

The cover features a white background with dark blue geometric shapes on the left and right sides. The text is centered and reads:

# **OSCE/ODIHR**

## **Election Expert Database**

User's Guide

## Table of contents

1.	What is the OSCE/ODHIR Election Expert Database? .....	4
2.	Account management.....	5
2.1	Creating a new account .....	5
2.2	Managing your account .....	5
2.3	Guideline to Complete the Sections of Your Profile .....	7
3.	Recruitment Process .....	17
3.1	Applying to Available Vacancies .....	17
3.2	Reviewing the Recruitment Result.....	18
3.3	Registering For an Assignment .....	19

## 1. What is the OSCE/ODHIR Election Expert Database?

The OSCE/ODHIR Election Expert Database is a tool created for recruitment and management of experts and observers for ODIHR's election observation activities. The database is built around user profiles of all experts/applicants, and additionally search functions further facilitate ELD to select individuals for specific assignments based on specific search criteria, such as experience, gender, languages, specific regional or thematic experience. The database would serve as the main mechanism for users and ODHIR Election Department staff to add, update, and store information about all individuals involved in ODIHR election-related activities.

The database falls under the responsibility of the Head of Election Department of OSCE/ODHIR. However, the collecting and processing of the data performed by OSCE participating States election observation Focal Points falls under the responsibility of their respective organisations.

Database information will be accessible by staff of ODHIR Election Department, ODHIR election observation activities, and national Focal Points, with different access rights. For details please refer to the privacy statement.

Registration occurs only at the initiative of the user. However, some information might be also passed to the roster by the national Focal Point, under consent of the user.

## 2. Account management

### 2.1 Creating a new account

Accessing the database requires creating a user account that will store your information as well as allow you to apply for available vacancies. To create an account, open the website at <https://eledbtest.odihr.pl> and go to the **Register** tab. In order to register, you will be asked to fill in the following fields:

- **Username:** a unique name used to log in to the Database. Only lowercase letters (a-z) and/or numbers are allowed. Special characters (.,:;!/-\_@#%^&\*, etc.), including dots, are not allowed. Please insert from 8 to 20 characters.
- **E-mail:** this is an email address that will be used to confirm your accounts as well as send notifications. It can be changed any time after registration.
- **Password:** the password must be at least 6 characters long and must contain at least one uppercase letter (A-Z), one lowercase letter (a-z) and one digit (0-9). It can also contain special characters (not compulsory).
- **Confirm password:** it should be the same as entered in **Password** field

Apart from the fields listed above you also have to agree to the registration terms and solve captcha used to identify and block automatic robots from accessing the system. After clicking on the Register button below the form, you will receive an email to the provided email address with a confirmation link. Clicking on it will activate your new account. You can then go to the main page and log in with your new credentials.

### 2.2 Managing your account

Should you wish to modify the information provided while registering, please click on your username in the top-right corner of the page and choose **Manage Your Account**. On that page it will be possible to do the following actions:

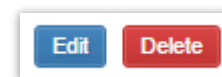
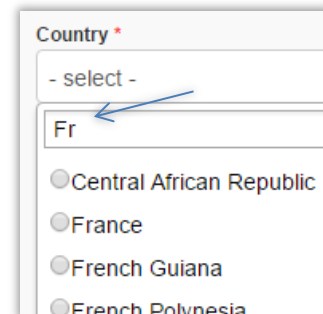
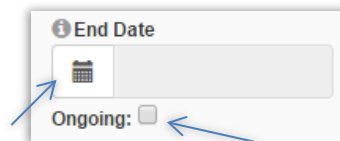
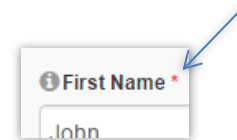
- **Change Your Password:** you will be prompted to confirm the action by providing your current password. You can choose a new password following the same rules as when registering your account.
- **Change E-mail:** you will be prompted to provide your current address first. You can then choose a new e-mail address to which all of the notifications will be sent.
- **Delete This Account:** should you no longer wish to use your account in the Database, you can remove it by following this button. It's a two-step process: first you will be asked to confirm by providing your current password and after a positive verification you will have to confirm your intent by clicking on the button. The action cannot be undone: if you delete your account, neither you nor the administrator will be able to retrieve your data. However, if you applied and/or if you were ever selected for an assignment, ODIHR will keep some of your data for historic archives. Additionally, ODIHR can retain some

anonymised information for statistical purposes. You can find more detailed information under the Privacy Statement, accessible from the lower bar on any page of the website.

## 2.3 Guideline to Complete the Sections of Your Profile

### 2.3.1 General information

- **Mandatory fields:** some fields, marked with a red star, are mandatory, which means that you will not be able to save the information included in the form without filling them out.
- **Text format:** Use only English alphabet and English language in all free text fields. Information inserted using other alphabets (i.e. Cyrillic) may not be recorded.
- **Dates:** all of the dates in the profile should be inserted in format DD-MM-YYYY (e.g. 24-11-1980). You can either type the dates on your keyboard or pick the date using your mouse by clicking on the calendar icon on the left. In some of the fields there will be a possibility not to choose a date but to indicate that a certain activity is still ongoing. In such case you should remember to update your profile with a concrete date as soon as the activity is no longer ongoing.
- **Search box:** in many long drop-down fields there is the additional possibility to search for a certain answer by typing it in the box shown on the picture. This makes it easier and faster to find something among hundreds of options (e.g. a country).
- **Editing and Deleting:** in some sections (e.g. Professional Experience) there is a possibility to edit or remove inputs that you created before. Should you wish to modify something in a certain input, click on the blue **Edit** button, modify the form loaded below the table, and save. In case you want to remove an input, please use the red Delete button (note that this action cannot be undone).



### 2.3.2 Personal Information

- **First Name:** please fill in according to your passport information, but use only letters from the English alphabet.
- **Last Name:** please fill in according to your passport information, but use only letters from the English alphabet.
- **Middle Name/Patronymic:** leave blank if you don't have one.
- **Gender:** select M for Male or F for Female.
- **Date of Birth:** indicate your date of birth in DD-MM-YYYY format.
- **Place of Birth:** please fill in by indicating your city and country of birth, according to your passport information.
- **Present Nationality:** Only citizens of OSCE participating States and Partners for Co-operation are eligible for registering to the expert database. The list contains only of those countries so if your country is not in this list, you are not eligible for registration.
- **Other current nationality:** please fill in if you have any other nationality(s) than the one indicated above.
- **E-mail address:** this e-mail address is associated to your account. In order to change it, click on your username in the top-right corner of the page and go to the section Manage Your Account.
- **Other e-mail address:** please fill in if you use more than one e-mail account. This secondary address may be used by ODIHR to contact you, but you would receive automatic notifications only to the main e-mail address indicated above.
- **Main contact number:** please include country code (example: +48 for Poland). Spaces are not allowed. This is the phone number ODIHR would normally use to contact you.
- **Work phone number:** please fill in if you have another phone number.
- **Home phone number:** please fill in if you have another phone number.
- **Fax number:** please fill in to indicate your fax number.
- **Address:** indicate the place of your permanent residence by providing the following information:
  - **Street, Number**
  - **Zip/Postal Code**
  - **Town/City**
  - **County/State**
  - **Country**

### 2.3.3 Preferences

- **Sharing Options with Your Election Observation Focal Point:**  
*Please note that this field is visible and can be filled only after completing the section **Personal Information**.* The list of countries for which you can indicate your consent corresponds to your nationalities, as selected in the Personal Information section. If you wish to share part of your profile with the OSCE election observation focal point of your country of citizenship, select "Yes" to express your consent. In order to be seconded or selected by your national authorities to participate in OSCE/ODIHR election-related activities, it is compulsory to select "Yes".  
After being selected by your national authorities for a specific assignment, ODIHR will give access to the following sections of your profile, to manage your registration for the

election-related activity: Personal Information, Travel Information, Emergency Contact, and Registration Form.

You can withdraw access at any time, as national authorities will have access to this information only as long as the box "Yes" is selected.

If you select "No", your profile will be visible only to ODIHR.

- **Length of Assignment:** please indicate for how long you can be available for ODIHR Election-Related Activities.
- **Departure Within:** indicate the timeframe for your possible departure, starting from the date you would be notified of an assignment by ODIHR.
- **Interest in the following positions:** select types of positions that you are interested in. *Please note that only a limited number of funded short-term and long-term observer positions are available for direct recruitment by the OSCE/ODIHR. Should you wish to instead be seconded as short-term or long-term observer, please contact your respective OSCE delegation in Vienna or your Ministry of Foreign Affairs.*
- **Interest in e-mail notification when vacancies are published for:** indicate whether you are interested in receiving e-mail notifications about new vacancies for the selected types of positions.

#### 2.3.4 Emergency Contact

- **First Name, Last Name:** provide data of a person that can be contacted in case of emergency.
- **Relationship:** please describe your relationship with the person (i.e. parent, spouse, friend, etc.).
- **E-mail address:** please provide a valid e-mail address of the person.
- **Contact number:** please include country code (example: +48 for Poland). Spaces are not allowed.



## 2.3.5 Professional Experience

Under this section, you will be able to insert one separate entry for each of your past work experiences.

Start by selecting the relevant form, depending on the type of experience you want to insert, by clicking on the button Add Election-Related Professional Experience or Add Other Professional Experience.

All entries will be included in a summary table on top of the section, and can be opened, edited or deleted by using the buttons Edit and Delete.

### 2.3.5.1 Election-Related Professional Experience

- **Country:** select the country of assignment. If it was a home-based assignment, select the first option (Home-Based).
- **Start Date:** choose the date when the assignment has started. Format: DD-MM-YYYY.
- **End Date:** choose the date when the assignment has ended or tick the Ongoing box if it is still taking place. Format: DD-MM-YYYY.
- **Election-related Field:** Select the relevant election field of activity. The following questions under this category will depend on previous answers. *Fill out these questions in the exact order of appearance.*
  - **Election Observation**
    - **Position:** First choose the category (Observer, Core Team, Headquarters, or Other) and then the position from the dropdown below. Please select the role that better reflects the title of your position or use the field Other.
    - **Junior position:** a checkbox appears only for some of the Core Team positions. It can be ticked to indicate that the selected position was a junior one.
    - **Employer:** select the employer for the assignment. For some of the answers (i.e. International NGO, Private Sector) you will be also prompted to type in the exact name of the employer. It is possible to add information about participation in OSCE/ODIHR election observation only for activities that took place before 2017. From 2017, participation in such activities is automatically added to users' profiles by the OSCE/ODIHR.
    - **Name of Mission**
      - If you have selected Home-Based as the country or Headquarters as position, this question will not be visible.
      - If OSCE/ODIHR is the employer, you will be prompted to select one of the missions from the list. The list will contain only missions that took place in the chosen year and country of assignment. If the mission is not in the list or the assignment is not related to an election mission, select Other and type its name.

- If OSCE/ODIHR is not the employer, please type in the name of mission by using free text.
- **Election Assistance**
  - **Position:** Please select the role that better reflects the title of your position or use the field Other. Please select two options only if assignment's Terms of Reference explicitly covered more than one of these roles.
  - **Headquarters/Field:** please select whether the assignment was related to field or headquarters work.
  - **Employer:** select the employer for the assignment. For some of the answers (i.e. International NGO, Private Sector) you will be also prompted to type in the name of the employer.
- **Election Administration in Home Country:**
  - **Position:** Please select role that better reflects the title of your position or use the field Other.
  - **Specific field of expertise:** appears only for Middle and Senior Manager/Position.
  - **Employer:** select the employer for the assignment. For some of the answers (i.e. International NGO, Private Sector) you will be also prompted to type in the name of the employer.
- **Election Campaign**
  - **Position:** select role that better reflects the title of your position or use the field Other.
- **Description of Duties:** type a maximum of 1000 characters describing your duties during the assignment.
- **Supervisor (Name, Position and Contact Information):** type a maximum of 200 characters indicating the name, position, and contact information of your supervisor.

#### 2.3.5.1 Other Professional Experience

- **Country:** select the country of assignment. If it was a home-based assignment, select the first option (Home-Based).
- **Start Date:** choose the date when the assignment has started. Format: DD-MM-YYYY.
- **End Date:** choose the date when the assignment has ended or tick the Ongoing box if it is still taking place. Format: DD-MM-YYYY.
- **Field:** please select the field that better reflects the title of your position or use the option 'Other'. Select two options only if the assignment covered more than one of these fields.
- **Position:** type a maximum of 100 characters with the name of your position during the assignment.
- **Type of Position:** select whether the assignment was related to field or headquarters work.
- **Employer:** select the employer for the assignment. For some of the answers (i.e. International NGO, Private Sector) you will be also prompted to type in the name of the employer.
- **Description of Duties:** type a maximum of 1000 characters describing your duties during the assignment.

- **Supervisor (Name, Position and Contact Information):** type a maximum of 200 characters indicating the name, position, and contact information of your supervisor.

### 2.3.6 Professional Training

Under this section, you will be able to indicate whether you completed the ODIHR online course for election observers, as well as to insert one separate entry for each of your past trainings.

Start by selecting the relevant form, depending on the type of experience you want to insert, by clicking on the button Add Election-Related Training or Add Other Training.

All entries will be included in a summary table on top of the section, and can be opened, edited or deleted by using the buttons Edit and Delete.

#### 2.3.6.1 OSCE/ODIHR e-learning course

- **Did you complete the comprehensive OSCE/ ODIHR e-learning course for election observers:** Please indicate whether you have completed this course. *The comprehensive OSCE/ODIHR e-learning course for election observers is available at: <http://www.odihroserver.org/>.*
- **If yes, please insert the code of the new certificate:** Please paste here the 36-character code that appears on the up-right corner of your certificate. *If you completed the previous version of the course for short-term observers, please submit your old certificate at <http://www.odihroserver.org/course/view.php?id=3> and complete the remaining modules of the new course to obtain a new valid certificate.*

#### 2.3.6.2 Election-Related Training

- **Country:** select the country of training. If it was a distance training or e-learning, select the first option (Distance training/e-learning).
- **Start Date:** choose the date when the training has started. Format: DD-MM-YYYY.
- **End Date:** choose the date when the training has ended or tick the Ongoing box if it is still taking place. Format: DD-MM-YYYY.
- **Election-related Field:** choose the election field to which the training was related.
- **Topic:** choose a maximum of two relevant topics or type a maximum of 100 characters (depends on the Election-Related Field).
- **Institution:** select one institution. For some of the answers (i.e. International NGO, Private Sector) you will be also prompted to type in the name of the institution.
- **Name of Training:**
  - If OSCE/ODIHR is the institution and the training is related to election observation, you will be prompted to select one of the trainings from the list. The list will contain only trainings that took place in the chosen year and country of assignment. If the training is not in the list, select Other and type its name.
  - In all other cases, please type a maximum of 200 characters with the exact name of the training.
- **Additional Information:** please type a maximum of 1000 characters if you wish to provide any additional information about the training.

### 2.3.6.3 Other Training

- **Country:** select the country of training. If it was a distance training or e-learning, select the first option (Distance training/e-learning).
- **Start Date:** choose the date when the training has started. Format: DD-MM-YYYY.
- **End Date:** choose the date when the training has ended or tick the Ongoing box if it is still taking place. Format: DD-MM-YYYY.
- **Topic:** choose a maximum of two relevant topics.
- **Institution:** please select one institution. For some of the answers (i.e. International NGO, Private Sector) you will be also prompted to type in the name of the institution.
- **Name of Training:** type a maximum of 200 characters to indicate the exact name of training.
- **Additional Information:** please type a maximum of 1000 characters if you wish to provide any additional information about the training.

### 2.3.7 Education

All entries inserted under this section will be included in a summary table on top of the section, and can be opened, edited or deleted by using the buttons Edit and Delete.

- **Country:** please select a country.
- **Start Date:** choose the date when the education has started. Format: DD-MM-YYYY.
- **End Date:** choose the date when the education has ended or tick the Ongoing box if it is still taking place. Format: DD-MM-YYYY.
- **Degree:** please select the type of degree obtained with this experience.
- **Highest Degree:** please indicate whether it's your highest degree or not.
- **Main Topic:** please select a maximum of 2 topics.
- **Title of Diploma/Degree:** please enter a maximum of 100 characters with the name of diploma or degree.
- **University/Institution (Name and City):** please enter a maximum of 200 characters with the name of the university or institution and city where it's located.
- **Additional Information:** please type a maximum of 500 characters if you wish to provide any additional information about this experience.

### 2.3.8 Language Skills

- **Language:** select language from list. If not in the list, please use the field Other.
- **Level:** indicate how good your command in the selected language is.

### 2.3.9 Computer Skills

- Tick the boxes for all of the skills for which your level is intermediate or higher and click Save.
- If your skill is not on the list, select Other and type a maximum of 100 characters.

### 2.3.10 Publications

- **Title:** type a maximum of 200 characters with the title of the publication.
- **Publication year:** indicate publication year. Format: YYYY.
- **Publisher:** indicate the publisher. Enter a maximum of 200 characters.
- **Election-Related Publication:** indicate whether this was an election-related publication or not.
- **Additional Information:** type a maximum of 500 characters if you wish to provide any additional information about this publication.

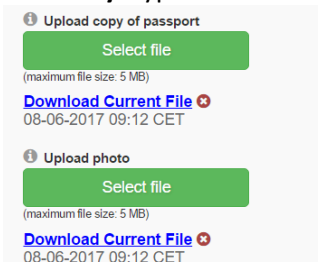
### 2.3.11 References

- **First Name, Last Name:** provide data of a person that can be contacted for a reference.
- **Position and Institution:** please indicate what position this person holds and where.
- **E-mail Address:** please provide a valid e-mail address of the person.
- **Phone Number:** please include country code (example: +48 for Poland). Spaces are not allowed.
- **Type of Reference:** please indicate whether it's a personal or professional reference.

### 2.3.12 Travel Information

Information under this section is mandatory only if recruited by ODIHR or seconded by participating States for an election-related assignment. However, you are encouraged to complete this section in advance, as this would facilitate your deployment once you would be selected or seconded.

- **Passport number:** type this data based on the exact information indicated in your passport.
- **Issue date:** choose according to information in your passport, in the following format: DD-MM-YYYY.
- **Expiry date:** choose according to information in your passport, in the following format: DD-MM-YYYY.
- **Issued by:** type this data based on the exact information indicated in your passport.



- **Upload copy of passport:** please upload a scanned copy of your passport. Select a file from your hard drive by clicking on the button Select file. File should be a PDF or image and the maximum size is 20MB. After saving, you will be able to download the current file by clicking on its name, or remove it by clicking on the red cross.
- **Upload photo:** please upload a passport picture. Select a file from your hard drive. File should be a PDF or image and the maximum size is 20MB. After saving, you will be able to download the current file by clicking on its name, or remove it by clicking on the red cross.
- **Airport of departure and return:** please indicate your preferred airport. Note that the same airport should be used for both departure and return.
- **Download Beneficiary Form:** link visible only if the document was previously uploaded after having being selected for an election observation activity.
- **Download Supplier Registration Form:** link visible only if the document was previously uploaded after having being selected for an election observation activity.

## 3. Recruitment Process

### 3.1 Applying to Available Vacancies

**Important:** It is not possible to apply for a mission without having basic information inserted in your profile (sections: Personal Information, Preferences, Emergency Contact).

To apply for a vacancy, click the *Available Vacancies* button that is visible in the top of every page. From the list choose an event you might be interested in and click *Full Details* to access a list of all available positions related to that event.

**Note:** you can apply for a maximum of 2 Core Team positions in one mission. In case you want to change your applications, you will be able to Withdraw your application before the deadline passes and apply to a different one.

On the detailed list of positions you will find the following information:

- **Recruitment Notice** – link redirecting to the official recruitment notice on the ODIHR website.
- **Instructions and Notes** – please follow the instructions carefully while applying for a vacancy.
- **Your Profile** – you are encouraged to update your profile with the most recent information before applying for any position.
- **Vacancy Table** – a list of positions available for the selected mission. You can choose a maximum of 2 Core Team positions at once (there is no limit to Observer positions). Select the vacancies you are interested in by ticking the boxes in the Select column and click the Apply button below the table. Please note that after the Application Deadline you can no longer apply for a position.

To finalize your application, write a Cover Letter expressing why you are a good candidate for a certain position, tick the checkboxes confirming your availability for the duration of the assignment, as well as lack of conflict of interest, and click Apply.

You will be notified about the result of the recruitment in your notification inbox (top right corner of the site) and through an email send to your address.



## 3.2 Reviewing the Recruitment Result

Status of your applications can be viewed after clicking the *Recruitment Result* button located in the top of every page. On the right side of the table in the *Status* column you will see one of the following messages:

Status	Meaning
<b>Active Application</b> [Withdraw Application]	The recruitment staff has received your application but the recruitment process is still on-going. Await an email with a notification about a status change.
<b>Recruited by ODIHR</b> [Register]	You have been accepted for the position by ODIHR. Click on <i>Register</i> as soon as possible, and in any case before the registration deadline, to send the required additional information.
<b>Recruited by ODIHR</b> [Update Registration]	The recruitment staff has received your registration form. You can update information entered in registration form.
<b>Recruited by &lt;(country)name of participating State Focal Point&gt;</b> [Register]	You have been selected for a position by your country's election observation Focal Point. Click <i>Register</i> before the registration deadline to send the required additional information.
<b>Recruited by &lt;(country)name of participating State Focal Point&gt;</b> [Update Registration]	The recruitment staff has received your registration form. You can update information entered in registration form.
<b>Recruited by &lt;(country)name of participating State Focal Point&gt;</b> [Registered]	Your registration form has been sent to recruitment staff by Focal Point. You are not allowed to update registration form
<b>Not Recruited</b>	You haven't been accepted for the position.
<b>Withdrawn Application</b>	You have withdrawn this application and it will not be possible for ODIHR to select you.

### 3.3 Registering For an Assignment

Once you are selected for an assignment, you will be prompted to provide additional information and confirm that you accept the assignment. Both are done by Registering to the position. To do that, go to *Recruitment Result* and look for position marked as *Recruited*. Use the *Register* button to open the Registration form.



- **Your Profile:** While registering, you need to check if data inserted under Personal Information and Emergency Contact are still valid and updated, by clicking on the buttons. You are also encouraged to verify other sections of your profile to make sure that it's updated with the most recent information.
- **Travel Information:** questions under this section are exactly the same you inserted under the Travel Information section of Your Profile. If you have already filled it out, the data will be loaded here for you to check it and update if needed. If you didn't have this section filled out before or if you need to make modification to your current data, you can then choose whether you want to save the updated travel information to your permanent profile or not. If you want ODIHR to process this data only for the duration of the current assignment, or if you do not want to keep the information on your permanent profile for future use, you can choose not to save the data to your profile. In that case, the data provided in the registration form will be used only for the purposes of a certain mission and deleted afterwards. If you save the data, you will be able to access it from your profile any time afterwards, and you will not need to insert it again in the future.
- **Other Questions:** ODIHR may ask additional questions regarding your participation in the mission. Please read them carefully and answer according the instructions.
- **Files:** The registration form may include forms to be filled out. If so, please:
  1. Download the empty forms by using the blue buttons "Download Template".
  2. Print, complete, sign and scan the forms.
  3. Upload the completed forms by using the green button "Select file". If some of the forms are already present below, you do not need to upload a new file. You can verify the uploaded files by clicking on "Download Current File".

