



Office for Democratic Institutions and Human Rights

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

**PARLIAMENTARY ELECTIONS  
REPUBLIC OF SERBIA  
21 January 2007**

The OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the Parliamentary Elections in the Republic of Serbia. The mission, headed by Ambassador Geert Ahrens, consists of 10 core team members and 16 long-term observers from 14 OSCE participating States. The Parliamentary Elections will take place on 21 January 2007.

The OSCE/ODIHR 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 OSCE/ODIHR. 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 short term observers.

To facilitate accreditation for observers through the Republic Election Commission (REC) and the issuance of visas for Serbia (if required), the OSCE/ODIHR online registration form must be completed no later than 8 January 2007.

STOs must have a good working knowledge of English. All briefings, de-briefings and reporting will be conducted in English, and all interpreters will work in local language/English. Knowledge of national language(s) would be welcomed.

All STOs should arrive in Belgrade on 17 January, at the latest and depart on 23 January at the earliest. The STO schedule is provided below.

All observers should strictly abide by the OSCE/ODIHR 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 OSCE/ODIHR EOM management, including the deployment plan.

**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 contact details in Belgrade are as follows:

**OSCE/ODIHR**  
**Election Observation Mission**  
**Republic of Serbia**  
**Hotel Inter-Continental, Vladimira Popovica 10, Belgrade, Serbia**  
**tel.: +381 11 3133166, 3133167, 3133168**  
**fax: +381 11 3133169**  
**email: [office@odihr.bcs.co.yu](mailto:office@odihr.bcs.co.yu)**  
**[http://www.osce.org/odihr-elections/item\\_12\\_22782.html](http://www.osce.org/odihr-elections/item_12_22782.html)**

## **I. DEPLOYMENT TIMETABLE**

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

Wednesday, 17 January	Latest date for arrival in Belgrade
Thursday, 18 January	STO briefing in Belgrade
Friday, 19 January	Deployment to the areas of responsibility (AOR)
Saturday, 20 January	Familiarization with AOR
Sunday, 21 January	Observation of election day procedures
Monday, 22 January	Regional de-briefings / Return to Belgrade
Tuesday, 23 January	STO departure

## **II. 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 and a photo in .JPG format)** of seconded STOs as soon as possible 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](mailto: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](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 at:

[http://www.osce.org/odihr-elections/item\\_12\\_22782.html](http://www.osce.org/odihr-elections/item_12_22782.html) - under 'links'

This on-line Registration Form will be available between 28 December 2006 and 8 January 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 in order to enter the registration system.

**IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS, THE OSCE/ODIHR WILL NOT ACCEPT ANY ON-LINE APPLICATIONS FOR REGISTRATION AFTER 8 JANUARY 2007.**

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.

### III. LOGISTICS

#### Contact details

All logistical arrangements for STOs will be organized by the OSCE/ODIHR EOM under the direction of the Operations Experts, Mr. Ranko Vukcevic and Mr. Krzysztof Wisniowiecki:  
E-mail: [ranko@odihr.bcs.co.yu](mailto:ranko@odihr.bcs.co.yu) and [krzysztof@odihr.bcs.co.yu](mailto:krzysztof@odihr.bcs.co.yu)  
Mobile: +381 (0)64 1607943 and +381 (0)63 1062568

#### Transportation/Accommodation

The STOs will be met at the airport in Belgrade and transported to their accommodation in hotels. All accommodation in Belgrade will be arranged by the OSCE/ODIHR EOM. **Due to the limited availability of accommodation in some of the observation areas, STOs should be aware that there may be a requirement for observers to share rooms with colleagues of the same gender, and modest conditions may be expected.**

**For safety reasons and to prevent problems with transportation, observers should only use the accommodation arranged by the OSCE/ODIHR EOM.** 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 online. 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 or not they use the accommodation provided. It should also be noted that the OSCE/ODIHR EOM cannot provide in-city transportation for STOs who choose to stay outside the designated accommodation.

The OSCE/ODIHR EOM will also arrange in-country travel to/from deployment areas and for on-site drivers, cars and interpreters.

The OSCE/ODIHR EOM recommends that STOs, while traveling by airplane, put items of immediate need into carry-on luggage, in case of late arrival of the luggage in Belgrade. To ensure operational flexibility, participating States are advised to book changeable airline tickets.

**STOs who choose not to stay in accommodation provided by the OSCE/ODIHR EOM, will**

**not be covered by the Mission's security arrangements.**

#### **IV. INTERPRETERS AND DRIVERS**

All observers will be organized in multi-national teams of two persons under a deployment plan prepared by the OSCE/ODIHR EOM. Each team will be provided with an interpreter and car/driver by the OSCE/ODIHR EOM. Even in cases where one team member speaks the 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.

#### **V. COSTS**

It is projected that each STO will incur the following costs in **EUR**, although some STOs may spend less than the full amount indicated below (depending on the area of deployment):

<b>Operational/Transportation Cost</b>	<b>EUR</b>
Airport transfers	15
In-Country Transportation (to and from deployment area)	50
Lunch on day of briefing	15
Communication (SIM card/mobile phone use)	30
Briefing costs (Briefing, Debriefing, Briefing pack)	70
<b>Estimated cost to be incurred by ODIHR on behalf of STOs</b>	<b>180</b>
Driver/Car (EUR 25 per day @ 4 days per observer)	100
Fuel (EUR 10 per day @ 4 days per observer)	40
Interpreter (EUR 25 per day @ 4 days per observer)	100
Faxing of observation forms per observer	20
Accommodation (6 nights @ max EUR 90/per night ) <sup>1</sup>	540
Meals & Incidentals (approx. EUR 40 per day @ 7 days)	280
Accommodation and meals for Interpreters and Drivers if needed (EUR 40 per night @ 2 nights per observer) <sup>2</sup>	80
<b>Costs paid directly by the observers</b>	<b>1,160</b>
<b>Total cost per observer:</b>	<b>1,340</b>

The total cost per one observer is estimated at **EUR 1.340** (One thousand three hundred and forty

<sup>1</sup> the number of nights will depend on the day of arrival/departure

<sup>2</sup> These costs will apply only if the driver or interpreter has to spend night away from their place of residence

EUR). Of these, **EUR 1,160** (One thousand one hundred and sixty EUR) should be supplied **in cash** to each observer prior their departure for Serbia. STOs should also have sufficient cash in EUR to cover any other personal expenses, such as telephone calls.

**EUR 180** (One hundred and eighty) is a projected cost per each STO to be incurred initially by the OSCE/ODIHR EOM. After closure of the OSCE/ODIHR EOM, each seconding participating 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.

The two members of each STO team will share the cost equally of drivers and interpreters. The amount above therefore represents half of the expenses of each team.

While there are many cash machines (ATMs) in Belgrade, they may not be available in other areas of deployment. Hotels outside of Belgrade do not always accept credit cards thus STOs should be prepared to pay hotel bills in cash and upon check-in. Travelers cheques should not be used. The local currency in Serbia is Serbian Dinar (RSD). The exchange rate is 1 EUR = 79 RSD (approximately).

## **VI. VISAS AND INSURANCE**

Seconding States are requested to confirm visa requirements for their observers. Citizens of some OSCE participating States require visas for entry into Republic of Serbia. For observers without an Embassy in their country of residence, please inform the OSCE/ODIHR in Warsaw (Sylwia Zwolinska – [sylwia.zwolinska@odihr.pl](mailto:sylwia.zwolinska@odihr.pl) or Anna Krzysztofik – [anna.krzysztofik@odihr.pl](mailto:anna.krzysztofik@odihr.pl)) as soon as possible in order to receive support for issuance of visa upon arrival at the airport.

**IMPORTANT:** All short-term observers should ensure 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.**

## **VII. OTHER INFORMATION**

The OSCE/ODIHR election observation reports, preliminary statements, election laws, and reviews of election laws are available on the OSCE/ODIHR website: <http://www.osce.org/odihr>.

Specific information on the EOM to Serbia is available on the EOM website: [http://www.osce.org/odihr-elections/item\\_12\\_22782.html](http://www.osce.org/odihr-elections/item_12_22782.html)

STOs will be emailed a copy of the EOM International Observer Guide for Serbia before departure.

**POST DESCRIPTION**  
**SHORT-TERM OBSERVERS (STOs)**  
**Parliamentary Elections**  
**Republic of Serbia**  
**21 January 2007**

**Post title: Short-Term Observer (STO)**

**Title of Supervisor:** Head of OSCE/ODIHR Election Observation Mission (EOM)

Short-term Observers 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 OSCE/ODIHR Election Observation Handbook, and national laws.

**REQUIREMENTS**

1. Experience of election administration/observation and/or public administration and/or civil society organizations.
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.
6. National language knowledge is an asset.

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. STOs must not have any concurrent commitments that could produce a conflict of interest with their participation in the OSCE/ODIHR 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 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 OSCE/ODIHR 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 that all observers must attend. It will include:

- code of conduct;

- legislative framework;
- overview of the country, the campaign and the media situation;
- voting, counting and tabulation procedures; and
- logistical arrangements.

STOs will also be provided with briefing materials which will include all necessary electoral and logistical 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 Election Observation Handbook, available online at <http://www.osce.org/item/14004.html>.

### **Deployment**

The OSCE/ODIHR EOM will develop a deployment plan to avoid duplication of observation efforts. All STOs should abide strictly by the deployment plan and security instructions. STOs should not request special treatment with regards to deployment locations.

### **Debriefing**

A debriefing for STOs will be organized after the elections. This will provide an opportunity for STOs to discuss their major findings and share their conclusions with other observers and OSCE/ODIHR EOM members. Their findings and conclusions will contribute to the post – election preliminary statement and the final report. The comprehensive final report will be issued by the OSCE/ODIHR approximately two months after the election process has been completed.

## **CODE OF CONDUCT FOR OSCE/ODIHR OBSERVERS**

- 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.