



## Office for Democratic Institutions and Human Rights

### INFORMATION SHEET REQUEST FOR SHORT-TERM OBSERVERS

#### EARLY PRESIDENTIAL ELECTION REPUBLIC OF AZERBAIJAN 7 February 2024

Following an invitation from the Government of the Republic of Azerbaijan to observe the 7 February 2024 early presidential election, and in accordance with its mandate, ODIHR has established an Election Observation Mission (EOM). Mr. Eoghan Murphy is the Head of the ODIHR EOM. The mission consists of 11 core team members based in Baku and 26 long-term observers (LTOs) deployed throughout the country. The core team and LTOs come from a wide variety of OSCE participating States per the standard methodology.

ODIHR requests participating States to second 280 (two hundred 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 percent of the total number of requested STOs.

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

Seconding States should confirm visa requirements for their STOs. Visas, if required, should be obtained on-line via visa portal ([evisa.gov.az](http://evisa.gov.az)) or arranged with the Embassy/Consulate of the Republic of Azerbaijan.

To facilitate the accreditation of observers through the Central Election Commission (CEC), the ODIHR online mission registration form must be completed **no later than 19 January 2024**.

STOs are required to arrive (at the latest) in Baku by Saturday, 3 February, and depart (at the earliest) on Saturday, 10 February. The STO schedule is provided below.

*Given the possibility of a second round of the 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 7 February and thus will already be accredited. In line with the legislation, the second round shall take place on a second Sunday after the first round.*

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 are 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 seconding States are required to ensure that their observers adhere to national rules and regulations related to entry, including with regard to potential requirements related to health insurance.

The working language of the EOM is English. All briefings and reporting will be in English, and all interpreters will work in local language(s)/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 located in Baku:

Ibis Baku Hotel, 4 th floor  
64 Khojali Avenue,  
Baku, 1025  
Azerbaijan

Office telephone: +994 55 220 39 02

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

website: <https://www.osce.org/odihr/elections/azerbaijan/561302>

## **1. Deployment Timetable**

STOs will be deployed according to the following schedule:

Sat	3 February	STO arrival
Sun	4 February	STO briefing Day 1
Mon	5 February	STO Briefing Day 2, STO Deployment
Tue	6 February	Deployment to secondary areas of observation. Familiarization with areas of observation.
Wed	7 February	Election Day
Thu	8 February	Observation of tabulation; some STO return to Baku
Fri	9 February	STO return to Baku; return of equipment; general de-briefing
Sat	10 February	STO departure

**STOs are kindly requested to adhere to the deployment timetable and attend the in-person briefing.**

**a) Briefing**

Prior to deployment, STOs will receive a briefing which will include:

- code of conduct and professional working environment;
- overview of the country, political, campaign, and the media environment;
- voting, counting, and tabulation procedures;
- observation forms;
- security advisory;
- 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 all aspects of the deployment plan (location, partner assignments, deployment times) and security instructions. No special requests can be accommodated regarding any aspect of the deployment plan.

In respect of in-country travel organized by ODIHR, please note that **STOs are required to complete the standard OSCE Liability Release Form** and attach it to the online mission registration form by 19 January 2024. **All STOs are required to fill in the CEC application form and send it together with the standard OSCE Liability Release Form no later than 19 January 2024.**

**c) Debriefing**

A debriefing for STOs will be organized after the election in Baku. This will provide an opportunity for STOs to discuss their main findings and share their conclusions with other observers and EOM members.

**2. Logistics and Security**

**a) Contact details**

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

Zhenya ZAMRII, Operations Expert  
e-mail: [zhenya.zamrii@odihr.az](mailto:zhenya.zamrii@odihr.az);  
mobile phone: +994 55 220 16 34

**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 may require guests arriving/departing in the early morning hours to pay the full overnight rate.**

For safety and security reasons, and to prevent logistical 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 on-site drivers, cars, and interpreters.

**If ODIHR is not duly notified in advance, STOs or the respective OSCE seconding State will be charged for the cost, regardless of whether the accommodation provided is used.** The EOM cannot provide airport transfers and in-city transportation for STOs who do not stay in the designated accommodation.

STOs will deploy from Baku to the regions by plane, train, bus or car. STO deployment will be planned in accordance with national regulations and the EOM's safety and security guidelines.

The ODIHR EOM will make necessary arrangements for the STOs to return to Baku on Thursday, 8 and/or Friday, 9 February and will arrange accommodation in Baku. The EOM will arrange transfers to the airport for all STOs from ODIHR designated accommodation.

**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 regulations, including those pertaining to the prevention of COVID-19.

A memo on security details for the STOs will be provided to all observers. STOs who do not 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;
- personal protection equipment such as face masks, and hand sanitizer;
- torch/flashlight with spare battery;
- all necessary medication (case-specific);
- electricity converters (if needed) – European style plug.

The ODIHR EOM strongly recommends that STOs, when traveling 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. Within each team, one member will have use of a smartphone and the other member will have use of a traditional mobile phone. 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**

The Republic of Azerbaijan is a one-time-zone country. Local time in Baku is GMT/UTC +4:00. 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 STO teams by finding drivers/cars and interpreters. Even in cases where one team member speaks the 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>30</b>
In-City Transportation (to and from STO briefing/de-briefing)	<b>30</b>
In-Country Transportation (to and from deployment area)	<b>130</b>
Communication (SIM card/mobile phone/e-pen use)	<b>100</b>
Briefing costs (briefing, debriefing, briefing pack, meals)	<b>280</b>
<b>Estimated cost to be incurred by ODIHR on behalf of STOs</b>	<b>570 EUR</b>
Driver/Car (EUR 45 per day @ max 5 days per observer)*	<b>225</b>
Fuel (EUR 15 per day @ max 5 days per observer)*	<b>75</b>
Interpreter (EUR 45 per day @ max 5 days per observer)*	<b>225</b>
Accommodation (max 8 nights @ max EUR 140/per night)	<b>1,120</b>
Meals & Incidentals (approx. EUR 50 per day @ max 8 days)	<b>400</b>
Accommodation and meals for Interpreter if needed (EUR 45 per night @ max 4 nights per observer)*	<b>180</b>
Accommodation and meals for Driver if needed (EUR 45 per night @ max 4 nights per observer)*	<b>180</b>
<b>Costs paid directly by the observers</b>	<b>2,405 EUR</b>
<b>Total cost per observer:</b>	<b>2,975 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 2,975** (two thousand nine hundred seventy five Euro), including **EUR 2,405** (two thousand four hundred five 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 570** (five hundred seventy 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 Baku, not all of them dispense Euro and might not be available in some areas of deployment. Hotels in the Republic of Azerbaijan do not accept foreign currency and may not, especially outside Baku, accept credit cards. STOs should be prepared to pay hotel bills outside Baku in cash and upon check-in. Traveller's cheques must not be used. The local currency is the Azerbaijani Manat (code: AZN). The exchange rate is approximately 1 EUR  $\approx$  1.88.00 AZN)

## **5. Visas and Insurance**

### **a) Visa**

Seconding States should confirm visa requirements for their STOs. Visas, if required, should be obtained on-line via visa portal ([evisa.gov.az](http://evisa.gov.az)) or arranged with the Embassy/Consulate of the Republic of Azerbaijan.

### **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).**

### **c) COVID-related requirements**

Currently, COVID-19 travel restrictions have been lifted in the Republic of Azerbaijan and proof of vaccination, recovery from COVID-19, or a negative test result is not required for entry. Nonetheless, all focal points and STOs are advised to check entry requirements prior to departure as changes may occur with little notice.

While in the country, STOs should follow all applicable national protocols and regulations as well as ODIHR safety procedures.

## **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@odihr.pl](mailto:sylwia.zwolinska@odihr.pl), [anna.krzysztofik@odihr.pl](mailto:anna.krzysztofik@odihr.pl)) no later than 15 January 2024.

**To be nominated by the seconding States, STOs are required to create a personal account in the 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 **15 January 2024; 17:00 (Warsaw Time)**.

After the nomination deadline, ODIHR will consider the overall number of nominations received and confirm the final numbers it is in a position to receive from each seconding State and, subsequently, enable the focal point to proceed with the online registration.

In respect of in-country travel organized by ODIHR, please note that STOs are required to complete the standard OSCE Liability Release Form and attach it to the online mission registration form **by 19 January 2024**.

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 the end of the day on **19 January 2024**.

The seconding States which have not requested access to the Election Expert Database as a national Focal Point yet or require additional guidance on the observers' registration process should contact 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).

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)) by **19 January 2024**.

<p style="text-align: center;"><b>IN ORDER TO ENSURE THAT ALL LOGISTICAL ARRANGEMENTS ARE ON TIME, NO APPLICATIONS WILL BE CONSIDERED BY ODIHR UNDER ANY CIRCUMSTANCES AFTER 19 JANUARY 2023.</b></p>
---

STOs must not have any concurrent commitments that could result in 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>.

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; 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.





## Organization for Security and Co-operation in Europe

### LIABILITY RELEASE FORM

I, the undersigned, recognize that my participation in the event, named below, does not create an employment relationship between the OSCE and myself. The costs for my travel to, and participation in, the event are covered by the OSCE solely for my convenience and benefit. I accept all conditions of travel and further:

- a) release the OSCE and all of its officials, agents and consultants/experts from liability for loss, damage, injury, illness or death that may be sustained by me during such travel, and/or participation in the event, named below;
- b) agree for myself as well as for my dependants, heirs and estate to hold harmless the OSCE and its officials agents and consultants/experts from any claims or actions on account of any such loss, damage, injury, illness or death;
- c) agree to submit receipts and other relevant supporting documentation, evidencing that the funds have been used for the purpose for which they have been provided;
- d) agree to reimburse the OSCE all funds paid in advance, including but not limited to transportation costs, Daily Subsistence Allowances (DSAs) and Terminal Allowances (TAs) within fourteen (14) days of the cancellation should I not be able to travel as originally planned.
- e) Acknowledging that the proposed travel outlined in the ToR is to a region the WHO has designated as affected by COVID-19, agree to acquaint myself prior to travel with the latest information about the level of infection and preventative measures to take by consulting WHO's website at time of offer to be found at <https://www.who.int/emergencies/diseases/novel-coronavirus-2019> and to keep abreast of local developments in this regard and adhere to the guidelines provided by ODIHR for the duration of the assignment.
- f) agree that in the event that potential restrictive measures are imposed by state or local authorities due to the COVID-19 pandemic the OSCE shall not be liable for any such restrictive measures and may take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including but not limited to reducing the risk to the safety and security of the undersigned

\_\_\_\_\_  
Name of event

\_\_\_\_\_  
Name of participant

\_\_\_\_\_  
Date(s) of event

\_\_\_\_\_  
Signature of participant

\_\_\_\_\_  
Venue of event

\_\_\_\_\_  
Date of Signature



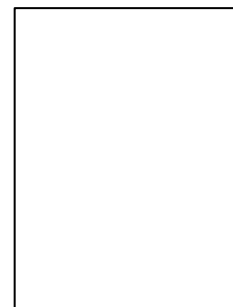
# EARLY PRESIDENTIAL ELECTIONS OF THE REPUBLIC OF AZERBAIJAN

2024

## APPLICATION FORM FOR INTERNATIONAL

I apply for accreditation as an international observer to the early Presidential Elections of the Republic of Azerbaijan on February 7, 2024.

Copy of my passport and 2 photos (3x4) are attached to the application form.



*Surname:* \_\_\_\_\_

*Name:* \_\_\_\_\_

*Patronymic:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Phone:*

*Fax:*

*E-mail:*

\_\_\_\_\_

*Citizenship:*

\_\_\_\_\_

*Passport number (or other substitute document):* \_\_\_\_\_

*Country/organization I represent:* \_\_\_\_\_

\_\_\_\_\_

*Place of work, profession, field of activity:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Election observation experience (country, year):* \_\_\_\_\_

\_\_\_\_\_

*I declare that being accredited as an international observer I will refer to facts, abide by the principles of legality, independence, impartiality, fairness and respect the provisions of electoral legislation and other laws.*

*I assure you of my awareness of the rights and duties of an international observer, as well as, the functions to be implemented by them. In any case, I will not interfere in the activity of electoral bodies, their officials, political parties, blocs of political parties, initiative groups and their representatives, as well as, in the process of exercising the rights of citizens of the Republic of Azerbaijan to vote.*

*Date of arrival in the Republic of Azerbaijan:* \_\_\_\_\_

*Date of departure from the Republic of Azerbaijan:* \_\_\_\_\_

*Name and surname, signature, place and date of sign:* \_\_\_\_\_

\_\_\_\_\_