



Office for Democratic Institutions and Human Rights

INFORMATION SHEET  
REQUEST FOR SHORT-TERM OBSERVERS

EARLY PRESIDENTIAL ELECTION  
REPUBLIC OF AZERBAIJAN  
11 April 2018

Following an official invitation from the Government of Republic of Azerbaijan and in accordance with its mandate, ODIHR has established an Election Observation Mission (EOM) to observe the early presidential election scheduled for 11 April 2018. Ms. Corien Jonker has been appointed Head of the ODIHR EOM. The mission consists of 10 core team members based in Baku, and 28 long-term observers (LTOs) deployed throughout the country. The core team and LTOs come from a total of 19 OSCE participating States.

ODIHR requests participating States to second 280 (**two hundred and eighty**) 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.

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

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at the nearest embassy or consulate of the Republic of Azerbaijan prior to arrival. Visas can also be issued on arrival at the airport in Baku.

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 27 March 2018, 17:00 (Warsaw Time)**.

STOs are required to arrive in Baku **by Saturday 7 April** (at the latest) and depart (at the earliest) on **Saturday 14 April**. The STO schedule is provided below.

Given the possibility of a potential second round of election, participating States may expect a second request for short-term observers with a very short deadline for registration. Participating States are therefore encouraged to select observers for the potential second-round election who already observed the first round on 11 April and thus will already be accredited.

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 a security briefing 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 Baku:

White City Business Center, Nobel Avenue 25E, 5<sup>th</sup> floor, Baku AZE1025, Azerbaijan  
Tel: +994 12 4042130  
e-mail: [office@odihr.az](mailto:office@odihr.az)  
website: <https://www.osce.org/odihr/elections/azerbaijan/374092>

## **1. Deployment Timetable**

STOs will be deployed according to the following schedule:

Saturday 7 April	Last date for arrival in Baku
Sunday 8 April	STO briefing
Monday 9 April	STO briefing (morning) Deployment to the areas of observation
Tuesday 10 April	Familiarization with areas of observation
Wednesday 11 April	Election day
Thursday 12 April	Continued observation of counting and tabulation of results; Regional debriefing of STOs
Friday 13 April	STO return to Baku; Central STO debriefing; Reception
Saturday 14 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 the 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:

Ruslan Ovezdurdyev, Operations Expert

e-mail: [ruslan.ovezdurdyev@odihr.az](mailto:ruslan.ovezdurdyev@odihr.az); mobile phone: +994 553436198

**b) Transportation/Accommodation**

All STOs will be met at Baku Heydar Aliyev International Airport by an ODIHR EOM representative upon their arrival and transported to their accommodation. Transport and accommodation in Baku and in the areas of observation will be arranged by the EOM. **Due to the limited availability of accommodation in Baku 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 Baku require all guests arriving/departing 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 Baku to the regions by bus, car or airplane.

The ODIHR EOM will make necessary arrangements for the STOs to return to Baku on Friday 13 April, as well as arrange accommodation in Baku. 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);
- 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 Baku.

**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**

Local time in Baku is UTC/GMT +4 hour. Due to the limited number of scheduled flights to Baku, 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	<b>20</b>
In-City Transportation (to and from STO briefing/de-briefing)	<b>20</b>
In-Country Transportation (to and from deployment area)	<b>100</b>
Communication (SIM card/mobile phone/e-pen use)	<b>15</b>
Briefing costs (briefing, debriefing, briefing pack, meals)	<b>165</b>
<b>Estimated cost to be incurred by ODIHR on behalf of STOs</b>	<b>320 EUR</b>
Driver/Car (EUR 60 per day @ 4 days per observer)*	<b>120</b>
Fuel (EUR 15 per day @ 4 days per observer)*	<b>30</b>
Interpreter (EUR 60 per day @ 4 days per observer)*	<b>120</b>
Accommodation (7 nights @ max EUR 120/per night)	<b>840</b>
Meals & Incidentals (approx. EUR 50 per day @ max 7 days)	<b>350</b>
Accommodation and meals for Interpreter if needed (EUR 35 per night @ maximum 3 nights per observer)*	<b>105</b>
Accommodation and meals for Driver if needed (EUR 35 per night @ maximum 3 nights per observer)*	<b>105</b>
<b>Costs paid directly by the observers</b>	<b>1,670 EUR</b>
<b>Total cost per observer:</b>	<b>1,990 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 1,990** (one thousand nine hundred and ninety Euro), including **EUR 1,670** (one thousand six hundred and seventy Euro) which the seconding States should supply to each observer in cash prior to their departure to Baku. **The ODIHR EOM is not able to validate or certify documents related to costs paid directly by the observers (receipts, invoices, contracts, etc.).**

**EUR 320** (three hundred twenty 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. There are cash machines (ATMs) in Baku, and some dispense foreign currency and are available in some hotels in Baku. Hotels outside Baku may not accept credit cards or foreign currency. STOs should be prepared to pay hotel bills outside Baku in cash and upon check-in. Travellers cheques must not be used. The local currency is the Azerbaijani Manat (AZN). The exchange rate is approximately 1 EUR = 2.09 AZN.

## **5. Visas and Insurance**

### **a) Visa**

Seconding States should confirm visa requirements for their STOs. If required, visas can be obtained at the nearest embassy or consulate of the Republic of Azerbaijan prior to arrival. It is recommended to obtain visa before departure.

For STOs without an embassy or consulate of Republic of Azerbaijan in their country of residence, seconding States are requested to inform the ODIHR office in Warsaw ([Sylvia Zwolinska](#) or [Anna Krzysztolik](#)), as soon as possible in order to receive support, if necessary, with issuance of visas.

### **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 Sylvia Zwolinska or Anna Krzysztolik; e-mail: [sylvia.zwolinska@odihhr.pl](mailto:sylvia.zwolinska@odihhr.pl), [anna.krzysztolik@odihhr.pl](mailto:anna.krzysztolik@odihhr.pl) no later than 22 March 2018, 17:00 (Warsaw Time).

**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 22 March 2018, 17:00 (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 Sylvia Zwolinska or Anna Krzysztolik; e-mail: [sylvia.zwolinska@odihhr.pl](mailto:sylvia.zwolinska@odihhr.pl), [anna.krzysztolik@odihhr.pl](mailto:anna.krzysztolik@odihhr.pl).

For the purposes of accreditation of STOs with the Central Election Commission of the Republic of Azerbaijan, the online mission registration form must be completed and supporting documents attached by **27 March 2018, 17:00** (Warsaw Time).

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)).

**IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, NO APPLICATIONS WILL BE CONSIDERED BY ODIHR UNDER ANY CIRCUMSTANCES AFTER 27 MARCH 2018, 17:00 (WARSAW TIME).**

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/azerbaijan/374092>

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

## 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;
- Become familiar with the ODIHR election observation methodology for observing election day, as reflected in the relevant ODIHR publications;
- Acquire knowledge of OSCE commitments and other international obligations and 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 electoral stakeholders to cover issues deemed necessary by the HoM, DHoM and LTOs;
- Supervise local support staff;
- Abide by the ODIHR Observer [Code of Conduct](#) the security instructions and deployment plan of the 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 electoral 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.