



Office for Democratic Institutions and Human Rights

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

**PARLIAMENTARY ELECTIONS
REPUBLIC OF AZERBAIJAN
7 November 2010**

At the invitation of the Ministry of Foreign Affairs of the Republic of Azerbaijan and based on the recommendation of a Needs Assessment Mission, the OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the parliamentary elections scheduled for 7 November 2010. Ambassador Audrey Glover has been appointed Head of the OSCE/ODIHR EOM. The core team consists of 16 members based in Baku and 22 long-term observers (LTOs) deployed to ten locations. A total of 22 OSCE participating States are represented.

The OSCE/ODIHR 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 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 10 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.

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.

Seconding States should confirm visa requirements for their STOs. Visas should be obtained at an embassy or consulate of the Republic of Azerbaijan. In exceptional cases visas can also be issued on arrival at the airport in Baku. Details are provided below. It is strongly recommended to obtain visa before departure.

To facilitate accreditation of observers with the CEC and the issuance of visas for the Republic of Azerbaijan (if required), the OSCE/ODIHR online registration form, as well as the Application Form for International Observer must be completed **no later than 19 October 2010**. All STOs are required to arrive in Baku by **Wednesday, 3 November** and to depart (at the earliest) **on Tuesday, 9 November, or Wednesday, 10 November**. The STO activity schedule is provided below.

Observers should strictly abide by the OSCE/ODIHR Observer Code of Conduct, security instructions 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 will be 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. Although simultaneous interpretation will be provided in Russian for the central STO briefing and debriefing, all STOs must have a good working knowledge of both

written and spoken English. During the observation, interpreters will work in relevant local languages and English.

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:

Address: 45 Khagani street, 3rd floor, Baku AZ1010, Republic of Azerbaijan
Tel.: +994 (0)12 598 2556
Fax: +994 (0)12 498 8067
E-mail: office@odihr.az

EOM to the Republic of Azerbaijan website:
http://www.osce.org/odihr-elections/item_12_46192.html

1. Deployment Timetable

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

Wednesday, 3 November	Last date for arrival in Baku
Thursday, 4 November	STO briefing (Day 1)
Friday, 5 November	STO Briefing (Day 2), Deployment to the areas of observation
Saturday, 6 November	Familiarisation with areas of observation
Sunday, 7 November	Election day
Monday, 8 November	Regional debriefings; Observation of counting & tabulation of results
Tuesday, 9 November	Return to Baku; STO debriefing; Departure for some STOs in the late afternoon
Wednesday, 10 November	Departure for remaining STOs

2. Logistics

a) Contact details

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

Ranko Vukcevic, Operations Expert
ranko.vukcevic@odihr.az ; mobile phone: **+994 (0)51 761 4660**

Kyle Bowers, Operations Expert
kyle.bowers@odihr.az; mobile phone: **+994 (0)51 761 4663**

b) Transportation/Accommodation

All STOs will be met at the Baku “Heydar Aliyev” International Airport by an OSCE/ODIHR 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 OSCE/ODIHR 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 expected to use the accommodation arranged for them by the OSCE/ODIHR EOM. The OSCE/ODIHR 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 OSCE/ODIHR is not notified in advance, STOs or the respective OSCE participating States will still be charged for the cost regardless of whether the accommodation provided is used.** 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.

STOs will deploy from Baku to the regions by different means of transportation including bus, car and plane.

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). STOs seconded to the EOM agree to fly with C-rated airlines if deployment so requires.

The EOM will make necessary arrangements for the STOs to return to Baku on Tuesday, 9 November, 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 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 adapters or converters (if needed) – Republic of Azerbaijan is 220 V, European style plug.

The EOM strongly recommends that STOs travelling by airplane put items of primary importance into their 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 the mobile phones for international calls and messages should be completely avoided. Such usage from Azerbaijan is very expensive and will very quickly use all the phone credits.

f) Flights Timetable

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

Due to the limited number of scheduled flights to Baku, the EOM strongly encourages participating States to make early flight bookings.

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 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.

4. Costs

Costs in the Republic of Azerbaijan have increased since the time of the last election observation mission in 2008. 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	20
In-City Transportation (movement to and from STO briefing/de-briefing)	30
In-Country Transportation (to and from deployment area)	90
Communication (SIM card/mobile phone use)	20
Briefing costs (Briefing, Debriefing, Briefing pack, meals)	165
Estimated cost to be incurred by ODIHR on behalf of STOs	325 EUR
Driver/Car (EUR 30 per day @ 4 days per observer)*	120
Fuel (EUR 15 per day @ 4 days per observer)*	60
Interpreter (EUR 30 per day @ 4 days per observer)*	120
Transmission of observation forms per observer	15
Accommodation (7 nights @ max EUR 140/per night)	980
Meals & Incidentals (approx. EUR 40 per day @ max 8 days)	320
Accommodation and meals for Interpreter if needed (EUR 30 per night @ 3 nights per observer)*	90
Accommodation and meals for Driver if needed (EUR 30 per night @ 3 nights per observer)*	90
Costs paid directly by the observers	1795 EUR
Total cost per observer:	2120 EUR

* 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 2120** (two thousand one hundred and twenty Euro), including **EUR 1795** (one thousand seven hundred and ninety five Euro) which the participating States should supply to each observer in cash prior to their departure to Baku.

EUR 325 (three hundred and twenty five Euros) 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. Euro and U.S. Dollar are both 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; ATMs may not be 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. The local currency in Azerbaijan is the New Azerbaijani Manat (AZN). The exchange rate is approximately 1 EUR = 1.09 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.

In exceptional cases, it is possible for observers to obtain the visa at the airport upon arrival. If such a need arises, seconding States are requested to inform the OSCE/ODIHR office in Warsaw (Sylwia Zwolinska or Anna Krzysztofik) 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 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 22 520 0676; fax number: +48 22 628 69 67
e-mail: sylwia.zwolinska@odih.pl

Ms. Anna Krzysztofik, Administrative Assistant,
telephone number: +48 22 520 0677; fax number: +48 22 628 69 67
e-mail: anna.krzysztofik@odih.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 seconding State should register each of their proposed candidates online using the Registration Form available at:
<http://stodb.odih.pl>

This on-line Registration Form will be available from 6 October to 19 October 2010.

Before using the on-line registration system, the seconding 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 seconding States 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 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/parliamentary2010/applications/applobservers_en.doc

**IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME,
NO APPLICATIONS WILL BE CONSIDERED BY THE OSCE/ODIHR UNDER ANY
CIRCUMSTANCES AFTER 19 OCTOBER 2010.**

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.

Specific information on the EOM to the Republic of Azerbaijan is available on the EOM website: http://www.osce.org/odihr-elections/item_12_46192.html

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

POST DESCRIPTION
SHORT-TERM OBSERVER (STO)
PARLIAMENTARY ELECTIONS
REPUBLIC OF AZERBAIJAN
7 NOVEMBER 2010

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 or Russian 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: http://www.osce.org/odihr/item_11_44437.html.

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 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 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.



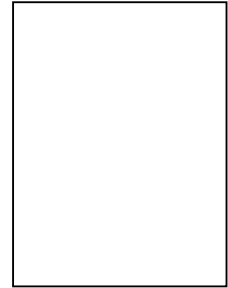
**ELECTIONS TO THE MILLI MAJLIS
OF THE REPUBLIC OF AZERBAIJAN**

2010

APPLICATION FORM FOR INTERNATIONAL OBSERVER

I apply for accreditation as an international observer in the Elections to the Milli Majlis of the Republic of Azerbaijan on November 07, 2010.

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



Surname: _____

Name: _____

Patronymic: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

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:
