



Office for Democratic Institutions and Human Rights

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

**PRESIDENTIAL ELECTION
REPUBLIC OF AZERBAIJAN
15 October 2008**

At the invitation of the Government of the Republic of Azerbaijan, the OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the presidential election to be held on 15 October 2008. Ambassador Boris Frlec has been appointed Head of the OSCE/ODIHR EOM. The core team consists of 12 members based in Baku, and 28 long-term observers (LTOs) deployed throughout the country. Core team and long-term observers come from a total of 23 OSCE participating States.

The OSCE/ODIHR now requests the participating States to second **four hundred fifty (450)** 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 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.

The on-line registration form must be completed no later than **26 September 2008.**

Seconding States should confirm visa requirements for their STOs. Visas can be obtained at an embassy or consulate of the Republic of Azerbaijan and in some cases can be issued at the airport on arrival. Details are provided below.

The STOs are required to arrive in Baku at the latest on 11 October 2008 and depart at the earliest on 18 October. Details are provided below.

Observers must strictly abide by the OSCE/ODIHR Observer Code of Conduct, security instructions 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 instructions.

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 relevant local languages/English. STOs must have a good working knowledge of both written and spoken English.

The OSCE/ODIHR EOM Office is situated in Baku:
Address: Caspian Plaza III - 44, Jafar Jabbarli Street - 8th Floor
Tel.: +994 (0)12 4367501, 4367502, 4367503, 4367504
Fax: +994 (0)12 4367506
E-mail: office@odihr.az

Website of the EOM to Azerbaijan:
www.osce.org/odihr-elections/item_12_32818.html

1. Deployment Timetable

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

Saturday, 11 October	Last date for arrival in Baku
Sunday, 12 October	STO briefing
Monday, 13 October	Deployment to the areas of observation
Tuesday, 14 October	Familiarization with area of observation
Wednesday, 15 October	Election day
Thursday, 16 October	Regional debriefings; Observation of tabulation of results
Friday, 17 October	STO return to Baku; STO Debriefing; Reception
Saturday, 18 October	STO departure

2. Logistics

a) Contact details

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

Logistics Expert, Ranko Vukcevic
ranko.vukcevic@odihr.az; +994 51 8836140

Logistics Expert: Damir Malbasic
damir.malbasic@odihr.az; +994 51 8836148

b) Transportation/Accommodation

All STOs will be met at the airport by an OSCE/ODIHR representative upon their arrival in Baku 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 likely, and relatively modest conditions may be expected in the observation areas.**

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.

Some 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 on Azerbaijan Airlines (C rated). **Seconding States are advised that for C rated**

airlines, OSCE rules permit travel only when there is no alternative and only if the traveller signs a waiver of liability.

The EOM will make necessary arrangements for STOs to return to Baku on 17 October and 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 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).

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 Baku.

e) Communication

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

f) Flights Timetable

Local time in Baku is UTC/GMT +4 hours. The arrival times for international flights to Baku are mainly in the evening/early morning.

3. Interpreters and Drivers

All observers will be organized 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 Azeri 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

Costs in the Republic of Azerbaijan have increased considerably since the time of last election observation mission in November 2005. It is projected that, while in Azerbaijan, **each STO** will incur the following costs, although some STOs may not require the full amount indicated below:

Operational/Transportation Cost	EUR
Airport transfers	10
Transportation (movement to and from STO briefing/de-briefing)	30
In-Country Transportation (to and from deployment area)	85
Communication (SIM card/mobile phone use)	25
Briefing costs (Briefing, Debriefing, Briefing pack, meals)	135

Estimated cost to be incurred by ODIHR on behalf of STOs	285
Driver/Car (EUR 25 per day @ 4 days per observer)*	100
Fuel (EUR 15 per day @ 4 days per observer)*	60
Interpreter (EUR 25 per day @ 4 days per observer)*	100
Transmission of observation forms per observer	15
Accommodation (7 nights minimum @ max EUR 135/per night)	945
Meals & Incidentals (approx. EUR 40 per day @ max 8 days)	320
Accommodation and meals for Interpreters and Drivers if needed (EUR 30/per night @ 2 nights per observer)*	60
Costs paid directly by the STOs	1,600
Total cost per STO in EUR:	1,885

* 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 **EUR 1,885** (One Thousand Eight Hundred, Eighty Five Euro), including **EUR 1,600** (One Thousand Six Hundred Euro) which the participating States should supply to each observer in cash prior to their departure to Baku.

EUR 285 (Two Hundred, Eighty Five Euro) 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 local currency or Euro. The Euro and U.S. Dollar are widely exchangeable in Azerbaijan, 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 of Baku may not accept credit cards. STOs should be prepared to pay hotel bills outside Baku in cash, in local currency and upon check-in. Travellers cheques must not be used.

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 their arrival in Azerbaijan.

In some cases, it is possible for observers to obtain the visa at the airport upon arrival. If such a need arises, the OSCE/ODIHR office in Warsaw (Sylwia Zwolinska or Anna Krzysztofik) must be informed in advance in order to facilitate the visa issuance process with the Ministry of Foreign Affairs.

STOs receiving a visa at the airport must have two passport-size photographs with them. The Ministry of Foreign Affairs may charge a fee for issuance of a visa at the airport.

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 the OSCE/ODIHR to the attention of **Sylwia Zwolinska or Anna Krzysztofik**.

Ms. Sylwia Zwolinska, Senior Administrative Assistant,
telephone number: +48 22 5200 676; fax number: +48 22 520 06 02
e-mail: sylwia.zwolinska@odihr.pl

Ms. Anna Krzysztofik, Administrative Assistant,
telephone number: +48 22 5200 677; 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:
www.osce.org/odihr-elections/item_12_25488.html?code=aca7d80363

This on-line Registration Form will be available between 8 September until the deadline of 26 September 2008.

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 STO online. They should contact Sylwia Zwolinska or Anna Krzysztofik at the OSCE/ODIHR Election Department to make changes.

Accreditation of STOs

For accreditation to be completed in accordance with the requirements of the Central Election Commission 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 format
- a scanned electronic version (in MS Word format 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: www.cec.gov.az/en/7president2008/applications/applobservers_en.doc

IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME AND TO MEET THE ACCREDITATION DEADLINE, UNDER NO CIRCUMSTANCE WILL THE OSCE/ODIHR ACCEPT ANY APPLICATION FOR REGISTRATION AFTER 26 SEPTEMBER 2008.

7. Other Information

Please note that all OSCE/ODIHR election observation final reports, statements of preliminary findings and conclusions, and reviews of election laws are available at the OSCE/ODIHR website: www.osce.org/odihr.

Specific information on the OSCE/ODIHR EOM for the 2008 presidential election in the Republic of Azerbaijan is available on the EOM website: www.osce.org/odihr-elections/item_12_32818.html

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

A copy of this information sheet is available on the OSCE/ODIHR website and should be made available to all seconded STOs.

POST DESCRIPTION
SHORT-TERM OBSERVER (STO)
PRESIDENTIAL ELECTION
REPUBLIC OF AZERBAIJAN
15 October 2008

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:

- code of conduct;
- legislative framework;
- overview of the country, election administration, 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/publications/odihr/2005/04/14004_240_en.pdf.

Deployment

The OSCE/ODIHR 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 regard to deployment locations.

De-briefing

A de-briefing 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 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.



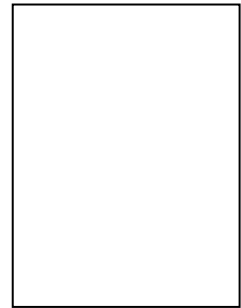
**PRESIDENTIAL ELECTIONS
IN THE REPUBLIC OF AZERBAIJAN**

2008

Application Form for International Observer

I apply for accreditation as an international observer in Presidential Elections of the Republic of Azerbaijan on October 15, 2008.

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



Surname: _____

Name: _____

Patronymic: _____

Contact address: _____

Phone:

Fax:

E-mail:

Citizenship: _____

Serial number of Passport (or other substitute document): _____

Country/organization I represent: _____

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 election 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 and their candidates,

other electoral persons, as well as in the process of realizing the right of citizens of the Republic of Azerbaijan to elect and be elected.

Date of arrival in the Republic of Azerbaijan: _____

Date of departure from the Republic of Azerbaijan: _____

Name, surname, signature, place and date of sign: _____
