



Office for Democratic Institutions and Human Rights

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

**STATE DUMA ELECTIONS
RUSSIAN FEDERATION
4 December 2011**

Following an invitation to observe the State Duma elections in the Russian Federation scheduled for 4 December 2011, based on the findings and conclusions of the Pre-Election Assessment visit conducted from 17 to 22 August 2011, and in accordance with its mandate, the OSCE/ODIHR has established an Election Observation Mission (EOM) to observe these elections. Ambassador Heidi Tagliavini has been appointed Head of the OSCE/ODIHR EOM. The core team consists of 14 members based in Moscow and 40 long-term observers (LTOs) deployed to 18 locations. A total of 24 OSCE participating States are represented.

The OSCE/ODIHR now requests the participating States to second one hundred and sixty (160) short-term observers (STOs) to observe election day procedures. As a result of the position taken by the Russian Federation, the number of short-term observers requested for secondment is less than the number recommended in the Pre-Election Assessment Report. 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.

IMPORTANT: OSCE/ODIHR requests the seconding States to take into due consideration that observers deployed to the Russian Federation will be requested to follow all stages of the electoral process on election day starting with opening of polling stations (8am) and finishing with the observation of results' tabulation (late at night or possibly early the next morning). It is therefore imperative that all nominated STOs be prepared to work long hours. The submission by STOs of a set minimum number of observation forms will be essential to the ability of the OSCE/ODIHR to draw statistically valid conclusions about the conduct of election day proceedings.

For the purpose of accreditation of observers with the Central Election Commission (CEC) of the Russian Federation, the attached accreditation application forms (filled in fully, carefully and correctly, signed and scanned) and a scanned copy of the passport must to be sent to the OSCE/ODIHR by the deadline indicated.

To facilitate accreditation of observers with the CEC and the issuance of entry visas to the Russian Federation (if required), the OSCE/ODIHR online registration form as well as all necessary documents must be completed **no later than 15 November 2011**. All STOs are required to arrive in Moscow by **Wednesday, 30 November** and to depart (at the earliest) **on Wednesday, 7 December** in the morning. The STO activity schedule is provided below.

IMPORTANT: Seconding States should confirm visa requirements for their STOs. Visas must be obtained at an embassy or consulate of the Russian Federation servicing your country. Visas cannot be issued on arrival at the airports in Moscow. To ensure a smooth visa application process, seconding States are requested not to start formal visa application proceedings for their respective STOs until 18 November 2011. The OSCE/ODIHR will communicate the STO data to the CEC of the Russian Federation for accreditation in a centralized manner. Visas will

only be granted upon the submission by the OSCE/ODIHR of all the required information and the receipt by the respective embassies and consulates of the Russian Federation of a confirmation from the CEC of the Russian Federation on the accreditation of observers.

Observers must adhere to 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.

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 Moscow:

Address: Ulitsa Bol. Dmitrovka 23, Str. 1; 125009 Moscow; Russian Federation
Tel.: +7 495 7824585
Fax: +7 495 7824586
Email: office@odih.ru

EOM to the Russian Federation website: <http://www.osce.org/odih/elections/Russia/84320>

1. Deployment Timetable

STOs will be deployed according to the following schedule:

Wednesday, 30 November	Last date for arrival in Moscow
Thursday, 1 December	STO briefing, deployment to the areas of observation for some of the STOs
Friday, 2 December	Deployment to the areas of observation for most of the STOs
Saturday, 3 December	Familiarisation with areas of observation;
Sunday, 4 December	Election day
Monday, 5 December	Regional debriefing of STOs; most of the STOs return to Moscow
Tuesday, 6 December	Some of the STOs return to Moscow; STO debriefing; reception
Wednesday, 7 December	STO repatriation

2. Logistics

a) Contact details

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

Ranko Vukčević, Operations Expert
ranko.vukcevic@odih.ru; mobile phone: +7 985 1712131

b) Transportation/Accommodation

All STOs will be met at Moscow international airports: Sheremetyevo (SVO), Domodedovo (DME) and Vnukovo (VKO) by an OSCE/ODIHR representative upon their arrival and transported to their accommodation. The OSCE/ODIHR EOM will arrange transport and

accommodation in Moscow and in the areas of observation. **Due to the limited availability of accommodation in Moscow 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.** 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 Moscow to the regions by different means of transportation: car, train and airplane.

There are nine time zones in Russia, with times ranging from UTC+03:00 to UTC+12:00.

The OSCE/ODIHR EOM will make necessary arrangements for the STOs to return to Moscow on Monday, 5 and Tuesday, 6 December, as well as accommodation in Moscow. The EOM will arrange transfers to the airports for all STOs.

c) Security

A memo on security situation, arrangements and advice will be handed over to all STOs upon arrival. **STOs who choose not to stay in accommodation provided by the OSCE/ODIHR 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
- warm clothing (also for sleeping);
- torch/flashlight with spare bulb and battery;
- all necessary medication (case-specific);
- electricity converters (if needed) – Russian Federation is 220 V, European style plug.

The OSCE/ODIHR EOM strongly recommends that STOs, while travelling by airplane, put items of main importance into the hand luggage, in case of late arrival of their luggage in Moscow.

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 services are expensive and will very quickly use up the available credit.

f) Flights Timetable

Local time in Moscow is UTC +4 hours. The arrival times of international flights to the Russian Federation differ depending on airline and airport they are landing in.

Due to the high demand for seats on scheduled flights to Moscow, the OSCE/ODIHR EOM strongly encourages participating States to make early flight bookings. To ensure operational

flexibility e.g. in case of bad weather conditions, seconding 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. The OSCE/ODIHR EOM will provide each team with an interpreter and a car/driver. 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 Russian Federation have increased since the time of the last OSCE/ODIHR EOM in 2004. It is projected that, while in the Russian Federation, **each STO** will incur the following costs, although some STOs may not require the full amount indicated below:

Operational/Transportation Cost	EUR
Airport/Railway station transfers (Moscow and Regions)	70
In-City Transportation (movement to and from STO briefing/de-briefing)	15
In-Country Transportation (to and from deployment area)	450
Communication (SIM card/mobile phone use)	25
Briefing costs (Briefing, Debriefing, Briefing pack, meals)	230
Estimated cost to be incurred by ODIHR on behalf of STOs	790 EUR
Driver/Car (EUR 50 per day @ 4 days per observer)*	200
Fuel (EUR 10 per day @ 4 days per observer)*	40
Interpreter (EUR 50 per day @ 4 days per observer)*	200
Transmission of observation forms per observer	10
Accommodation (7 nights @ max EUR 130/per night)	910
Meals & incidentals (approx. EUR 70 per day @ max 8 days)	560
Accommodation and meals for interpreter if needed (EUR 60 per night @ 3 nights per observer)*	180
Accommodation and meals for Driver if needed (EUR 60 per night @ 3 nights per observer)*	180
Costs paid directly by the observers	2280 EUR
Total cost per observer:	3070 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 3070** (three thousand and seventy Euro), including **EUR 2280** (two thousand two hundred and eighty Euro) which the participating States should supply to each observer in cash prior to their departure to Moscow.

EUR 790 (seven hundred and ninety Euro) is the projected cost per each STO to be incurred by the OSCE/ODIHR. After closure of the EOM each seconding State will be billed by the 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 and the United States Dollar are the foreign currencies most widely exchangeable in the Russian Federation, although other currencies can also be exchanged. While there are cash machines (ATMs) in Moscow and other larger cities, they do not dispense foreign currency and are not available in some areas of deployment. Hotels outside of Moscow may not accept credit cards. Many vendors do not accept American Express cards. STOs should be prepared to pay hotel bills outside Moscow in cash, in local currency and upon check-in. Travellers' cheques must not be used. The local currency in the Russian Federation is the *Ruble* (RUB). The exchange rate is approximately 1 EUR = 42 RUB.

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 Russian Federation prior to arrival.

Visas cannot be issued on arrival at the airports in Moscow or at other border crossings.

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.**

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 22 520 06 06
e-mail: sylwia.zwolinska@odihr.pl

Ms. Anna Krzysztofik, Administrative Assistant,
telephone number: +48 22 520 06 00, ext. 5677; fax number: +48 22 520 06 06
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 from 7 November to 15 November 2011.

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 CEC of the Russian Federation, each STO application **must** include:

1. A scanned electronic version of fully, carefully and correctly completed and signed **application forms for accreditation as foreign (international) observer**, attached hereto.
2. A scanned electronic copy of the data page of the **passport** with a photo (in JPG or PDF format).

<p>IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS IN TIME, UNDER NO CIRCUMSTANCE WILL THE OSCE/ODIHR ACCEPT ANY APPLICATIONS FOR REGISTRATION AFTER 15 NOVEMBER 2011.</p>
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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 Russian Federation is available on the EOM website: <http://www.osce.org/odihr/elections/Russia/84320>

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

POST DESCRIPTION
SHORT-TERM OBSERVER (STO)
STATE DUMA ELECTIONS
RUSSIAN FEDERATION
4 DECEMBER 2011

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 in 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. Russian language ability is an asset. STOs must not have any concurrent commitments that could produce a conflict of interest with the EOM.

STOs deployed to the Russian Federation will be requested to follow all the stages of the electoral process on election day starting with opening of polling stations (8am) and finishing with the observation of results' tabulation (late at night or early the next morning). It is therefore imperative that all nominated STOs be prepared to work long hours. The submission by STOs of a set minimum number of observation forms will be essential to the ability of the OSCE/ODIHR to draw statistically valid conclusions about the conduct of election day proceedings.

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. Accreditation application forms for each STO must be submitted.

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 opening, 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/elections/68439>

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 election 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 election 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.

To Central Election Commission of the Russian Federation
*name of the State bodies of the Russian Federation sent You the
invitation to take part in the observation*

From

family name, first name, other name

Application¹
for the accreditation as a foreign (international) observer

*Please provide me with the accreditation as a foreign (international) observer
on the elections of the deputies of the State Duma of the Federal Assembly of the
Russian Federation of the sixth convocation on the 4-th December, 2011*

I will conduct the observation as a member of OSCE/ODIHR
name of foreign (international) organization

received the invitation by the authorized State bodies of the Russian Federation

*I am familiarized with the rights and duties of the foreign (international)
observer on the elections of the deputies of the State Duma of the Federal Assembly
of the Russian Federation*

Enclosure:

- 1. APPLICATION FORM for accreditation as a foreign (international) observer.*
- 2. Copy of the invitation by the authorized State bodies of the Russian Federation.*
- 3. Copy of the identification document.*

Data

Signature

¹ *Application and enclosed documents may be sent to the authorized State bodies of the Russian Federation by the mail, fax or E-mail with further passing the originals of the application and the Application form to the Central Election Commission of the Russian Federation in the time of receiving the accreditation card.*

АНКЕТА

на аккредитацию в качестве иностранного (международного) наблюдателя

APPLICATION FORM

for accreditation as foreign (international) observer

1.	Фамилия <i>Family name</i> Имя <i>First name</i> Отчество <i>Other name</i>	
2.	Дата рождения (день, месяц, год) <i>Date of birth (day, Month, Year)</i> Место рождения <i>Place of birth</i>	
3.	Гражданство <i>Present nationality</i>	
4.	Имеете ли Вы гражданство другой страны (если да, то какой?) <i>Have You taken up legal permanent residence status in any country other than that of your nationality (if answer is "yes", which country?)</i>	
5.	Документ, удостоверяющий личность: <i>Identification document:</i> Номер: <i>Number:</i> Дата выдачи: <i>Date of issue:</i> Действителен до (день, месяц, год): <i>Date of expiry (day, Month, Year)</i>	
6.	Образование <i>Education</i>	
7.	Какими иностранными языками Вы владеете и в какой степени <i>Knowledge of languages</i>	
8.	Место работы (полное название, адрес, телефон, факс) <i>Place of work (full name of employer, address of employer, phone, fax)</i> Должность <i>Exact title of your post</i> Род занятий <i>Type of business</i>	
9.	Название организации, которую Вы представляете в качестве иностранного (международного) наблюдателя <i>Name of the organization You represent as foreign (international) observer</i> Телефон (факс) <i>Phone (fax)</i>	OSCE/ODIHR +48 22 520 06 00, fax: +48 520 06 06

10.	Домашний адрес: <i>Present home address:</i> Телефон: <i>Phone:</i> Факс: <i>Fax:</i> E-mail:	
11.	Опыт международного наблюдения (страна, год, в составе какой миссии) <i>Experience from election observation (country, year, organization)</i>	
12.	Другой опыт в области избирательного права и избирательного процесса <i>Another experience from electoral law and electoral process</i>	
13.	Государственный орган Российской Федерации, пригласивший Вас в качестве наблюдателя <i>State body of the Russian Federation sent You the invitation to take part in the observation</i>	Central Election Commission of the Russian Federation
14.	Дата прибытия в Российскую Федерацию <i>Date of arrival to the Russian Federation</i>	
15.	Дата отъезда из Российской Федерации <i>Date of departure from the Russian Federation</i>	
16.	Предполагаемые города (пункты) посещения в Российской Федерации <i>Contemplated places (regions, cities, towns, etc.) of observation in the Russian Federation</i>	Territory of the Russian Federation; exact locations to be determined upon arrival in the country
17.	Место получения въездной визы <i>Place of issue of entry visa</i>	
	Дата _____ <i>Data</i>	Подпись _____ <i>Signature</i>