



**Office for Democratic Institutions and Human Rights**

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

**PRESIDENTIAL ELECTION – SECOND ROUND  
UKRAINE  
21 April 2019**

Following an official invitation from the Ukrainian authorities and in accordance with its mandate, ODIHR has established an Election Observation Mission (EOM) to observe the second round of the presidential election scheduled for 21 April 2019. Ambassador Peter Tejler has been appointed Head of the ODIHR EOM. The mission consists of 17 core team members based in Kyiv, and 90 long-term observers (LTOs) deployed throughout the country. The core team and LTOs come from a total of 24 OSCE participating States.

ODIHR requests participating States to second 750 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 ODIHR EOM. In the interest of a broad and balanced representation among participating States, ODIHR requests that individual participating States nominate only up to 15 per cent of the total number of requested STOs.

To ensure a better gender balance in its activities, ODIHR strongly encourages the OSCE participating States to continue to second women as short-term observers.

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at the nearest embassy or consulate of Ukraine prior to arrival. Visas cannot be issued on arrival in Kyiv.

To facilitate accreditation of observers through the Central Election Commission (CEC) and the issuance of visas (if required), the ODIHR online mission registration form must be completed **no later than 9 April 2019**.

Participating States are encouraged to select for the second round observers who already observed in the first round, and thus are already accredited.

STOs are required to arrive in Kyiv **by Tuesday, 16 April** (at the latest), and depart (at the earliest) on **Wednesday, 24 April**. The STO schedule is provided below.

Observers should strictly abide by the [Code of Conduct for ODIHR Observers](#) and the deployment plan prepared by the ODIHR EOM. Observers should also familiarize themselves with the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#). 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 security and Code of Conduct briefings upon arrival and are required to operate in accordance with security guidelines.

The working language of the EOM is English. All briefings, de-briefings, and reporting will be in English and all interpreters will work in local languages/English. All STOs must therefore have a good working knowledge of both written and spoken English.

ODIHR strongly encourages all observers to undertake the ODIHR comprehensive e-learning course for observers, available at [www.odihrobserver.org](http://www.odihrobserver.org).

STOs are requested to familiarize themselves with the ODIHR Election Observation Handbook, available online at [www.osce.org/odihr/elections/68439](http://www.osce.org/odihr/elections/68439).

STOs are kindly asked to refrain from commenting on mission-related issues via social media. In line with the [Code of Conduct for ODIHR Observers](#), media communications regarding the electoral process and the substance of observations should be made only by the Head of Mission, ODIHR Spokesperson, or other responsible ODIHR officials.

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

The ODIHR EOM Office is situated in Kyiv:

2<sup>nd</sup> floor, President Hotel  
12, Hospitalna street, 01601 Kyiv, Ukraine  
tel.: +380 44 256 3231  
email: [office@odihr.org.ua](mailto:office@odihr.org.ua)  
website: <https://www.osce.org/odihr/elections/ukraine/407660>

## **1. Deployment Timetable**

STOs will be deployed according to the following schedule:

Tuesday, 16 April	Last date for arrival in Kyiv
Wednesday, 17 April	STO briefing (entire day)
Thursday, 18 April	STO briefing (morning); deployment to the areas of observation for some STOs
Friday, 19 April	Deployment to the areas of observation for most STOs
Saturday, 20 April	Familiarization with areas of observation
Sunday, 21 April	Election day
Monday, 22 April	Regional debriefing of STOs, some STOs return to Kyiv
Tuesday, 23 April	Most STOs return to Kyiv; STO debriefing; STO reception
Wednesday, 24 April	STO repatriation

**STOs are kindly requested to adhere to the deployment timetable. STOs who cannot arrive in time for the briefing or who wish to depart prior to the debriefing will not be accepted by ODIHR.**

### **a) 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;
- logistical and financial arrangements.

STOs will also be provided with briefing materials which will include all necessary electoral and logistical information, as well as observation forms to complete during the observation of voting, counting, and tabulation.

**b) Deployment**

The ODIHR EOM will develop a deployment plan. STOs should strictly abide by the deployment plan and security instructions. STOs should not request special treatment with regard to deployment locations.

**c) Debriefing**

A debriefing for STOs will be organized after the election. This will provide an opportunity for STOs to discuss their main findings and share their conclusions with other observers and EOM members. The EOM will hold a press conference on the day after the election to present its preliminary findings and conclusions. A comprehensive final report will be issued by ODIHR approximately two months after the electoral process has been completed, taking into account findings of all observers.

**2. Logistics and Security**

**a) Contact details**

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

Pawel Jurczak, Operations Expert  
email: pawel.jurczak@odihr.org.ua; mobile phone: +380 67 3396086

Ahmad Rasuli, Operations Expert  
email: ahmad.rasuli@odihr.org.ua; mobile phone: +380 67 3396138

**b) Transportation/Accommodation**

All STOs will be met at Boryspyl International Airport (KBP) and Zhuliany International Airport (IEV) by an ODIHR EOM 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 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.**

**IMPORTANT: Hotels in Kyiv require all guests arriving/departing in the early morning hours to pay the full overnight rate for the nights in question.**

For safety reasons and to prevent problems with transportation, observers are expected to use the accommodation arranged for them by the ODIHR EOM. The EOM will also make all arrangements for in-country travel to deployment areas and for on-site drivers, cars, and interpreters.

Should any of the observers choose not to stay in the accommodation arranged by the ODIHR EOM, the seconding States should indicate this while registering online. **If ODIHR is not notified in advance, STOs or the respective OSCE seconding State will be charged for the cost, regardless of whether the accommodation provided is used.** It should be noted that the EOM cannot provide airport transfers and in-city transportation for STOs who choose to stay outside the designated accommodation.

STOs will deploy from Kyiv to the regions by bus or car, train and airplane.

The ODIHR EOM will make necessary arrangements for the STOs to return to Kyiv on Tuesday, 23 April, as well as arrange accommodation in Kyiv. The EOM will arrange transfers to the airport for all STOs.

**c) Security**

STOs must adhere to the [Code of Conduct for ODIHR Observers](#), as outlined in the ODIHR Election Observation Handbook, and the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#), as well as security instructions and national laws.

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 ODIHR EOM will not be covered by the mission's security arrangements.

**d) Luggage/Essential Items**

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);
- warm clothing (including for sleeping);
- electricity converters (if needed) – European style plug.

The ODIHR EOM strongly recommends that STOs, when travelling by air, put essential items into their hand luggage, in case of late arrival of their luggage in Kyiv.

**e) Communication**

Each STO will be provided with a mobile phone and a local SIM card with credit, for work-related usage. Please note that using mobile phones for international calls and SMSs should be avoided. Such usage is very expensive and will quickly deplete allocated phone credit.

**f) Time zone/Flight bookings**

There is one time zone in Ukraine. Local time in Kyiv is UTC/GMT +2 hours. Due to the limited number of scheduled flights to Kyiv, the ODIHR EOM strongly encourages seconding 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 ODIHR EOM. The ODIHR EOM will assist each STO team with finding a driver/car and an interpreter. Even in cases where one team member speaks local languages, it will 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**

It is projected that, while in country, **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	35
In-city transportation (to and from STO briefing/de-briefing)	20
In-country transportation (to and from deployment area)	145
Communication (SIM card/mobile phone/e-pen use)	40
Briefing costs (briefing, debriefing, briefing pack, meals)	190
<b>Estimated cost to be incurred by ODIHR on behalf of STOs</b>	<b>430 EUR</b>
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
Accommodation (8 nights @ max. EUR 100/per night)	800
Meals and incidentals (approx. EUR 40 per day @ max. 9 days)	360
Accommodation and meals for interpreter if needed (EUR 30 per night @ 3 nights per observer)*	90
Accommodation and meals for driver if needed (EUR 30 per night @ 3 nights per observer)*	90
<b>Costs paid directly by the observers</b>	<b>1,640 EUR</b>
<b>Total cost per observer:</b>	<b>2,070 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. for each STO).

The total cost per observer is estimated at **EUR 2,070** (two thousand seventy Euro), including **EUR 1,640** (one thousand six hundred forty Euro) which the seconding States should supply to each observer in cash prior to their departure to Kyiv. **The ODIHR EOM is not able to validate or certify documents related to costs paid directly by the observers (receipts, invoices, contracts, etc.).**

**EUR 430** (four hundred thirty Euro) is the projected cost per each STO to be incurred by ODIHR. After closure of the EOM, each seconding State will be billed by 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 widely exchangeable locally, although other currencies can also be exchanged. While there are cash machines (ATMs) in Kyiv, not all of them dispense Euro, and ATMs might not be available in some areas of deployment. Hotels in Ukraine do not accept foreign currency and may not, especially outside Kyiv, accept credit cards. STOs should be prepared to pay hotel bills outside Kyiv in cash and upon check-in. Travellers cheques must not be used. The local currency is the Ukrainian hryvnia (code: UAH). The exchange rate is approximately 1 EUR ≈ 31.00UAH.

## **5. Visas and Insurance**

### **a) Visa**

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at the nearest embassy or consulate of Ukraine prior to arrival. Visas cannot be issued on arrival at Boryspil and Zhuliany International Airports.

### **b) Insurance**

STOs 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 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 the visa (if applicable).**

## **6. Registration and Accreditation Process**

After receiving this Information Sheet, all OSCE participating States considering secondment are requested to inform ODIHR on the number of STOs (to the attention of Sylwia Zwolinska or Anna Krzysztofik; e-mail: [sylwia.zwolinska@odihhr.pl](mailto:sylwia.zwolinska@odihhr.pl), [anna.krzysztofik@odihhr.pl](mailto:anna.krzysztofik@odihhr.pl) no later than **8 April 2019**).

**To be nominated by the seconding States. STOs are required to create a personal account in the new Election Expert Database, fully complete their profile, and share it with their national focal point.** The seconding States are requested to submit the names of proposed STOs using the Election Expert Database as soon as possible and no later than **8 April 2019, 12:00** (Warsaw Time).

The seconding States which have not requested access to the Election Expert Database as a national Focal Point yet (Note Verbale 218/2017, 5 June 2017) or require additional guidance on the observers' registration process should contact Sylwia Zwolinska or Anna Krzysztofik; e-mail: [sylwia.zwolinska@odihhr.pl](mailto:sylwia.zwolinska@odihhr.pl), [anna.krzysztofik@odihhr.pl](mailto:anna.krzysztofik@odihhr.pl).

For the purposes of accreditation of STOs with the Central Election Commission of Ukraine, the online mission registration form must be completed and supporting documents attached by the end of **9 April 2019**.

An official cover letter from the Ministry of Foreign Affairs of the seconding State or designated national focal point should be sent together with the list of STO names to the attention of Sylwia Zwolinska or Anna Krzysztofik (e-mail: [sylwia.zwolinska@odihr.pl](mailto:sylwia.zwolinska@odihr.pl), [anna.krzysztofik@odihr.pl](mailto:anna.krzysztofik@odihr.pl)) no later than 9 April 2019.

**IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME,  
NO APPLICATIONS WILL BE CONSIDERED BY ODIHR UNDER ANY  
CIRCUMSTANCES AFTER 9 APRIL 2019.**

STOs must not have any concurrent commitments that could produce a conflict of interest with the ODIHR EOM.

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 [Code of Conduct for ODIHR Observers](#).

#### **7. Other Information**

Please note that all ODIHR election observation interim reports, preliminary statements, final reports, election laws, and reviews of election laws are available at the ODIHR website: [www.osce.org/odihr](http://www.osce.org/odihr).

Specific information on the EOM is available on the EOM website: <https://www.osce.org/odihr/elections/ukraine/407660>

All STOs will receive by email a copy of the ODIHR EOM Observer Guide before their departure to Kyiv.

## Terms of Reference

### SHORT-TERM OBSERVER

#### Background:

ODIHR is the leading agency in Europe in the field of election observation. It co-ordinates and organizes the deployment of numerous observation missions with thousands of observers every year to assess the compliance of elections in OSCE participating States in line with OSCE commitments, other international obligations and standards for democratic elections, as well as national legislation. Its unique methodology provides an in-depth insight into all elements of an electoral process, and permits making concrete recommendations to further improve electoral processes.

#### Objective:

Under the guidance of the Head of Mission (HoM) and in close co-ordination with the Deputy Head of Mission (DHoM), assigned Long-term Observers (LTOs), and the ODIHR Election Department, the short-term observers (STOs) are deployed in multinational teams of two and are responsible for observing election day procedures in their assigned areas and reporting their findings accurately and efficiently to the mission headquarters.

#### Main Tasks:

##### Electoral Expertise

- Acquire detailed knowledge of the election law and procedures concerning election day;
- Acquire detailed knowledge of the electoral and political situation in the country; and
- Become familiar with the ODIHR election observation methodology for observing election day, as reflected in the relevant ODIHR publications; and
- Acquire knowledge of OSCE commitments and other international standards for democratic elections.
- Attend and report on meetings of local election authorities, where requested;
- Attend and report on political rallies and campaign events, where requested;
- Attend and participate in any other relevant meetings with other election stakeholders necessary to cover issues deemed necessary by the HoM, DHoM and LTOs;
- Supervise the local support staff;
- Abide by the [Code of Conduct for ODIHR Election Observers](#), the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#), and security instructions and deployment plan of the OSCE/ODIHR EOM, as well as [data protection responsibilities](#) when processing the personal data of local staff.

##### Reporting

- Prepare and submit regular reports to assess the close of the campaign, voting, counting and the tabulation of results.

#### Requirements:

- Experience in public administration, non-governmental organizations, and/or international organizations, preferably involved in observing and/or organizing election processes, is desirable.
- Knowledge of the country and surrounding region is desirable but not essential.
- Command of English language is essential. STOs must be prepared to read briefing materials, attend briefing and de-briefing sessions, understand procedural instructions and complete forms accurately, all in English. Knowledge of local languages is desirable but not essential.
- Willingness and ability to work long hours in conditions which are sometimes difficult.
- Ability to work in a team and deal with difficult situations in a positive manner.



**Deliverables:**

- Regular reporting on the conduct of the elections in the area of deployment, as well as on any other issues covered during the mission.

**APPLICATION FORM**  
**of an individual to be accredited as an official observer from a foreign**  
**state / an international organization for Ukraine's presidential**  
**elections**

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 presidential elections to be observed: Second Round of  
Presidential Election, 21 April 2019 \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address for contacts: Ul. Miodowa 10, 00-251 Warsaw, Poland

Phone / Fax / e-mail: +380 44 256 3231 \_\_\_\_\_

Date of arrival in Ukraine

\_\_\_\_\_

Date of departure from Ukraine

\_\_\_\_\_

*Note. The application form shall be submitted to the Central Election  
Commission along with other accreditation documents.*

*Secretary*  
*of the Central Election Commission*