



**OSCE Office for Democratic Institutions and Human Rights
Election Observation Mission
Parliamentary Elections
Albania 2005**

**INFORMATION SHEET
REQUEST FOR
LOCALLY RECRUITED INTERNATIONAL SHORT TERM OBSERVERS (STOs)**

**PARLIAMENTARY ELECTIONS, REPUBLIC OF ALBANIA
3 July 2005**

Head of OSCE/ODIHR Election Observation Mission (EOM):
Logistics Officer:

Mr. Jørgen Grunnet
Mr. Pawel Jurczak

The OSCE/ODIHR EOM Office is situated in Tirana:

1 Skenderbej Street
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EOM Website: <http://www.osce.org/odihr-elections/>

This information sheet provides details of:

- Background information on the OSCE/ODIHR EOM;
- Eligibility
- Timing of briefings and observation deployment;
- Accreditation and registration procedures;
- Logistics and costs;
- Briefing and debriefing;
- Insurance; and,
- STO Post Description.

1. Background Information

As you may be aware the OSCE/ODIHR has established an Election Observation Mission (EOM) in Albania to observe the Parliamentary Elections on 3 July 2005. **Mr. Jørgen Grunnet (Denmark)** has been appointed Head of Mission. The core team consists of 9 mission members based in Tirana and 26 long-term observers (LTOs) deployed to 13 locations. In addition, the OSCE/ODIHR has requested **four hundred (400)** short-term observers (STOs) from the OSCE participating States to observe voting, and the counting of votes. This request was circulated among the Delegations to the OSCE in Vienna.

In addition to the internationally recruited STOs the OSCE/ODIHR Election Observation Mission (EOM) invites representatives of the Diplomatic Community, International Organizations in Albania to take part in the observation of the Parliamentary Elections on 3 July 2005 as “locally recruited international STOs”.

2. Eligibility

All **STOs** must be citizens of one of the OSCE participating States and have working knowledge of English. English is the working language of the EOM. The briefing as well as briefing and reporting materials will be prepared in English. Unfortunately, Albanian citizens may not serve as OSCE/ODIHR observers for this election. All STOs should be sponsored by one of the following:

- A Ministry of Foreign Affairs; or
- A Representation of an OSCE Participating State (e.g. an Embassy or Consulate) in Albania;

- A recognised International Organisation

Unfortunately, the EOM is unable to accept applications directly from individuals. Therefore, persons interested in observing the election with the EOM are encouraged to contact their national Embassy in Albania or their Ministry of Foreign Affairs. The Embassy may select and nominate from among their citizens in Albania, those with the appropriate skills to serve as an STO. A copy of the Post Description (for internationally recruited STOS) has been included as an annex to this information sheet.

3. Time Commitment

In principle, persons interested in observing with the OSCE/ODIHR EOM should be prepared to attend briefings and be deployed according to the following schedule:

Thursday, 30 June	Briefing of STOs (all day)
Friday, 01 July	Deployment to Area of Responsibility (AoR)
Saturday, 02 July	Familiarisation with AoR
Sunday, 03 July	Election Day
Monday, 04 July	Observation of vote count Debriefing by LTOs
Tuesday, 05 July	Return to Tirana

However, it is recognised that the time that locally recruited STOs can commit to serve as OSCE/ODIHR observers may vary. The EOM should be informed if prospective STOs are unable to be deployed according to this schedule. Exceptions can be discussed on a case by case basis.

IMPORTANT. It should be noted that up to half of all STO teams will be designated to observe proceedings at Vote Counting Centres (hereafter “Counting Teams”). Other STOs will observe the voting phase (“Voting Teams”). Counting teams will begin their observation tasks later on Election Day than Voting Teams. Counting teams must be prepared to carry out observation task from late afternoon on 3 July until 08.00 a.m. on 4 July. Preferences regarding whether volunteers wish to serve on a voting team or a counting team should be clearly indicated on the registration form.

4. Accreditation procedures and EOM Registration Form

A Registration Form for locally recruited international STOs has been attached to this document. Please take care to ensure that all parts of the Registration Form have been completed in full. Missing data can cause delays to the EOM’s operations and accreditation procedures. We kindly request applicants to specify the mobile telephone number in the EOM Registration Form.

Observers should be aware that in requesting accreditation as an OSCE/ODIHR STO they commit to participate in the above programme and abide by the **OSCE/ODIHR Code of Conduct** for election observers. The ODIHR EOM kindly requests that should a volunteer register as an observer, but be unable to observe on election day, that the accreditation badge be returned to the ODIHR EOM.

Prospective STOs may specify their preferred deployment area (AoR). While every effort will be made to satisfy requests, it may not be possible to accommodate these in each and every case, particularly where this creates an imbalance in the deployment plan.

In order to facilitate the accreditation and application process, all embassies of OSCE participating States in Albania are requested to gather the completed registration forms (see attached) for locally recruited international STOs and submit these to the EOM in one block.

Registration Forms should be completed and returned to the EOM Office (by fax or email) **no later than Thursday, 16 June 2005 14:00** for the attention of **Pawel Jurczak** Fax: + 355 4 234 172, E-mail: pawel@odihhr.albaniaonline.net. mobile number: + 355 68 20 69 325

5. Logistics and Costs

Pawel Jurczak, Logistics Officer, will coordinate all operations for STO logistics. However, LTOs will serve as STO co-ordinators after STOs are deployed to their AoRs.

All STOs will be organised in teams of two in a deployment plan prepared by the EOM. Each team will have an interpreter and car/driver. Even in cases where one team member speaks Albanian, 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.

IMPORTANT. Unfortunately, the EOM is unable to meet any of the costs associated with locally recruited STOs. Therefore, all persons registering as an STO must be self funding and be able to cover costs associated with observing the election. These costs may include fees for: interpreters, drivers, cars, transportation to the AoR and accommodation.

If an STO is unable to provide a vehicle **or** identify an interpreter or driver, or make accommodation arrangements, upon request and where possible, the EOM will attempt to make the necessary arrangements. Even where the ODIHR EOM does make some or all of these arrangements on behalf of locally recruited STOs, it is not responsible for any costs. Charges arising as a result of the cancellation of an accommodation booking made by the ODIHR must be borne by the STO.

The following costs are provided for information purposes. The figures are based on those set out on the Information Sheet for internationally recruited Short Term Observers. These apply only where the ODIHR EOM is asked to identify support staff for locally recruited STOs.

Interpreter - EUR 40 per day (EUR 20 per observer per day);
Driver/Car- EUR 40 per day (EUR 20 per observer per day);
Fuel approx. - EUR 10 per day (EUR 10 per observer per day);

STOs may in some instances be able to take advantage of transportation to deployment areas that will be arranged by the ODIHR EOM for internationally recruited STOs. In such an event, STOs should be willing to adhere to the pre-election timetable set out in section 3. EOM-provided transportation to and from deployment areas will cost approximately EUR 40.

6. Briefing and Debriefing

To familiarise STOs with the context of the election, observation methodology and polling procedures, a briefing session has been scheduled for Thursday 30 June. The briefing will cover:

30 June 2005 (**all day**)

- Observer Code of Conduct;
- The legislative framework;
- An overview of the political parties;
- An overview of the campaign and media;
- Polling procedures – voting and, counting;
- The security situation;
- Logistic and financial arrangements; and
- Specific briefings on AoRs by long-term observers (LTOs).

STOs will also be provided with briefing materials including all the necessary electoral and logistic information and reporting forms for voting, counting and tabulation. During their observation of the election, all observers are required to complete observation forms as described during the briefing session.

Debriefings for STOs will be organised on the night of the election (for voting teams) or the day after the election (for counting teams). The precise timings for debriefings will be given by the LTOs in due course. Debriefings will provide an opportunity for STOs to discuss their major findings and share their

conclusions with EOM. All STOs are strongly encouraged to participate in the briefing and are required to participate in de-briefings.

7. Other information: Insurance

IMPORTANT: all STOs should ensure that they have adequate insurance coverage since it is not provided by the ODIHR EOM. The OSCE/ODIHR is not liable for any damages, personal injuries or loss of property experienced or caused by persons accredited as ODIHR election observers.

OSCE/ODIHR election observation reports, preliminary statements, election law, and other related documents are available at the OSCE/ODIHR Website: www.osce.org/odihr.

Annex 1
POST DESCRIPTION
SHORT TERM OBSERVERS (STOs)
PARLIAMENATRY ELECTIONS
REPUBLIC OF ALBANIA
3 JULY 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 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. 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 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 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. STOs will also be provided with briefing materials which will include all necessary electoral and logistic information and reporting forms.

Deployment

The EOM will develop a deployment plan. All STOs should abide strictly by the deployment plan and security instructions

Debriefing

A debriefing for STOs will be organised after the election.

Tirana
2 June 2005

OBSERVER CODE OF CONDUCT

Listed below are some general principles and rules to which all observers should adhere:

- Observers will maintain strict impartiality in the conduct of their duties, and shall at no time express 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 with the election process, polling day procedures, or the vote count;
- Observers will carry the prescribed identification issued by the host government or election commission, and will identify themselves to any interested authority upon request;
- Observers will not display or wear any partisan symbols, colours, or banners;
- Observers may wish to bring irregularities to the attention of the local election officials, but they must never give instructions or countermand decisions of the elections officials;
- Observers will base all conclusions on well documented, factual, and verifiable evidence;
- Observers will refrain from making any personal or premature comments about their observations to the media or any other interested persons, and will limit any remarks to general information about the nature of their activity as observers;
- Observers will participate in post-election debriefings, by fax or telephone if necessary;
- Observers must comply with all national laws and regulations.



Office for Democratic Institutions and Human Rights

**EOM REGISTRATION FORM
FOR LOCALLY RECRUITED INTERNATIONAL SHORT TERM OBSERVERS
Parliamentary Elections, Republic of Albania
3 JULY 2005**

(Please PRINT Using Block Letters)

Surname:		First name:	
Citizenship:		Date of Birth: day/month/year	/ /

Embassy/ Organisation:		Position:	
Contact Address:		Tel:	
		Mobile:	
		Fax:	
E-mail:		Passport no:	

Previous election experience:	
Languages:	

Preferred team partner:		Preferred AOR region/town:	
Would you like to be a member of: (please tick box)	Voting team <input type="checkbox"/>	Counting team <input type="checkbox"/>	No preference <input type="checkbox"/>

Do you need EOM to arrange the following:		YES	NO
Interpreter		<input type="checkbox"/>	<input type="checkbox"/>
Driver & Car		<input type="checkbox"/>	<input type="checkbox"/>
Accommodation		<input type="checkbox"/>	<input type="checkbox"/>
<i>If Yes, Please specify location, number of nights and dates:</i>			

<i>If you provide an interpreter please specify the following:</i>			
name:			
Date of birth:		Passport or ID number:	

Contact Person:	
Mobile Phone Number and Email address:	
Signature of STO and Date:	

Please note that all OSCE/ODIHR observers are expected to abide by the OSCE/ODIHR Observer's Code of Conduct. Please fax, email or submit this form to Attn. of Pawel Jurczak at the OSCE/ODIHR Election

Observation Mission Office no later than Thursday, 16 June 2005 14:00 Fax: + 355 4 234 172 E-mail:
pawel@odihr.albaniaonline.net