



Office for Democratic Institutions and Human Rights

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

**GENERAL ELECTIONS
BOSNIA AND HERZEGOVINA
03 OCTOBER 2010**

At the invitation of the Central Election Commission of Bosnia and Herzegovina, and based on the recommendation of the Needs Assessment Mission, the OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the general elections scheduled for 03 October 2010. Ambassador Daan Everts has been appointed Head of the OSCE/ODIHR EOM. The core team consists of 13 members based in Sarajevo and 20 long-term observers (LTOs) deployed to 9 locations. A total of 20 OSCE participating States are represented.

The OSCE/ODIHR now requests the participating States to second **three hundred (300)** short-term observers (STOs) to observe voting, counting and the tabulation of election 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 Bosnia and Herzegovina, the EOM will request accreditation for STOs based upon completed information within each OSCE/ODIHR STO Registration Form.

Seconding States should confirm visa requirements for their STOs. Visas must be obtained at any embassy or consulate of Bosnia and Herzegovina. Visas cannot be issued upon arrival at the airport in Sarajevo, or any other border crossing.

To facilitate accreditation of observers with the Central Election Commission (CEC) and the issuance of visas for Bosnia and Herzegovina (if required), the OSCE/ODIHR online registration form, as well as CEC Application Form for International Observer (see annex) must be completed **no later than 17 September 2010**. All STOs are required to arrive in Sarajevo by **Wednesday 29 September**, and to depart (at the earliest) on **Tuesday 05 October**. 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. All STOs must have a good working knowledge of both written and spoken English. During the observation, interpreters will work in relevant local languages/English.

A COPY OF THIS INFORMATION SHEET IS AVAILABLE ON THE OSCE/ODIHR WEBSITE AND HAS TO BE MADE AVAILABLE TO ALL SECONDED STOs.

The OSCE/ODIHR EOM Office is situated in Sarajevo:
Holiday Inn Sarajevo, 8th Floor, Zmaja od Bosne 4, 71000, Sarajevo
Tel: +387 (0)33 288 801/802/803/804
Fax: +387 (0)33 288 813
Email: office@odihr.ba

EOM to Bosnia and Herzegovina website is http://www.osce.org/odihr-elections/item_12_45817.html.

1. Deployment Timetable

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

| | |
|---------------------------|--|
| Wednesday, 29 September | Latest date for arrival in Sarajevo |
| Thursday, 30 September | STO briefing, commencing 09:00 hrs |
| Friday, 01 October | Deployment to the areas of responsibility (AOR) |
| Saturday, 02 October | Familiarization with AOR |
| Sunday, 03 October | Election day |
| Monday, 04 October | STOs return to Sarajevo. STO debriefing. STO Reception |
| Tuesday, 05 October | STO repatriation |

2. Logistics

a) Contact details

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

Julian Cheasley, Operations Expert
Mobile phone: +387 (0) 63 936 268
Email: J.Cheasley@odihr.ba

b) Transportation/Accommodation

All STOs will be met at Sarajevo “Butmir” International Airport by an OSCE/ODIHR EOM representative upon their arrival, and transported to their accommodation. Transport and accommodation in Sarajevo and in the areas of observation will be arranged by the OSCE/ODIHR EOM. **Due to the limited availability of accommodation in Sarajevo 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 be charged for the cost regardless of whether the accommodation provided is used or not.** It should 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 Sarajevo to the regions under the direction of the EOM by bus.

The EOM will make necessary arrangements for the STOs to return to Sarajevo on Monday, 04 October, as well as arrange accommodation in Sarajevo. 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 and the potential for changing seasonal weather conditions, STOs are advised to bring with them the following items:

- appropriate attire for election day observation – business casual is recommended;
- warm clothing (also for sleeping);
- torch/flashlight with spare bulb and battery;
- all necessary medication (case-specific);
- electricity converters (if needed) – Bosnia and Herzegovina is 220 V, European style plug.

The EOM strongly recommends that STOs, while travelling by airplane, put items of the main importance into the hand luggage, in case of flight delays or late arrival of their luggage into Sarajevo.

e) Communication

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

f) Flights Timetable

Local time in Sarajevo is Central European Summer Time (CEST). The arrival times for international flights to Bosnia and Herzegovina are mainly in the mid afternoon / evening.

The EOM strongly encourages participating States to make early flight bookings. To ensure operational flexibility e.g. in case of bad weather conditions, participating States are advised to book changeable airline tickets.

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 Bosnia and Herzegovina have increased considerably since the time of last Election Observation Mission in 2006. It is projected that, while in Bosnia and Herzegovina, **each STO** will incur the following costs, although some STOs may not require the full amount indicated below:

| Operational/Transportation Cost | EUR |
|---|-----------------|
| Airport transfers (Sarajevo) | 20 |
| In-City Transportation (movement to and from STO briefing/de-briefing) | 20 |
| In-Country Transportation (to and from deployment area) | 50 |
| Communication (SIM card/mobile phone use) | 10 |
| Briefing costs (Briefing, Debriefing, Briefing pack, meals) | 145 |
| Estimated cost to be incurred by ODIHR on behalf of STOs | EUR 245 |
| 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 |
| Faxing of observation forms per observer | 10 |
| Accommodation (6 nights @ max EUR 80 per night) | 480 |
| Meals & Incidentals (approx. EUR 60 per day @ max 7 days) | 420 |
| Accommodation and meals for Interpreter if needed (EUR 35 per night @ 3 nights per observer)* | 105 |
| Accommodation and meals for Driver if needed (EUR 35 per night @ 3 nights per observer)* | 105 |
| Costs paid directly by the observers | EUR1,420 |
| Total cost per observer: | EUR1,665 |

* 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 1,665** (One thousand six hundred and sixty five Euro), which includes **EUR 1,420** (One thousand four hundred and twenty Euro) which the participating States should supply to each observer in cash prior to their departure to Sarajevo.

EUR 245 (Two hundred and forty 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. The Euro is the foreign currency most widely exchangeable in Bosnia and Herzegovina, although other currencies can also be exchanged. While there are cash machines (ATMs) in Sarajevo and other larger cities, they do not dispense foreign currency and are not available in some areas of deployment. Hotels outside of Sarajevo may not accept credit or debit cards. STOs should be prepared to pay hotel bills outside Sarajevo in cash, in local currency and upon check-in. Traveler cheques must not be used. The local currency in Bosnia and Herzegovina is the *Convertible Mark* (BAM). The exchange rate is approximately 1 EUR = 1.95 BAM.

5. Visas and Insurance

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at a Bosnia and Herzegovina embassy or consulate prior to arrival.

Visas can not be issued upon arrival at the airport in Sarajevo or at any other border crossing(s).

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, nationality, passport number, date of expiry) 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 06 00, ext. 5676; fax number: +48 22 628 69 67
e-mail: sylwia.zwolinska@odihr.pl

Ms. Anna Krzysztofik, Administrative Assistant,
telephone number: +48 22 520 06 00, ext. 5677; 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 seconding State should register each of their proposed candidates online using the Registration Form available at:
<http://stodb.odihr.pl>

This on-line Registration Form will be available until 17 September 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 Commission of Bosnia and Herzegovina, the EOM will request accreditation for STOs based upon completed information within each OSCE / ODIHR STO Registration Form.

**IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME,
NO APPLICATIONS WILL BE CONSIDERED BY OSCE/ODIHR UNDER ANY
CIRCUMSTANCES AFTER 17 SEPTEMBER 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 Bosnia and Herzegovina is available on the EOM website: http://www.osce.org/odihr-elections/item_12_45817.html

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

**POST DESCRIPTION
SHORT-TERM OBSERVER (STO)
GENERAL ELECTIONS
BOSNIA AND HERZEGOVINA
03 OCTOBER 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 organizations.
2. English language proficiency.
3. Excellent health.
4. Willingness to work long hours in conditions which are sometimes difficult.
5. Ability to work in a team and deal with difficult situations in a positive manner.

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. Bosnian, Croatian and or Serbian 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.