



Office for Democratic Institutions and Human Rights

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

**PARLIAMENTARY ELECTIONS
REPUBLIC OF AZERBAIJAN
6 November 2005**

The OSCE/ODIHR has established an Election Observation Mission (EOM) in the Republic of Azerbaijan to observe the Parliamentary Elections on 6 November 2005. The mission, headed by Ambassador Geert Ahrens (Germany), consists of 11 core team members and 30 long-term observers (LTOs) from 19 participating States.

The OSCE/ODIHR requests the participating States to second **five hundred (500)** 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.

The election law stipulates that international observers must apply to the Central Election Commission (CEC) to be accredited as observers. In order to meet the deadline for accreditation, the OSCE/ODIHR must receive registration forms from the OSCE participating States **no later than Friday, 14 October 2005**. The registration form must be accompanied by a photo and passport page with personal data in electronic format.

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. STOs must have a good working knowledge of both written and spoken English. Knowledge of languages relevant to the region would be welcomed.

The STOs are required to arrive in Baku on Wednesday, 2 November, midnight, at the latest and to depart on Tuesday, 8 November, at the earliest. Details are provided below.

All observers must strictly abide by the OSCE/ODIHR Code of Conduct 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. Observers will receive a security briefing upon arrival and will be required to operate in accordance with security guidelines.

A copy of this Information Sheet is available on the OSCE/ODIHR website and should be made available to all observers.

The OSCE/ODIHR EOM Office is situated in Baku:

**6/10 V. Mustafazade, 3rd floor, Icheri Sheher
1000 Baku AZ**
Tel: + 994 (12) 497 5708
Fax: + 994 (12) 497 5715
e-mail: office@odihr.az

http://www.osce.org/odihr-elections/item_6_16199.html

1. Deployment Timetable

Observers should plan to stay in Azerbaijan for a minimum of seven days (six nights), depending on the flight schedule.

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

Wednesday, 2 November	Last date for arrival in Baku (midnight)
Thursday, 3 November	STO briefing
Friday, 4 November	Deployment to areas of responsibility (AOR)
Saturday, 5 November	Familiarisation with AOR
Sunday, 6 November	Election day
Monday, 7 November	STO debriefing; Return to Baku; Press Conference;
Tuesday, 8 November	STO departure

2. Logistics

a) Contact details

All logistical arrangements for STOs will be organised by the EOM under the direction of the Logistics Officer, Mr. Robert Lech (e-mail: robert.lech@odihr.az). Mobile: +994 50 393 6980.

b) Transportation/Accommodation

All STOs will be met at Baku airport and transported to their accommodation in Baku. **Due to the limited availability of accommodation facilities in Baku and in the regions, STOs should be aware that relatively modest conditions might be expected in some cases and that there may be a requirement for observers of the same gender to share rooms.**

For safety reasons and to prevent problems with transportation, observers are required to use the accommodation arranged for them by the 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 on-line. If OSCE/ODIHR is not notified, STOs or the respective OSCE States will be charged for the cost regardless of whether they use the accommodation provided. It should also be noted that the EOM cannot provide in-city transportation for STOs who choose to stay outside the designated accommodation.

The EOM will make all arrangements for in-country travel to deployment areas, and on-site drivers, cars and interpreters.

c) Security

Information on security issues will be presented to STOs during the Briefing. STOs who choose not to stay in accommodation provided by the EOM will not be covered by the mission's security arrangements.

d) Arrival

Due to the relatively limited scheduled flights to Baku, the OSCE/ODIHR strongly encourages participating States to make early flight bookings. A number of international flights arrive in the early morning hours. The OSCE/ODIHR requests that all STOs arrive on Wednesday, 2 November, at the latest, so as to be present for the STO Briefing on the morning of Thursday, 3 November.

3. Interpreters and Drivers

Observers will be organised in multinational teams of two persons under a deployment plan prepared by the OSCE/ODIHR EOM. Each team will have an interpreter and car/driver. Even in cases where one team member speaks Azerbaijani, 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 each STO will incur the following costs, though some STOs may not require the full amount indicated below:

Cost Items	USD
In-Country Transportation (airport transfers, deployment to/from AOR)	150
Briefing/Debriefing subsistence costs	140
Estimated cost to be incurred by EOM on behalf of each observer:	290
Driver/Car (USD 25 per day @ 4 days per observer)	100
Fuel (USD 20 per day @ 4 days per observer)	80
Interpreter (USD 25 per day @ 4 days per observer)	100
Accommodation of drivers/interpreters (50 USD per day @ 3 nights per observer)*	150
Faxing of observation forms per observer, communication	30
Accommodation (6 nights minimum @ max USD 120/per night)	720
Meals & Incidentals (approx. USD 50 per day @ minimum 7 days)	350
Costs paid directly by each observer:	1,530
Total cost per observer:	1,820

The total cost per observer is estimated at **USD 1,820** (one thousand, eight hundred twenty USD), including **USD 1,530** which the participating States should supply to each observer in cash prior to their departure to Baku, and **USD 290**, which should be transferred directly to OSCE/ODIHR.

* due to local conditions, some drivers and/or interpreters working with STOs deployed in the regions may have to be recruited in Baku and sent out to regional locations

After closure of the EOM each seconding state will be billed by 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. **USD 290** is a projected cost per each STO.

Participating States must ensure that STOs arrive with **USD 1,530** to cover costs of observation activities and any other personal expenses, such as telephone calls. All cash should preferably be in new bank notes, as it may be difficult to exchange used or old bank notes.

All of the above costs should be paid in US Dollars or local currency. While there are cash machines (ATMs) in Baku, their availability outside the capital city is limited. Hotels may not accept credit cards. STOs should then be prepared to pay hotel bills in cash.

5. Visas and Insurance

Seconding States are requested to confirm visa requirements for their observers. Citizens of many OSCE participating States require visas for entry into the Republic of Azerbaijan. STOs should obtain visas at the nearest Embassy or Consulate of the Republic of Azerbaijan before departure. In specific cases, it is possible for observers to obtain the visa at the airport upon arrival. If such a need arises, the EOM must be informed in advance in order to facilitate the visa issuance process with the Ministry of Foreign Affairs.

IMPORTANT: All STOs 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 and the visa.**

STOs are requested to bring two passport size photographs with them.

6. Registration and Accreditation Process

Contact persons in OSCE/ODIHR office in Warsaw:

- Ms. Sylwia Zwolinska, telephone number: +48 22 520 0600, ext. 2148; fax.: +48 22 628 6967; e-mail: sylwia.zwolinska@odihr.pl;
- Ms. Hanna Sobieraj, tel. number: +48 22 520 0006, ext. 2146; fax.: +48 22 520 02 02; e-mail: hanna.sobieraj@odihr.pl

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 **as soon as possible** to the OSCE/ODIHR for the attention of Sylwia Zwolinska or Hanna Sobieraj (see above). 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 on-line using the Registration Form at:

http://www.osce.org/odihr-elections/item_12_16193.html

This on-line Registration Form will be available as of **23 September 2005**.

Before using the on-line registration system, the sending State should contact the OSCE/ODIHR, Sylwia Zwolinska or Hanna Sobieraj (see above) and obtain a username and password. These parameters are necessary in order to enter the registration system.

All sending States/organizations should be aware that after submitting an on-line registration form, they will not be able to modify, complete or withdraw the participation of an STO on-line. They should contact Sylwia Zwolinska or Hanna Sobieraj in the OSCE/ODIHR Election Section to make the changes, if necessary.

IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS AND MEET THE DEADLINE FOR ACCREDITATION, THE OSCE/ODIHR WILL NOT ACCEPT ANY APPLICATION FOR REGISTRATION AFTER 14 OCTOBER 2005.

For accreditation to be completed in accordance with the requirements of 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 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: http://www.cec.gov.az/en/main_en.htm accreditation

7. Other Information

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

All STOs are asked to familiarize themselves with the OSCE/ODIHR Election Observation Handbook, available on-line at www.osce.org/odihr-elections/item_11_14004.html

Specific information on the EOM to the Republic of Azerbaijan is available on the EOM website: www.osce.org/odihr-elections/item_12_16193.html

STOs will be e-mailed a copy of the EOM International Observer Handbook before departure to Baku. 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 OBSERVERS (STOs)
PARLIAMENTARY ELECTIONS
REPUBLIC OF AZERBAIJAN
6 November 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.

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.
6. Knowledge of Azerbaijani, Russian, or Turkish language is desirable.

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 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, which will include:

- code of conduct;
- legislative framework;
- political overview, campaign and media;
- voting, counting and tabulation procedures;
- security situation; and
- logistical arrangements.

STOs will also be provided with briefing materials which will include all necessary electoral and logistics information, as well as reporting forms to complete during the observation of voting, counting, and vote tabulation.

All STOs are asked to familiarize themselves with the OSCE/ODIHR Election Observation Handbook, available on-line at www.osce.org/odihr-elections/item_11_14004.html

Deployment

The EOM will develop a deployment plan in 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.

De-briefing

A de-briefing for STOs will be organised 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 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 electoral 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 electoral 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.

**ELECTIONS TO THE MILLI MAJLIS OF
THE REPUBLIC OF AZERBAIJAN
2005**

Application Form for International Observer

I apply for accreditation in order to observe Elections to the Milli Majlis of the Republic of Azerbaijan on November 6, 2005. Copy of my passport and 2 photos (3x4) are attached to the application form.

Name: _____

Surname: _____

Patronymic: _____

Address: _____

Phone:

Fax:

E-mail:

Citizenship: _____

Passport (ID card): _____

Country/organization I represent: _____

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 my rights and duties, as well as responsibilities of an international observer. I will not interfere in the activity of election officials, political parties and their candidates, as well as in the activity of citizens of Azerbaijan at any way.

Date of arrival in the Republic of Azerbaijan: _____

Date of departure from the Republic of Azerbaijan: _____

Signature/Place and date of sign: _____