



Office for Democratic Institutions and Human Rights

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

**MUNICIPAL ELECTIONS  
GEORGIA  
30 May 2010**

At the invitation of the Ministry of Foreign Affairs of Georgia and based on the recommendation of the Needs Assessment Mission, the OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the municipal elections scheduled for 30 May 2010. Ambassador Audrey Glover has been appointed Head of the OSCE/ODIHR EOM. The core team consists of 16 members based in Tbilisi and 24 long-term observers (LTOs) deployed to 12 locations. A total of 23 OSCE participating States are represented.

The OSCE/ODIHR now requests the participating States to second **three hundred fifty** (350) 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.

Seconding States should confirm visa requirements for their STOs. Visas must be obtained at an embassy or consulate of Georgia servicing your country. Visas can be issued upon arrival at the airport in Tbilisi, for those seconding States where Georgia does not have an embassy or consulate.

To facilitate accreditation of observers with the Central Election Commission (CEC) and the issuance of visas for Georgia (if required), the OSCE/ODIHR online registration form must be completed **no later than 11 May 2010. The arrival times for international flights to Tbilisi are predominantly in the late night/early morning. All STOs must arrive in Tbilisi in time to attend the STO briefing which will be held on Thursday, 27 May in the afternoon and to depart (at the earliest) on Wednesday, 2 June in the morning.** The STO activity schedule is provided below.

**In the event of a second round, participating States may expect a second request for short-term observers with a very short deadline for registration. Participating States are, therefore, encouraged to second individuals who already observed the first round on 30 May and, thus, will have already been accredited as observers for the second round of the election.**

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 instructions.

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 Tbilisi:

Sheraton Metechi Palace

20 Telavi Street

0103 Tbilisi, Georgia

tel.: + 995 32 487 841

fax: + 995 32 487 842

email: [office@odihr.ge](mailto:office@odihr.ge)

EOM to Georgia Website: [http://www.osce.org/odihr-elections/item\\_12\\_43496.html](http://www.osce.org/odihr-elections/item_12_43496.html) or [www.odihr.ge](http://www.odihr.ge)

**1. Deployment Timetable**

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

Wednesday, 26 May	Last date for arrival in Tbilisi
Thursday, 27 May	STO briefing, 1 <sup>st</sup> Day
Friday, 28 May	STO briefing, 2 <sup>nd</sup> Day. Deployment to the areas of observation
Saturday, 29 May	Familiarization with areas of observation
<b>Sunday, 30 May</b>	<b>Election day</b>
Monday, 31 May	Observation of tabulation. Regional debriefing of STOs
Tuesday, 1 June	STOs return to Tbilisi. STO debriefing. Reception
Wednesday, 2 June	STO repatriation

**2. Logistics**

**a) Contact details**

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

**Pawel Jurczak**, Operations Expert

mobile phone: + 995 95 113 788

**Damir Malbasic**, Procurement and Contracting Coordinator

mobile phone: + 995 95 218 956

**For all communication regarding logistical arrangements, please use the following email address: [sto@odihr.ge](mailto:sto@odihr.ge)**

**b) Transportation/Accommodation**

All STOs will be met at Tbilisi International Airport by an OSCE/ODIHR representative upon their arrival and transported to their accommodation. Transport and accommodation in Tbilisi and in the areas of observation will be arranged by the OSCE/ODIHR EOM. **Due to the limited availability of accommodation in Tbilisi and the observation areas, STOs should be aware that double occupancy per room of observers of the same gender is possible, and relatively modest conditions may be expected in the observation areas.**

**IMPORTANT: Most hotels in Tbilisi require all guests arriving in the early morning hours to pay the full accommodation rate for the previous night.**

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 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.** It should be noted that the OSCE/ODIHR EOM cannot provide in-city transportation and airport transfers for STOs who choose to stay outside the designated accommodation.

STOs will deploy from Tbilisi to the regions by bus or rented vehicle.

The EOM will make necessary arrangements for the STOs to return to Tbilisi on Tuesday, 1 June, as well as arrange accommodation in Tbilisi. 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 converters (if needed) – Georgia 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 late arrival of their luggage in Tbilisi.

**e) Communication**

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

**f) Flights Timetable**

Local time in Georgia is UTC or GMT +3 hours. The arrival times for international flights to Tbilisi are mainly in the late night/early morning.

Due to the limited number of scheduled flights to Tbilisi, 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 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 Georgia have not increased considerably since the time of last Election Observation Mission in 2008. It is projected that, while in Georgia, **each STO** will incur the following costs, although some STOs may not require the full amount indicated below:

<b>Operational/Transportation Cost</b>	<b>EUR</b>
Airport transfers	<b>15</b>
In-City Transportation (movement to and from STO briefing/de-briefing)	<b>15</b>
In-Country Transportation (to and from deployment area)	<b>50</b>
Communication (SIM card/mobile phone use)	<b>15</b>
Briefing costs (Briefing, Debriefing, Briefing pack, meals)	<b>120</b>
<b>Estimated cost to be incurred by ODIHR on behalf of STOs</b>	<b>215 EUR</b>
Driver/Car (EUR 25 per day @ 5 days per observer)*	<b>125</b>
Fuel (EUR 15 per day @ 5 days per observer)*	<b>75</b>
Interpreter (EUR 25 per day @ 5 days per observer)*	<b>125</b>
Faxing of observation forms per observer	<b>10</b>
Accommodation (8 nights @ max EUR 140/per night )	<b>1120</b>
Meals & Incidentals (approx. EUR 40 per day @ max 8 days)	<b>320</b>
Accommodation and meals for Interpreter if needed (EUR 35 per night @ 3 nights per observer)*	<b>105</b>
Accommodation and meals for Driver if needed (EUR 35 per night @ 3 nights per observer)*	<b>105</b>
<b>Costs paid directly by the observers</b>	<b>1985 EUR</b>
<b>Total cost per observer:</b>	<b>2200 EUR</b>

\* 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 2200** (Two thousand two hundred Euro), including **EUR 1985** (One thousand nine hundred eighty five Euro) which the participating States should supply to each observer in cash prior to their departure to Tbilisi.

**EUR 215** (Two hundred fifteen 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 USD and Euro are the foreign currencies most widely exchangeable in Georgia, although other currencies can also be exchanged. While there are cash machines (ATMs) in Tbilisi and other larger cities, most do not dispense foreign currency and may not be available in some areas of deployment. Hotels outside of Tbilisi may not accept credit cards. STOs should be prepared to pay hotel bills outside Tbilisi in cash, in local currency and upon check-in. Travellers cheques must not be used. The local currency in Georgia is the lari (GEL). The exchange rate is approximately 1 EUR = 2.35 Gel; 1 USD = 1.75 GEL.

## **5. Visas and Insurance**

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at the nearest Georgian embassy or consulate prior to arrival. For STOs without an Embassy or Consulate of Georgia in their country of residence, seconding States are requested to inform the OSCE/ODIHR office in Warsaw (Sylwia Zwolinska or Anna Krzysztofik), as soon as possible in order to receive support for issuance of visa upon arrival at Tbilisi airport. Visas can only be issued at the airport in the event an STO resides in a State without an embassy of Georgia.

**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 06 00, ext. 5676; fax number: +48 22 628 69 67  
e-mail: [sylwia.zwolinska@odihr.pl](mailto: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](mailto: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 from 28 April to 11 May 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 an 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 Georgia, 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 11 MAY 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](http://www.osce.org/odihr).

Specific information on the EOM to Georgia is available on the EOM website: [http://www.osce.org/odihr-elections/item\\_12\\_43496.html](http://www.osce.org/odihr-elections/item_12_43496.html) or [www.odihr.ge](http://www.odihr.ge)

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

**POST DESCRIPTION**  
**SHORT-TERM OBSERVER (STO)**  
**MUNICIPAL ELECTIONS**  
**GEORGIA**  
**30 MAY 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. Georgian 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 [www.osce.org/publications/odihr/2005/04/14004\\_240\\_en.pdf](http://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.

### **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.