia Zwolinska or Anna Krzysztofik – see below), as soon as possible in order to receive support, if necessary, with issuance of visas.

IMPORTANT: All short-term observers 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 the 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 OSCE/ODIHR **for the attention of Sylwia Zwolinska or Anna Krzysztofik.**

Sylwia Zwolinska, Senior Administrative Assistant,
telephone number: +48 22 520 06 00, ext. 676; fax number: +48 22 520 06 06
e-mail: sylwia.zwolinska@odihr.pl

Anna Krzysztofik, Administrative Assistant,
telephone number: +48 22 520 06 00, ext. 677; 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 sending 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 4 March until 11 March 2013.

Before using the on-line registration system, the sending State should contact the OSCE/ODIHR, Sylwia Zwolinska or Anna Krzysztofik, and obtain a username and a password. These parameters are necessary to enter the registration system.

IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, NO APPLICATIONS WILL BE CONSIDERED BY THE OSCE/ODIHR UNDER ANY CIRCUMSTANCES AFTER 11 MARCH 2013.

7. Other Information

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

Specific information on the EOM is available on the EOM website: <http://www.osce.org/odihr/elections/99772>

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

POST DESCRIPTION
SHORT-TERM OBSERVER (STO)
MUNICIPAL ELECTIONS
THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA
24 MARCH 2013

Post title: Short-Term Observer (STO)

Title of Supervisor: Head of the 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. Local 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.

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 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 election 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 election 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.