



Office for Democratic Institutions and Human Rights

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

**LOCAL ELECTIONS
REPUBLIC OF MOLDOVA
3 June 2007**

The OSCE/ODIHR has established an Election Observation Mission (EOM) in the Republic of Moldova to observe the local elections on 3 June 2007. Ambassador Dieter Boden has been appointed Head of the OSCE/ODIHR EOM. The core team consists of 13 members based in Chişinău, and 12 long-term observers (LTOs) deployed to six locations. A total of 19 participating States are represented.

The OSCE/ODIHR now requests the participating States to second **one hundred (100)** 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 EOM. In the interest of a broad and balanced representation among participating States in the EOM, 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 a better gender balance in its activities, the OSCE/ODIHR encourages OSCE participating States to continue to second female STOs.

For the purposes of accreditation of observers by the Central Election Commission (CEC) of the Republic of Moldova and issuance of visa upon arrival at the International Airport of Chişinău (if required), the seconding States are requested to e-mail a scanned passport-size picture (format .JPEG) and a scanned first page of the passport (picture and data page) (format .PDF) for each STO. The OSCE on-line registration form must be completed and returned to OSCE/ODIHR no later than **18 May 2007**.

The STOs are required to arrive in Chişinău at the latest on 30 May and depart at the earliest on 5 June. Details are provided below. The short-term observers may be requested to return to Moldova should second round contests be necessary on 17 June 2007.

Observers should strictly abide by the OSCE/ODIHR Observer Code of Conduct, security guidelines and deployment plan provided by the 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, simultaneous translation in Russian will be provided for the central STO briefing and debriefing. During the observation interpreters will work in local languages/English. STOs must have a good working knowledge of both written and spoken English. Moldovan and/or Russian language ability is an asset.

The OSCE/ODIHR EOM Office is situated in Chişinău:
7, Petru Maior St., Chişinău, Republic of Moldova
Tel: + 373-22-881 881 (5 lines)
Fax: + 373-22-881-880
E-mail: reception@odihroficiu.md

EOM Moldova Website: http://www.osce.org/odihr/item_12_24095.html

1. **Deployment Timetable**

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

Wednesday, 30 May	Last date for arrival in Chişinău
Thursday, 31 May	STO briefing
Friday, 1 June	Deployment to the areas of observation
Saturday, 2 June	Familiarisation with area of observation
Sunday, 3 June	Election day
Monday, 4 June	Regional debriefings; Press Conference; STO return to Chişinău; STO reception hosted by EOM
Wednesday, 5 June	STO departure

2. **Logistics**

a) **Contact details**

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

Logistics Expert, Valery Shirokov
shirokov@odihr.oficiu.md, mob.: +373 68 019 147

Junior Logistics Expert Damir Malbasic
malbasic@odihr.oficiu.md, mob.: +373 68 018 049.

b) **Transportation/Accommodation**

All STOs will be met immediately at the aircraft by the OSCE/ODIHR representative upon their arrival at the International Airport of Chişinău. After having gone through the Hall of Official Delegations of the airport, all STOs will be transported to their accommodation in Chişinău. The transport and accommodation in Chişinău and in the areas of observation will be arranged by the EOM. **Due to the limited availability of accommodation in Chişinău 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.**

For safety reasons and to prevent problems with transportation, observers are required to use the accommodation arranged for them by the EOM. The 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 EOM, the seconding States should indicate this while registering on-line. If OSCE/ODIHR is not notified, STOs or the respective OSCE participating States will be charged for the cost regardless of whether the accommodation provided is used. It should also be noted that the EOM cannot provide in-city transportation for STOs who choose to stay outside the designated accommodation.

The EOM will make necessary arrangements for the STOs to return to Chişinău on 4 June, as well as arrange accommodation in Chişinău. The EOM will arrange transfers to the airport for all observers.

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 the difficult local conditions in the regions of Moldova, the possible lack of electricity, 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).

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 Chişinău.

e) Communication

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

f) Flights Timetable

Local time in Chişinău is GMT + 2 hours. The arrival times for commercial flights to Chişinău are mainly in the afternoon.

Due to the limited number of scheduled flights to Chişinău, the EOM strongly encourages participating States to make early flight bookings. Due to unpredictable weather conditions, the participating States are advised to book changeable tickets if possible.

3. Interpreters and Drivers

All observers will be organised in multinational teams of two persons under a deployment plan prepared by the EOM. Each team will have an interpreter and a car/driver. Even in cases where one team member speaks Moldovan and/or 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 on their observation duties.

4. Costs

It is projected that, while in the Republic of Moldova, *each STO* will incur the following costs, although some STOs may not require the full amount indicated below:

Operational/Transportation Cost	EUR
Airport transfers	20
Transportation (movement to and from STO briefing/de-briefing)	10
In-Country Transportation (to and from deployment area)	15
Communication (SIM card/mobile phone use)	20
Briefing costs (Briefing, Debriefing, Briefing pack, meals)	60
Estimated cost to be incurred by ODIHR on behalf of STOs	125 EUR
Driver/Car (EUR 15 per day @ 4 days per observer)*	60
Fuel (EUR 10 per day @ 4 days per observer)*	40
Interpreter (EUR 15 per day@4 days per observer)*	60

Faxing of observation forms per observer	15
Accommodation (6 nights @ max EUR 80/per night)	480
Meals & Incidentals (approx. EUR 40 per day @ max 7 days)	280
Accommodation and meals for Interpreters and Drivers if needed (EUR 40 per night @ 2 nights per observer)*	80
Costs paid directly by the observers	1,015 EUR
Total cost per observer:	1,140 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 **1,140 EUR** (one thousand one hundred forty EUR), including **1,015 EUR** which the participating States should supply to each observer in cash prior to their departure to Chişinău.

EUR 125 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 EUR or local currency. While there are cash machines (ATMs) in Chişinău, they do not dispense EUR and are not available in areas of deployment. Hotels outside of Chişinău do not accept credit cards. STOs should be prepared to pay hotel bills outside Chişinău in cash and upon check-in. Travellers cheques must not be used.

5. Visas and Insurance

Seconding States should confirm visa requirements for their STOs. EU citizens, citizens of Canada, Japan, Island, Norway, the Swiss Confederation, and the USA as well as citizens of CIS Member States do not require visa for entry into Moldova. Citizens of countries not listed above are required to obtain visa at the nearest Embassy or Consulate of the Republic of Moldova prior to their arrival in the Republic of Moldova. For STOs without the Moldovan Embassy or Consulate in their country of residence, please 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.

For logistical reasons, the STOs are requested to have two passport-size photographs with them.

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

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. 2148; fax number: +48 22 520 06 02
e-mail: sylwia.zwolinska@odihr.pl

Ms. Anna Krzysztofik, Administrative Assistant,
telephone number: +48 22 520 06 00, ext. 2147; fax number: +48 22 628 69 67
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://www.osce.org/odihr/item_12_24095.html - under 'Links'

This on-line Registration Form will available between 8 May and 18 May 2007.

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.

All sending States/organizations should be aware that after the registration deadline, they will not be able to modify, complete or withdraw the participation of a short-term observer online. They should contact Sylwia Zwolinska or Anna Krzysztofik at the OSCE/ODIHR Election Department to make possible changes.

IMPOTRANT: For the purposes of accreditation of observers through the Central Election Commission (CEC) of the Republic of Moldova and issuance of visa upon arrival in the International Airport of Chişinău (if required), the seconding States should send by e-mail to Sylwia Zwolinska or Anna Krzysztofik the following:

- a scanned passport-size picture (format .JPEG), and
- a scanned first page of the passport (picture and data page) (format .PDF).

The CEC has notified the OSCE/ODIHR EOM that accreditation is not possible without these two documents.

IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, UNDER NO CIRCUMSTANCE WILL THE OSCE/ODIHR ACCEPT ANY APPLICATION FOR REGISTRATION AFTER 18 May 2007.

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 the Republic of Moldova is available on the EOM website: http://www.osce.org/odihr/item_12_24095.html

All STOs will receive by e-mail a copy of the OSCE/ODIHR EOM International Observer Guide before their departure to Moldova. A copy of this information sheet is available on the OSCE/ODIHR web site and should be made available to all seconded STOs.

**POST DESCRIPTION
SHORT-TERM OBSERVER (STO)
LOCAL ELECTIONS
REPUBLIC OF MOLDOVA
3 June 2007**

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, 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. Moldovan/Russian 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;
- 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 reporting 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/publications/odihr/2005/04/14004_240_en.pdf.

Deployment

The EOM will develop a deployment plan in co-operation with other international observation groups to avoid duplication of observation efforts. 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 organised 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.

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.