



Office for Democratic Institutions and Human Rights

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

**PRESIDENTIAL ELECTION  
REPUBLIC OF AZERBAIJAN  
9 October 2013**

Following an official invitation from the government of the Republic of Azerbaijan and based on the recommendation of the Needs Assessment Mission conducted from 17 to 21 June 2013, the OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the presidential election scheduled for 9 October 2013. Ms Tana de Zulueta has been appointed Head of the OSCE/ODIHR EOM. The mission consists of additional 12 core team members based in Baku, and 30 long-term observers (LTOs) deployed throughout the country. The core team and LTOs come from a total of 22 OSCE participating States.

The OSCE/ODIHR requests participating States to second **two hundred eighty (280)** 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 15 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 Republic of Azerbaijan prior to arrival. In exceptional cases visas can also be issued on arrival at the airport in Baku. It is strongly recommended to obtain visa before departure.

For the purposes of accreditation of observers with the Central Election Commission (CEC) of the Republic of Azerbaijan, the attached accreditation form must be filled in and a scanned version sent to the OSCE/ODIHR. In addition to the accreditation form, the CEC requires a digital photo and a scanned copy of the passport.

To facilitate accreditation of observers through the CEC and the issuance of visas (if required), the OSCE/ODIHR online registration form must be completed **no later than 23 September 2013**. All STOs are required to arrive in Baku **by Saturday 5 October** and depart (at the earliest) on **Saturday 12 October** 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.

The OSCE/ODIHR strongly encourages all observers to undertake the OSCE/ODIHR e-learning course for short-term observers, available at [www.stoelearning.org](http://www.stoelearning.org).

**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 Baku:

17<sup>th</sup> floor, The Landmark Hotel, 90A Nizami Street, AZ1010 Baku  
tel.: +994 12 465 9902, fax: +994 12 465 9906  
e-mail: [office@odihr.az](mailto:office@odihr.az)  
website: <http://www.osce.org/odihr/elections/azerbaijan/104355>

## **1. Deployment Timetable**

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

Saturday 5 October	Last date for arrival in Baku
Sunday 6 October	STO briefing (Day 1 - afternoon)
Monday 7 October	STO briefing (Day 2); Deployment to the areas of observation
Tuesday 8 October	Familiarization with areas of observation
Wednesday 9 October	Election day
Thursday 10 October	Observation of counting and tabulation of results; Regional debriefing of STOs
Friday 11 October	STO return to Baku; Central STO debriefing; Reception
Saturday 12 October	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

e-mail: [pawel.jurczak@odihr.az](mailto:pawel.jurczak@odihr.az) ; mobile phone: +994 50 271 9300

### **b) Transportation/Accommodation**

All STOs will be met at the Baku “Heydar Aliyev” International Airport by an OSCE/ODIHR EOM representative upon their arrival and transported to their accommodation. Transport and accommodation in Baku and in the areas of observation will be arranged by the EOM. **Due to the limited availability of accommodation in Baku and the observation areas, STOs should be aware that double occupancy per room of observers of the same gender is possible, 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 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 EOM cannot provide airport transfers and in-city transportation for STOs who choose to stay outside the designated accommodation.

STOs will deploy from Baku to the regions by bus, car or plane.

A number of STOs will be deployed to the autonomous region of Nakhchivan, which is not contiguous with the rest of the Republic of Azerbaijan. Transport for these STOs will be arranged by the OSCE/ODIHR EOM on Azerbaijan Airlines “AZAL”.

The OSCE/ODIHR EOM will make necessary arrangements for the STOs to return to Baku on Friday 11 October, as well as arrange accommodation in Baku. 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 Baku.

#### **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 Baku is UTC/GMT +4 hour. Due to the limited number of scheduled flights to Baku, 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 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:

<b>Operational/Transportation Cost</b>	<b>EUR</b>
Airport transfers	<b>20</b>
In-City Transportation (movement to and from STO briefing/de-briefing)	<b>30</b>
In-Country Transportation (to and from deployment area)	<b>90</b>
Communication (SIM card/mobile phone use)	<b>15</b>
Briefing costs (Briefing, Debriefing, Briefing pack, meals)	<b>165</b>
<b>Estimated cost to be incurred by ODIHR on behalf of STOs</b>	<b>320 EUR</b>
Driver/Car (EUR 30 per day @ 4 days per observer)*	<b>120</b>
Fuel (EUR 10 per day @ 4 days per observer )*	<b>40</b>
Interpreter (EUR 30 per day@4 days per observer)*	<b>120</b>
Faxing of observation forms per observer	<b>10</b>
Accommodation (7 nights @ max EUR 120/per night )	<b>840</b>
Meals & Incidentals (approx. EUR 50 per day @ max 8 days)	<b>400</b>
Accommodation and meals for Interpreter if needed (EUR 40 per night @ 3 nights per observer)*	<b>120</b>
Accommodation and meals for Driver if needed (EUR 40 per night @ 3 nights per observer)*	<b>120</b>
<b>Costs paid directly by the observers</b>	<b>1,770 EUR</b>
<b>Total cost per observer:</b>	<b>2,090 EUR</b>

\* 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 2,090** (two thousands and ninety Euro), including **EUR 1,770** (one thousand seven hundred and seventy Euro) which the participating States should supply to each observer in cash prior to their departure to Baku.

**EUR 320** (three hundred and twenty 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 Baku, they do not dispense foreign currency and are not available in some areas of deployment. Hotels outside Baku may not accept credit cards or foreign currency. STOs should be prepared to pay hotel bills outside Baku in cash and upon check-in. Travellers cheques must not be used. The local currency is the New Azerbaijani Manat (AZN). The exchange rate is approximately 1 EUR = 1.03 AZN.

## **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 Republic of Azerbaijan prior to arrival. It is strongly recommended to obtain visa before departure.

For STOs without an embassy or consulate of the Republic of Azerbaijan 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](mailto:sylwia.zwolinska@odihr.pl)

Anna Krzysztofik, Senior Program Assistant,  
telephone number: +48 22 520 06 00, ext. 677; fax number: +48 22 520 06 06  
e-mail: [anna.krzysztofik@odihr.pl](mailto: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 9 September until 23 September 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.

### **Accreditation of STOs**

For accreditation to be completed in accordance with the requirements of the Central Election Commission of the Republic of Azerbaijan, each STO application **must** include:

- an electronic version of her/his photo in JPG format
- an electronic version of her/his passport page with a photo in JPG or PDF format
- a scanned electronic version, in JPG or PDF format, of the signed and fully completed **Application Form for International Observer**, attached hereto and also available at the official web page of the Central Election Commission of the Republic of Azerbaijan: [http://www.cec.gov.az/en/main\\_en.htm](http://www.cec.gov.az/en/main_en.htm)

**IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, NO APPLICATIONS WILL BE CONSIDERED BY THE OSCE/ODIHR UNDER ANY CIRCUMSTANCES AFTER 23 SEPTEMBER 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](http://www.osce.org/odihr).

Specific information on the EOM is available on the EOM website:  
<http://www.osce.org/odihr/elections/azerbaijan/104355>.

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

**POST DESCRIPTION**  
**SHORT-TERM OBSERVER (STO)**  
**PRESIDENTIAL ELECTION**  
**REPUBLIC OF AZERBAIJAN**  
**9 OCTOBER 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. An accreditation form for each STO must be submitted in advance of arrival.

**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](http://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 election 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.



## PRESIDENTIAL ELECTIONS IN THE REPUBLIC OF AZERBAIJAN

2013

### APPLICATION FORM FOR INTERNATIONAL OBSERVER

I apply for accreditation as an international observer in Presidential elections in the Republic of Azerbaijan on October 9, 2013.

Copy of my passport and 2 photos (3x4) are attached to the application form.

Surname: \_\_\_\_\_

Name: \_\_\_\_\_

Patronymic: \_\_\_\_\_

Address: 17<sup>th</sup> floor, The Landmark Hotel, 90A Nizami Street, Baku, Azerbaijan

Phone: (12) 465 9902 Fax: (12) 465 9906 E-mail: office@odihr.az

Citizenship: \_\_\_\_\_

Serial number of Passport (or other substitute document): \_\_\_\_\_

Country/organization I represent: OSCE/ODIHR Election Observation Mission

Place of work, profession, field of activity: \_\_\_\_\_

Election observation experience (country, year): \_\_\_\_\_

*I declare that being accredited as an international observer I will refer to facts, abide by the principles of legality, independence, impartiality, fairness and respect the provisions of legislation and other laws.*

*I assure you of my awareness of the rights and duties of an international observer, as well as functions implemented by him/her. I will not interfere at any way in the activity of electoral bodies, their officials, political parties, blocs of political parties, initiative groups and their representatives as well as in the process of implementation of the right of eligible voters to vote.*

Date of arrival in the Republic of Azerbaijan: \_\_\_\_\_

Date of departure from the Republic of Azerbaijan: \_\_\_\_\_

Name, surname, signature, place and date of sign: \_\_\_\_\_