



Office for Democratic Institutions and Human Rights

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

**PARLIAMENTARY ELECTIONS  
UKRAINE  
28 October 2012**

At the invitation of the Ministry of Foreign Affairs of Ukraine and based on the recommendation of the Needs Assessment Mission, the OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the parliamentary elections scheduled for 28 October 2012. Ambassador Audrey Glover has been appointed Head of the OSCE/ODIHR EOM. The core team consists of 20 members based in Kyiv and 90 long-term observers (LTOs) deployed to 27 locations. A total of 34 OSCE participating States are represented.

The OSCE/ODIHR now requests the participating States to second **six hundred (600)** short-term observers (STOs) to observe voting, counting and the tabulation of results. STOs will be deployed in multinational teams of two under a deployment plan prepared by the OSCE/ODIHR EOM. In the interest of a broad and balanced representation among participating States, the OSCE/ODIHR requests that individual participating States nominate only up to 10 per cent of the total number of requested STOs.

Committed to achieving gender balance in its activities, the OSCE/ODIHR encourages OSCE participating States to second equal numbers of female and male STOs.

For the purposes of accreditation of observers with the Central Election Commission (CEC) of Ukraine, the attached accreditation form must be filled in. **An electronic version of the application form together with a scan of the data page of the passport must be sent to the OSCE/ODIHR.**

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at an embassy or consulate of Ukraine servicing your country. Visas can not be issued on arrival at Kyiv Airport.

To facilitate accreditation of observers with the CEC and the issuance of visas for Ukraine (if required), the OSCE/ODIHR online registration form, as well as application form for international observer must be completed and sent to the OSCE/ODIHR **no later than 12 October 2012**. All STOs are required to arrive in Kyiv by **Tuesday, 23 October** and to depart (at the earliest) **on Thursday, 1 November** in the morning. 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 and 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 Kyiv:  
19, Scherbakova Street, Kyiv 03062, Ukraine  
Tel.: +380 (0)44 422 00 52  
Fax: +380 (0)44 422 00 53  
Email: [office@odihr.org.ua](mailto:office@odihr.org.ua)  
EOM to Ukraine webpage: <http://www.osce.org/odihr/elections/ukraine/2012>

**1. Deployment Timetable**

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

Tuesday, 23 October	Last date for STO arrival in Kyiv
Wednesday, 24 October	STO briefing, 1 <sup>st</sup> day
Thursday, 25 October	STO briefing, 2 <sup>nd</sup> day, deployment to the areas of observation for most STOs
Friday, 26 October	Deployment to the areas of observation for some STOs
Saturday, 27 October	Familiarisation with areas of observation
<b>Sunday, 28 October</b>	<b>Election day</b>
Monday, 29 October	Observation of counting, regional de-briefing of STOs
Tuesday, 30 October	Observation of tabulation. Some STOs return to Kyiv
Wednesday, 31 October	Most STOs return to Kyiv; STO de-briefing; reception
Thursday, 1 November	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  
[pawel.jurczak@odihr.org.ua](mailto:pawel.jurczak@odihr.org.ua); mobile phone: +380 95 271 83 75

**Ahmad Rasuli**, Operations Expert  
[ahmad.rasuli@odihr.org.ua](mailto:ahmad.rasuli@odihr.org.ua); mobile phone: +380 95 271 83 60

**b) Transportation/Accommodation**

All STOs will be met at Kyiv “Borispol” International Airport by an OSCE/ODIHR representative upon their arrival and transported to their accommodation. Transport and accommodation in Kyiv and in the areas of observation will be arranged by the OSCE/ODIHR EOM. **Due to the limited availability of accommodation in Kyiv 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 some of 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 drivers, cars and interpreters in the areas of observation.

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 the 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 Kyiv to the regions by different means of transportation: bus, train and plane.

The EOM will make necessary arrangements for the STOs to return to Kyiv on Tuesday, 30 October, and Wednesday, 31 October, as well as arrange accommodation in Kyiv. 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;
- warm clothing (also for sleeping);
- torch/flashlight with spare bulb and battery;
- all necessary medication (case-specific);
- electricity converters (if needed) – Ukraine 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 Kyiv.

**e) Communication**

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

**f) Time zone/Flight bookings**

Local time in Kyiv is UTC/GMT +2 hours. The arrival times for international flights to Ukraine are mainly in the morning/afternoon.

Due to the limited number of scheduled flights to Kyiv, 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 on their observation duties.

**4. Costs**

It is projected that, while in Ukraine, **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>
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Airport/Railway station transfers (Kyiv and regions)	<b>30</b>
In-City Transportation (movement to and from STO briefing/de-briefing)	<b>15</b>
In-Country Transportation (to and from deployment area)	<b>150</b>
Communication (SIM card/mobile phone use and transmission of observation forms )	<b>20</b>
Briefing costs (briefing, de-briefing, briefing pack, meals)	<b>140</b>
<b>Estimated cost to be incurred by ODIHR on behalf of STOs</b>	<b>355 EUR</b>
Driver/Car (EUR 35 per day @ max 6 days per observer)*	<b>210</b>
Fuel (EUR 15 per day @ max 6 days per observer )*	<b>90</b>
Interpreter (EUR 35 per day @ max 6 days per observer)*	<b>210</b>
Transmission of observation forms per observer	<b>10</b>
Accommodation (9 nights @ max EUR 110/per night)	<b>990</b>
Meals & Incidentals (approx. EUR 40 per day @ max 10 days)	<b>400</b>
Accommodation and meals for interpreter if needed (EUR 35 per night @ 4 nights per observer)*	<b>140</b>
Accommodation and meals for driver if needed (EUR 35 per night @ 4 nights per observer)*	<b>140</b>
<b>Costs paid directly by the observers</b>	<b>2,190 EUR</b>
<b>Total cost per observer:</b>	<b>2,545 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 number of working days for driver and interpreter will be five or six, depending on deployment location.

The total cost per one observer is estimated at **EUR 2,545** (two thousand five hundred forty five Euro), including **EUR 2,190** (two thousands one hundred ninety Euro) which the participating States should supply to each observer in cash prior to their departure to Kyiv.

**EUR 355** (three hundred fifty five Euros) 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 is the foreign currency most widely exchangeable in Ukraine, although other currencies can also be exchanged. While there are cash machines (ATMs) in Kyiv and other larger cities, they do not dispense foreign currency and are not available in some areas of deployment. Hotels outside of Kyiv may not accept credit cards. STOs should be prepared to pay hotel bills outside Kyiv in cash, in local currency and **upon check-in**. Travellers cheques must not be used. The local

currency in Ukraine is the *hryvnia* (UAH). The exchange rate is approximately 1 EUR = 10.45 UAH.

## 5. Visas and Insurance

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at the nearest Ukrainian embassy or consulate prior to arrival.

Visas can not be issued on arrival at the airport in Kyiv 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, 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 22 520 06 06  
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 22 520 06 06  
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 27 September to 12 October.**

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 Ukraine, each STO application **must** include a scanned electronic version of the personal data page of the passport and of the fully completed Application Form for international observer, attached hereto. **The forms must be completed neatly and legibly or they will be refused by the CEC.**

**IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, UNDER  
NO CIRCUMSTANCE WILL THE OSCE/ODIHR ACCEPT ANY APPLICATION  
FOR REGISTRATION AFTER 12 OCTOBER 2012.**

**7. Other Information**

Please note that all OSCE/ODIHR election observation final reports, preliminary statements, 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 Ukraine is available on the EOM website: <http://www.osce.org/odihr/elections/ukraine/2012>.

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

**POST DESCRIPTION**  
**SHORT-TERM OBSERVER (STO)**  
**PARLIAMENTARY ELECTIONS**  
**UKRAINE**  
**28 OCTOBER 2012**

**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. Ukrainian 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/elections/68439>.

### **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 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.

*Appendix 2*  
*to the resolution of the Central Election Commission*  
*of 15 march 2012 No.49*

**Application form**  
**of a person applying for registration as an official observer from a foreign state,**  
**an international organization on elections of People's Deputies of Ukraine**

Family Name \_\_\_\_\_

Name (all proper names) \_\_\_\_\_

Patronymic (if applicable) \_\_\_\_\_

Citizenship (nationality) \_\_\_\_\_

Date of birth \_\_\_\_\_

Passport / ID number \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

State/international organization applying for accreditation \_\_\_\_\_ **OSCE/ ODIHR** \_\_\_\_\_

Type and date of elections of People's Deputies of Ukraine to be observed \_\_\_\_\_ **28 October parliamentary elections**

Election monitoring experience (country, year) \_\_\_\_\_

Address for contacts \_\_\_\_\_

Phone / Fax / e-mail \_\_\_\_\_

Date of arrival to Ukraine \_\_\_\_\_

Date of departure from Ukraine \_\_\_\_\_

*Note.* The application form shall be submitted to the Central Election Commission along with propositions regarding registration.

*Secretary of the Central Election Commission Session*

*T. LUKASH*