



Office for Democratic Institutions and Human Rights

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

**PARLIAMENTARY ELECTIONS  
REPUBLIC OF MOLDOVA  
30 November 2014**

Following an official invitation from the authorities of the Republic of Moldova and based on the recommendation of the Needs Assessment Mission conducted from 2 to 5 September 2014, the OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the parliamentary elections scheduled for 30 November 2014. Ambassador Jan Petersen has been appointed Head of the OSCE/ODIHR EOM. The mission consists of 13 core team members based in Chisinau and 22 long-term observers (LTOs) deployed throughout the country. The core team and LTOs come from a total of 20 OSCE participating States.

The OSCE/ODIHR requests participating States to second **two hundred (200)** 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 Moldova prior to their arrival. Visas cannot be issued on arrival at Chisinau International Airport or at other border crossings.

For the purposes of accreditation of observers with the Central Election Commission (CEC) of the Republic of Moldova, 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 scanned copy of the passport.

To facilitate the accreditation of observers by the CEC and the issuance of visas (if required), the OSCE/ODIHR online registration form must be completed **no later than 14 November 2014**. All STOs are required to arrive in Chisinau **by Wednesday 26 November** and to depart (at the earliest) on **Tuesday 2 December**. The STO activity schedule is provided below.

Observers should strictly abide by the OSCE/ODIHR Observer Code of Conduct and the 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 OSCE/ODIHR EOM is English. All briefings, debriefings 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 Chisinau:

Address: Leograd Hotel & Convention Center  
77, Mitropolit Varlaam St, MD-2012, Chisinau, Republic of Moldova  
Tel: +373 (0)22 201 224  
Fax: +373 (0)22 201 228  
Email: [office@odihr.md](mailto:office@odihr.md)  
Website: <http://www.osce.org/odihr/elections/moldova/123801>

## **1. Deployment Timetable**

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

Wednesday 26 November	Last date for arrival in Chisinau
Thursday 27 November	STO briefing (entire day)
Friday 28 November	STO briefing (morning); Deployment to the areas of observation (early afternoon)
Saturday 29 November	Familiarization with the areas of observation
Sunday 30 November	Election Day
Monday 1 December	Regional debriefing of STOs; STOs return to Chisinau; central STO debriefing; reception
Tuesday 2 December	STO repatriation

## **2. Logistics**

### **a) Contact details**

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

**Ranko Vukčević**, Operations Expert  
[ranko.vukcevic@odihr.md](mailto:ranko.vukcevic@odihr.md); mobile phone: +373 (0)60 672 468

**b) Transportation/Accommodation** All STOs will be met at Chisinau International Airport (IATA: KIV) by an OSCE/ODIHR EOM representative upon their arrival and transported to their accommodation in Chisinau. Transport and accommodation in Chisinau and in the areas of observation will be arranged by the OSCE/ODIHR EOM. **Due to the limited availability of accommodation in Chisinau 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 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 OSCE/ODIHR is not notified in advance, STOs or the respective OSCE participating State will be charged for the cost, regardless of whether the accommodation provided is used.** It should be noted that the EOM cannot provide in-city transportation for STOs who choose to stay outside the designated accommodation.

STOs will deploy from Chisinau to the regions by bus, minivan and/or car.

The OSCE/ODIHR EOM will make necessary arrangements for the STOs to return to Chisinau on Monday 1 December, as well as arrange accommodation in Chisinau. The EOM will arrange transfers to the airport for all STOs from the accommodation arranged for them by the EOM.

#### **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) – 220V, European style plug.

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

#### **e) Communication**

Each STO will be provided with a mobile phone and a local SIM card with credit. Please note that using the mobile phones for international calls and SMS should be avoided. Such usage is very expensive and will quickly deplete phone credit.

#### **f) Time zone/Flight bookings**

Local time is UTC/GMT+2 hours. Due to the high demand and limited number of scheduled flights to Chisinau, 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 under a deployment plan prepared by the OSCE/ODIHR EOM. The OSCE/ODIHR will assist each short-term observer team with finding a driver/car and an interpreter. Even in cases where one team member speaks local languages, 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 out 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 in Chisinau	<b>10</b>
In-City Transportation (movement to and from STO briefing/debriefing)	<b>10</b>
In-Country Transportation (to and from area of observation)	<b>100</b>
Communication (mobile phone use)	<b>15</b>
Briefing costs (briefing, debriefing, briefing pack, meals)	<b>170</b>
<b>Estimated cost to be incurred by ODIHR on behalf of STOs</b>	<b>EUR 305</b>
Driver/Car (EUR 30 per day @ 4 days per observer)*	<b>120</b>
Fuel (EUR 15 per day @ 4 days per observer)*	<b>60</b>
Interpreter (EUR 30 per day @ 4 days per observer)*	<b>120</b>
Transmission of observation forms per observer	<b>10</b>
Accommodation (7 nights @ max EUR 80/per night)	<b>560</b>
Meals & Incidentals (approx. EUR 40 per day @ 7 max days)	<b>280</b>
Accommodation and meals for Interpreter if needed (EUR 30 per night @ 3 nights per observer)*	<b>90</b>
Accommodation and meals for Driver if needed (EUR 30 per night @ 3 nights per observer)*	<b>90</b>
<b>Costs paid directly by the observers</b>	<b>EUR 1,330</b>
<b>Total cost per observer:</b>	<b>EUR 1,635</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 one observer is estimated at **EUR 1,635** (one thousand six hundred and thirty five Euro), including **EUR 1,330** (one thousand three hundred and thirty Euro) which the participating States should supply to each observer in cash prior to their departure to the Republic of Moldova.

**EUR 305** (three hundred and five Euro) 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 US Dollar and Euro are widely exchangeable locally, although other currencies can also be exchanged. While there are cash machines (ATMs) in Chisinau, they do not dispense foreign currency and may not be available in some areas of deployment. Hotels outside Chisinau may not accept credit cards or foreign currency. STOs should be prepared to pay hotel bills outside Chisinau in cash and upon check-in. Travellers cheques must not be used. The local currency is the Moldovan *leu* (MDL). The exchange rate at the time of publication is approximately 1 EUR = 18.70 MDL.

## 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 prior to their arrival.

Visas cannot be issued on arrival at Chisinau International Airport or at other border crossings.

**IMPORTANT:** All STOs 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 seconding STOs should submit **a list of names** (first name, last name and passport number) of seconded STOs to the OSCE/ODIHR **to the attention of Ms. Sylwia Zwolinska or Ms. Anna Krzysztofik.**

Ms. Sylwia Zwolinska, Senior Administrative Assistant  
Telephone number: +48 22 520 0600, ext. 5676; fax number: +48 22 520 0606  
e-mail: [sylwia.zwolinska@odihr.pl](mailto:sylwia.zwolinska@odihr.pl)

Ms. Anna Krzysztofik, Senior Programme Assistant  
Telephone number: +48 22 520 0600, ext. 5677; fax number: +48 22 520 0606  
e-mail: [anna.krzysztofik@odihr.pl](mailto:anna.krzysztofik@odihr.pl)

An official cover letter from the Ministries of Foreign Affairs or designated recruitment organizations should be sent together with the list of STO names.

After submitting the list of STOs, the seconding 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 November until 14 November 2014.**

Before using the on-line registration system, the seconding State should contact the OSCE/ODIHR, Ms. Sylwia Zwolinska or Ms. 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 (CEC), each STO application **must** include a scanned electronic version of the personal data page of the passport and of the fully completed and signed *Application form for the accreditation as a foreign (international) observer*, attached hereto. **The forms must be completed legibly or they will be refused by the CEC.**

<p><b>IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, UNDER NO CIRCUMSTANCE WILL THE OSCE/ODIHR ACCEPT ANY APPLICATION FOR REGISTRATION AFTER 14 NOVEMBER 2014.</b></p>
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### **7. Other Information**

Please note that all OSCE/ODIHR interim reports, election observation final reports, preliminary statements, 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 to the Republic of Moldova is available on the EOM website: <http://www.osce.org/odihr/elections/moldova/123801>.

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

**POST DESCRIPTION**  
**SHORT-TERM OBSERVER (STO)**  
**PARLIAMENTARY ELECTIONS**  
**REPUBLIC OF MOLDOVA**  
**30 November 2014**

**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, 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:

- OSCE/ODIHR observer 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 OSCE/ODIHR EOM will hold a press conference 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.

**FORMULAR**  
**pentru acreditarea observatorilor internaționali**

**APPLICATION FORM**  
**for the accreditation as a foreign (international) observer**

<b>1.</b>	<b>Numele</b> Family name	
<b>2.</b>	<b>Prenumele</b> First name	
<b>3.</b>	<b>Data nașterii (ziua, luna, anul)</b> Date of birth (day, month, year)	
<b>4.</b>	<b>Cetățenia</b> Citizenship	
<b>5.</b>	<b>Seria, numărul și tipul pașaportului: (diplomatic, oficial, ordinar)</b> Passport number and type: (diplomatic, official, ordinary)	
<b>6.</b>	<b>Data și locul eliberării pașaportului</b> Date and place of issue of passport	
<b>7.</b>	<b>Data valabilității (ziua, luna, anul)</b> Valid until (day, month, year)	
<b>8.</b>	<b>Instituția pe care o reprezentați (denumirea completă, adresă, telefon, fax, e-mail)</b> Represented organization (full name, address, phone, fax, e-mail)	OSCE/ODIHR Election Observation Mission Strada Mitropolit Varlaam 77 +373 (0)22 201 224 +373 (0)22 201 228
<b>9.</b>	<b>Funcția deținută și locul de muncă</b> Position and place of work	Short-term Observer OSCE/ODIHR Election Observation Mission
<b>10.</b>	<b>Informația de contact (e-mail, numărul telefon fix/mobil)</b> Contact information of the applicant (e-mail, mobile, telephone)	<a href="mailto:office@odhr.md">office@odhr.md</a> +373 (0)60 672 468 +373 (0)22 201 224
<b>11.</b>	<b>Data sosirii în Republica Moldova</b> Arrival date in the Republic of Moldova	
<b>12.</b>	<b>Data plecării din Republica Moldova</b> Departure date from the Republic of Moldova	
	<b>Data</b> Date	
	<b>Semnătura</b> Signature	