

Terms of Reference for Core Team Members EU EOM to Timor-Leste 2022

Presidential Elections in March 2022

The present terms of reference offer selection criteria for the Core Team (excluding the Deputy Chief Observer whose Terms of Reference are published in a separate call) of the European Union Election Observation Mission to Timor-Leste. In addition to the Chief Observer and the Deputy Chief Observer, the Core Team is composed of 7 experts, whose individual terms of reference are outlined below.

Preliminary remarks

- 1. European Union Election Observation Missions (EU EOMs) are independent in their findings and conclusions, but must, at all times, adhere to the standard EU methodology for election observation in both, political/electoral and implementation/security matters, as outlined in the “Handbook for European Union Election Observation”¹ EU EOMs must follow standard guidelines, models and practices as specified by the European External Action Service (EEAS) and the European Commission Service for Foreign Policy Instruments (FPI).*
- 2. All mission members must follow the EU Code of Conduct for election observation, as well as adhere to the UN “Declaration of Principles for International Election Observation and Code of Conduct for International Election Observers”²*
- 3. The Core Team is an essential component of EU EOMs. The respective roles and responsibilities of all retained experts is a key element of a successful mission. All members of the Core Team must be experienced in election observation or related activities, fluent in the working languages of the mission, and be able to work cooperatively in a team.*
- 4. Please note that due to the evolving context of elections, the following Terms of Reference offer a general overview of the requested job profiles that is potentially subject to changes. The final version including the detailed description of the final profiles and responsibilities of each analyst/expert will be provided in the Letter of Assignment.*

General Tasks for Core Team Analysts

- 1. All Core Team members work under the supervision of the Chief Observer (CO) and the Deputy Chief Observer (DCO). They are required to participate in EU EOM briefings and debriefings organised by the EEAS and European Commission as requested. These activities are an integral part of the mission.**
- 2. All Core Team analysts should acquire a solid grasp of the legal and regulatory framework for elections, as well as international and regional commitments and**

¹ http://ec.europa.eu/europeaid/what/humanrights/election_observation_missions/documents/eu_election_observation_handbook_en.pdf

² http://ec.europa.eu/europeaid/observer/declaration_of_principles_code_of_conduct_fr.pdf

obligations applicable to democratic elections. They should become familiar with relevant EU publications, particularly the “EU Election Observation Handbook” and the “Compendium of International Standards for Elections”. The analysts should support the DCO in developing the analytical framework and in implementing the EU election observation methodology.

3. All Core Team analysts should contribute to the EU EOM assessment of whether the elections are conducted in accordance with the legal framework as set out in national legislation as well as relevant international and regional commitments and obligations for elections. In their specific area of responsibility, they should assess whether election legislation is respected in practice. They should regularly brief mission members on important issues and legal provisions regarding their area of responsibility.
4. All Core Team analysts should contribute to the preparation of weekly/interim reports, to the preliminary statement and to the final report in the mission reporting language. This includes amending/re-writing draft contributions after receiving CO and DCO feedback.
5. All Core Team analysts should contribute to the drafting of EOM recommendations from the start of the mission in close coordination with the DCO. They should ensure that draft EOM recommendations are discussed as early as possible in the process. In line with EODS guidelines on drafting recommendations, the analysts should consult the relevant stakeholders, including Electoral Management Body (EMB), electoral observer groups and electoral assistance providers on the general content of the recommendations they are considering.
6. All Core Team analysts should contribute to the EOM internal report and preparation of the follow-up plan to the EU EOM recommendations, including suggestions on any methodological improvements and information on possible areas of technical assistance and political dialogue.
7. All Core Team members should ensure that any personal data received during an EU EOM is handled in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, as well as with the Privacy Statement on the Implementation of the European Union Election Observation Missions.

The working and reporting language of the mission will be English and Portuguese.

CHIEF OBSERVER (CO)

The CO has the overall responsibility for the EU EOM. S/he is appointed directly by the High Representative/Vice President. The CO's duties, tasks and responsibilities are detailed in the annex attached to her/his contract.

DEPUTY CHIEF OBSERVER (DCO)

As a Special Adviser to the High Representative for Foreign Policy/Vice President of the European Commission (HR/VP), the role of the DCO is to assist the Chief Observer in the conduct of the EOM and in managing its core team. The DCO also replaces the Chief Observer whenever absent, including in the diplomatic and media contacts essential to the functioning of the EOM. The DCO will be present in the field during the full duration of the mission as well as its preparatory, winding-down phases and final report presentation.

(1) ELECTION ANALYST

The Election Analyst is responsible for assessing the performance of the Election Management Body (EMB) of host country, sub-national election administration bodies and other public authorities involved in the preparation and conduct of the electoral process. S/he will make an assessment of the relationship between the EMB and other stakeholders. The Election Analyst should co-ordinate closely with the rest of the Core Team.

S/he will:

1. Become familiar with host country's constitutional, legal and regulatory framework for elections; assess the implementation of the legislation by the Election Management Body and other electoral and governmental authorities, constituency-level officials and polling, counting and other officials involved in the results management.
2. Contribute to the assessment to be made by the Legal Analyst on the compliance of host country's legislation with its international and regional commitments and obligations for democratic elections.
3. Liaise with international organisations and agencies as well as with domestic NGOs working on electoral issues.
4. In co-ordination with the Legal Analyst, assess and analyse the activity of the judiciary, election administration and the security services, in particular:
 - the capability of the judiciary/election administration in implementing the legal framework consistently; the role of the judiciary/election administration in dispute resolution and election process supervision;
 - the conduct and effectiveness of complaints and appeals processes.
 - monitor and assess the treatment of electoral offences by the EMB, the Police and the Courts.
5. With the Legal and Political/campaign finance Analysts, assess the degree of inclusivity and representativeness of host country's electoral system. This also includes assessing its impact on participation of women, minorities and people with disabilities.
6. Monitor the work and assess the performance of the election administration and governmental bodies concerning technical preparations for the election. Special attention should be paid to: the system of voter registration and the reliability of the voter register, candidate nomination and registration, recruitment and training of

temporary election staff; deployment of material, result management and measures to promote women's participation.

7. If possible, observe meetings of the EMB and follow the issues on its agenda. Regularly meet with representatives of the EMB including department heads and other officials and provide the EU EOM with information about EMB meetings and official complaints brought to the election administration.
8. Liaise with organizations active in technical electoral assistance to get their views on the electoral process and opportunities for the EMBs to address them. Enquire about planned technical support to the EMB.
9. Assess the statutory and functional independence of the election administration, its impartiality, the transparency of its operations, the degree to which it enjoys confidence of electoral stakeholders, its decision making and collegiality.
10. Assess the civic and voter information/education programs and production and distribution of relevant material and the degree to which voters are informed about the election process.
11. With the Media, Social Media, Legal and Political Analysts assess the role of election administration in regulating campaign in the media, including on-line and in social networks.
12. Maintain regular contacts and information exchange with election analysts of other international election observation missions. Maintain regular contacts and information exchange with Civil Society Organisations, including domestic observer groups, and international organisations involved in the election process.
13. Ensure LTOs are kept informed of developments in the electoral administration process. In consultation with the DCO, prepare relevant questions and feedback for LTO weekly reports and analyse LTO reporting output.
14. Report on the developments in the electoral administration process for the EOM and provide oral briefings as required.
15. On the basis of templates provided by the European Commission (EODS project), and with the support of the Media/Data Analyst, prepare election day observation forms for polling stations' opening, voting, closing and counting of votes, and the tabulation of results.
16. With the Observer Coordinator develop and co-ordinate a strategy to observe the collection and transport of election material from polling stations to the election administration offices (including counting or tabulation centers). The strategy should include plans on how to systematically collect consistent information on the process and, as far as possible, individual polling stations results. Analyse and assess the tabulation of results.
17. With the Observer Coordinator analyse data from e-day observation forms.
18. Participate to observer briefings, debriefings and team meetings.
19. Perform any other duty required for the good functioning of the EU EOM.
20. If requested, be available to take part in the EOM return visit and roundtable.

(2) LEGAL/GENDER/HUMAN RIGHTS ANALYST

The Legal/Gender/Human Rights Analyst is responsible for providing an analysis of the legal framework governing the elections in host country in accordance with international, regional commitments and obligations applicable to democratic elections, taking into consideration the country's Constitution and relevant election-related laws and regulations as well as any legislation/regulation governing other aspects of public life and fundamental rights and freedoms impacting electoral processes. S/he will analyse processes related to

political party registration, political finance regulation and enforcement, candidate registration, electoral campaign, adjudication of complaints, etc. The Legal Analyst will take into consideration host country's international and regional commitments in promoting gender equality. The Legal Analyst should co-ordinate closely and share information with the relevant members of the Core Team.

S/he will:

1. Analyse national legislation, in particular concerning universal and equal suffrage, the right to vote and to stand as a candidate, conditions for the exercise of fundamental freedoms of expression/association/assembly/movement, the right to life, constituency delimitation, election administration, voter registration, political party registration and finance, candidate registration, campaign, voting, counting and tabulation, complaints and appeals.
2. Inform the CO and other core team members about any international and regional commitment, electoral standard and good practice which may be relevant to the observed electoral process.
3. With the Media, Social Media, Political and Election Analysts assess the role of election administration in regulating campaign in the media, including on-line and in social networks.
4. Assess electoral legislation from a gender perspective, in accordance with applicable international conventions, focusing in particular on the participation of women and socially vulnerable people and special needs groups.
5. Assess and analyse legal aspects of the activity of the judiciary/election administration, in particular:
 - the capability of the judiciary/election administration in implementing the legal framework consistently;
 - implementation of regulations on campaign finance;
 - the role of the judiciary/election administration in dispute resolution and election process supervision;
 - the conduct and effectiveness of complaints and appeals processes.
6. Maintain a database of all election-related complaints and appeals, filed by parties, candidates, voters, or other stakeholders.
7. If open to observers, attend election administration meetings in coordination with Election Analyst.
8. Maintain, with the active support of the Political Analyst, regular relations with local and international human rights groups and produce regular assessments of formal and informal violations of fundamental freedoms, including civil and political rights, throughout the country.
9. Meet regularly with judicial and other relevant bodies, and attend court hearings relating to complaints and appeals.
10. In co-ordination with the Election and Media Analysts, monitor closely any arrests or detentions impacting fundamental rights around the electoral process and the circumstances surrounding such arrest/detentions.
11. Monitor and assess the handling of electoral offences by the EMB, Police and the Courts.
12. Liaise with international organisations and agencies as well as with domestic NGOs specialised in legal issues.
13. Analyse legal information collected by LTOs and other core team members.
14. Support the DCO in developing the analytical framework and implementing the EU

election observation methodology.

15. Brief mission members on important legal issues.
16. Suggest relevant questions to be included in LTO weekly report templates.
17. Participate to observer briefings, debriefings and team meetings.
18. Perform any other duty required for the good functioning of the EU EOM.
19. If requested, be available for the return visit and roundtable.

(3) POLITICAL ANALYST

The Political Analyst is responsible for conducting a political assessment of the electoral process and for providing information concerning the historical, cultural and political background of the country as well as ongoing developments.

S/he will:

1. Undertake a comprehensive political analysis of the electoral process and assess the dynamics and genuine competitiveness of the electoral process before, during and after elections.
2. In co-ordination with the DCO and throughout the mission, maintain regular contacts with political parties' representatives, candidates, campaign managers and political analysts. Gain insight into the views of the main competitors and their impact on the process, including, inter alia, their assessment of the credibility of the elections and the acceptance of final election results.
3. Provide background information, assessment and relevant material on a wide range of interlocutors including candidates, political parties, state authorities, police, military, media groups, journalists, and decision makers in the country.
4. In co-ordination with the Legal Analyst, assess the legal, regulatory and administrative framework managing political activities, including for political parties' participation and activities and political finance.
5. Assess the approach of political parties and the role and participation of women, and politically disenfranchised, ethnic minorities and/or socially vulnerable groups.
6. Assess political parties' compliance with Codes of Conduct and the application of enforcement mechanisms.
7. Monitor and analyse the use of state resources during the electoral process to determine whether it is a hindrance to the level playing field, to the extent it is feasible in the context of the EU EOM.
8. With the Legal, Social Media, Election and Media analysts assess the legal, regulatory and administrative framework for political competition and election campaigning, including political parties, media and NGO registration as well as adherence to campaign finance regulations. Assess whether the framework allows for a genuine competition, level playing field and political pluralism.
9. With the Media, Social Media, Legal and Election Analysts assess the conduct and content of the electoral campaign, including in the media and social media; in particular whether fundamental freedoms are being protected by law and upheld by state actors; the existence of a level playing field, and the general security surrounding the campaign.
10. In co-ordination with the Security Expert, assess the role of the state security bodies during the electoral process.

11. Assess the capacity of political parties and candidates to use the existing mechanisms for redressing of electoral complaints.
12. Maintain regular relations with local and international political analysts (from other international observation missions, civil society organisations, political parties, international organizations, diplomatic missions, media outlets, university departments) and produce a regularly updated political and electoral conflict/risk analysis overview for Timor-Leste.
13. In co-ordination with the Electoral Analyst and the DCO, liaise with domestic observer groups and other national or international non-governmental organisations engaged in the election process.
14. Develop a cultural awareness briefing for mission staff, taking into particular consideration country specific sensitivities. In conjunction with the SP operations and security experts, brief mission members about culturally sensitive issues and the appropriate behaviour to be observed by all mission staff – including SP - in the course of their activities.
15. Ensure that LTOs are kept abreast of political developments. In consultation with the DCO and Observer Coordinator, prepare relevant questions for the LTO weekly reports and process and interpret the responses thereof.
16. Participate in observer briefings, debriefings and team meetings.
17. Produce regular reporting on political developments for core team and observers and provide oral briefings as required.
18. Contribute to the preparation of interim reports, to the preliminary statement and to the final report including with well targeted recommendations. This includes amending/re-writing draft contributions after receiving DCO feedback.
19. Contribute to the internal report, including suggestions on any methodological improvements and information on possible areas of technical assistance.
20. Perform any other duty required for the good functioning of the EU EOM.
21. If requested be available for the return visit and roundtable.
22. Become familiar with international and regional obligations, commitments, and best practice, relevant to political and campaign finance in Timor-Leste.
23. Acquire knowledge of the country's election laws and all other national legislation relevant to political and campaign finance.
24. Acquire knowledge of the political party landscape, campaign modus operandi, as well as of the role of election administration and the judiciary in ensuring sound campaign finance.
25. Monitor and analyse the use of state resources to determine whether it is a hindrance to the level playing field, to the extent it is feasible in the context of the EU EOM.
26. Monitor the enforcement and compliance with finance reporting requirements of political parties and candidates.
27. Monitor complaints and appeals related to campaign finances, in particular the way they are dealt with by the competent authorities (deadlines, appropriate sanctions, enforcement mechanisms etc).
28. Follow the monitoring of campaigning finance mechanisms put in place by domestic and

other observer groups; establish coordination mechanisms with domestic and other observers working in relevant fields.

29. Liaise with the Media, Legal and Election Analysts, particularly when meeting political parties and candidates and with the election administration.

(4) MEDIA ANALYST

The Media Analyst is responsible for conducting an assessment of the media coverage during the election period, the overall media landscape and environment as well as media freedoms. S/he will work in close coordination with the Political, Legal, Social Media and Election Analysts.

S/he will:

1. Identify the most important host country's media outlets to be monitored in terms of coverage, audience, ownership, content, editorial lines, and relevance at central and regional level.
2. Assess the overall media landscape in terms of outlets and importance and maintain a database of relevant media outlets, media NGOs and regulatory bodies.
3. As far as possible, assess private media sector structures and ownership and its potential impact on the availability of pluralistic information.
4. Establish the methodological framework for monitoring the most important media outlets to assess the balance and tone of campaign coverage afforded to political contestants and adherence to reporting requirements as established in laws, regulations and the code of conduct.
5. Set up a central media monitoring unit, including both staff recruitment and training, technical set up, management and procedures.
6. With the Observer Coordinator and the Social Media analysts, liaise with LTOs on their necessary support to the EOM media monitoring in their areas of responsibility. Prepare relevant questions for LTO weekly reports and process and interpret the responses thereto.
7. In cooperation with the Press Officer and Social Media analyst monitor the EU EOM media coverage.
8. In liaison with the Legal and Social Media Analysts, assess whether existing legislation provides a reasonable framework for the protection of freedom of speech and for a free press; assess whether the media, both public and private, provide balanced coverage of the election campaign in accordance with existing legislation, using both quantitative and qualitative analysis. Assess coverage of women candidates and the manner in which women and socially vulnerable groups are portrayed in the media in relation to the elections.
9. Verify the freedom of the media to carry pluralistic political commentary. Assess overall media pluralism, commentary, tone and the respect of campaign provisions for the media.
10. Assess cases or allegations of intimidation or violence against journalists.
11. Assess the tone of the media coverage of the campaign by recording any statements that

“go beyond acceptable limits” or that may be considered hate speech or incitement to violence. Particular attention should be paid to debates and programs involving participation of the public.

12. In liaison with the Election Analyst, assess the quantity and range of official voter information items distributed through the media.
13. Assess the regulatory framework for producing and broadcasting political advertising and its implementation.
14. Assess legal and institutional mechanisms to adjudicate media related complaints, as well as performance of regulation bodies and/or self-regulation initiatives during the elections, including respect for and enforcement of the media regulations and laws.
15. Assess any complaints against the media related to the election and liaise closely with the Political Analyst on all political party-related developments.
16. In coordination with the Social Media Analyst, assess how the campaign is presented in the social media and internet, liaise closely with the Political and Legal Analysts on all campaign-related developments.
17. Maintain contact with representatives of the media sector and institutions, domestic or international observer's groups engaged in media monitoring, especially in regard to public broadcasters and other state-owned media.
18. Ensure that media monitoring results are regularly communicated to LTOs.
19. Participate in briefings, debriefings and Core team meetings.
20. Perform any other duty required for the good functioning of the EU EOM.
21. Prepare a comprehensive media monitoring report, including key statistics, as an annex for the EOM Final Report.
22. Be available for the return visit and roundtable.

(5) SOCIAL MEDIA/DATA ANALYST

The Social Media/Data Analyst will assess the online environment and content related to the electoral process and the campaign. In particular s/he will provide information concerning the online environment in the host country and will also conduct analysis regarding the regulation of the Internet and social network platforms in host country. She/he will also provide an overview of the use of social networks for electoral campaign, voter mobilisation and education. The analysis should be informed by the EU EOM Internal Guidelines on the Online Environment. In close co-ordination with the DCO, the Political and Election Analysts and the Observer Coordinator, the analyst is responsible for customization of E-Day application for the collection and assessment of key election findings based on observation data, particularly pertaining to voting, counting and result tabulation, received from observers. He/she will provide a comprehensive statistical report on Election Day observations.

S/he will:

1. In coordination with the Legal expert, undertake comprehensive legal analyses of internet regulation in the host country and gain broad understanding of the online legal environment in which the elections are being held. Legal analysis will include subject matters relating to Internet access, freedom of speech, dangerous speech, data protection and privacy, political finance, advertising, and disinformation.
2. Hold regular meetings with relevant stakeholders and undertake comprehensive analysis of the situation in host country in regards to digital/ social media communications. This will include meetings with relevant government institutions and agencies, Internet activists, academics and researchers, social media platforms representatives and civil society groups active in the protection of digital rights and social network monitoring.
3. Assess host country's fulfilment of commitments related to digital rights, including freedom of opinion, expression and association, access to the Internet and to the right to privacy online. Be familiar with international and regional obligations, commitments, and best practices, relevant for freedom of expression and association, the right to information, dangerous speech, and privacy in the online environment.
4. Identify the most important social platforms, in terms of penetration and reach, and assess feasibility and scope of monitoring social network sites. Be responsible for such monitoring, including with regards to staff recruitment and training, technical set up and management, with the technical support of the SP.
5. In cooperation with the Media and Political analysts, devise a system for monitoring/following the Social Network Sites (SNS) of the main candidates and other opinion makers. This may include referring to findings from credible civil society organisations and other analysts. To analyse:
 - the strategies used by candidates and parties to campaign on social platforms.
 - the presence of dangerous speech, incitement to violence and defamation.
 - the type, themes and targets of disinformation the EOM could detect during the campaign.
 - possible interference in the integrity of the electoral process via bots, trolls and other forms of orchestrated campaigns.
 - whether social platforms act in accordance with the existing legislation on elections and the campaign;
 - the publication of online opinion polls.
 - the reach of the EOM's public outreach strategy on social networks, in cooperation with the press officer.
6. Assess the relevant supervisory bodies' capacity and role in regulation of the Internet and online campaign, including any enforcement measures in place (in cooperation with other Core Team analysts).
7. Assess the measures put in place by social network companies to protect the integrity of the electoral process and the campaign, including in regards to providing information on paid adverts and relations with the election management body and other state bodies.
8. Monitor complaints and appeals related to online campaigning and online content, in particular the way they are dealt with by the competent authorities (deadlines, appropriate sanctions, enforcement mechanisms, etc.);
9. Follow and assess the monitoring of social networks by citizen observers' groups and other civil society organisations; Establish information exchange mechanisms with such organisations.
10. Assess efforts to promote digital literacy and to specifically target women and other marginalised groups
11. Assess any barriers to the participation of women and minorities and other disadvantaged groups in online debate and campaign.

12. Produce regular reporting on online campaign developments on elections for Core Team and observers and provide briefings, as required. Provide information and points of enquiry to LTO teams.
13. In cooperation with the Election and Political Analysts, in case relevant data is available, design and prepare an appropriate system to facilitate the analysis of the demographic, civil registration and voter registration data collected by the mission, including registration of women, minorities and socially vulnerable voters.
14. Contribute to the customisation of E-Day application to facilitate the analysis of the data collected by observer teams. In co-ordination with the Election Analyst, contribute to the design and content of EU observer reporting electronic forms, ensuring that the information contained can be processed effectively by the database.
15. Prepare a briefing on election day electronic forms and the use of tablets for LTOs and LSTOs and if deemed necessary be available for a video conference.
16. In co-ordination with the Election Analyst provide input on eventual electronic results tabulation system, on its credibility and transparency and on any potential anomalies in data available on the tabulation of results from official sources.
17. Train and supervise data entry clerk(s) responsible for data entry on E-day, if necessary.
18. Attend briefings and debriefings as requested.
19. Perform other duty required for the good functioning of the EU/EOM.

(6) PRESS OFFICER

The Press Officer is responsible for the EU EOM's communication and public outreach strategy. S/he is also responsible for maintaining relations with the media as regards the EU EOM's activity, and for organising EU EOM press conferences.

S/he will:

1. Advise the CO and DCO on strategies to achieve maximum visibility for the EU EOM in the national and international media at all stages of the Mission's deployment.
2. Develop an overall public outreach strategy making use of traditional and social media, networks of non-governmental organisations, political parties, universities etc.
3. Prepare the planning of activities to be covered by the Press coverage budget.
4. Establish and maintain contact with the local and international media.
5. Ensure that "EU Visibility guidelines for external actions" are followed.
6. Coordinate the development of the mission website and accounts on social networks as well as of mission related audio-visual material, in terms of design and contents. This task should be done in cooperation with all other mission members and in close coordination with the European Union institutions in Brussels, ensuring the widest possible outreach through the EU's social media channels (press and communication services in Brussels and in the EU Delegations).
7. Prepare a "Mission Factsheet" to explain the mandate and objectives of the EU EOM to the general public.
8. Assist the CO and DCO in the preparation of media interviews, press releases and press conferences, as instructed by CO/DCO.
9. Ensure, where appropriate, the translation of the relevant information and documents issued by the EU EOM to the public.
10. Ensure that the public outreach strategies are gender and minority (ethnic groups/

marginalised communities) sensitive.

11. Prepare a comprehensive press distribution list for both local and international media.
12. Prepare (or receive from another institution/organisation) a basic daily media digest of political and election related items for the EU EOM.
13. Ensure maximum distribution of the EU EOM's press releases, preliminary statement and final report both locally and internationally.
14. Archive all EOM coverage by the national and international media and provide regular updates on social media coverage of the mission.
15. Monitor the impact of the EOM's public outreach strategy on traditional and social media, in cooperation with the media and social analyst.
16. With the Observer Coordinator, ensure that EU EOM press releases and statements are communicated to observers and that observers are made aware of any potentially sensitive statements before they are made public.
17. Participate in briefings, debriefings and Core Team meetings.
18. If requested by the CO or DCO prepare drafts of interim reports, the preliminary statement, and the final report ensuring that the EU guidelines are carefully and rigorously followed and that the quality of language is of the highest possible standards. Contribute to the internal report, including suggesting any methodological improvements and information on possible areas of technical assistance.
19. Perform other duties as required for the good functioning of the EU EOM.
20. Be available for the return visit and roundtable.

(7) OBSERVER COORDINATOR

The Observer Coordinator is responsible for coordinating the activities of observers (long term-term and locally-recruited) and for providing the link between the field and the core team.

S/he will:

1. In coordination with other core team members and the Service Provider (including Logistics and Security experts), ensure high quality of observer briefings and debriefings. If necessary ensure that necessary arrangements are properly prepared: organise meetings, develop session agendas, ensure that observers understand EU observation methodology, identify and select relevant speakers, prepare necessary materials for observers briefing and debriefing sessions, ensuring that observers will be provided with pertinent information on the European Union, its goals, institutions and composition, its foreign policy, particularly the EU election support policy and the European Commission's role in electoral assistance and election observation.
2. Ensure that observers understand and sign the EU EOM Code of Conduct and its Ethical guidelines and the consequence of failing to abide by them.
3. Act as one of the Contact Points for any possible case of breach of Code of Conduct by EU EOM members. In case of any allegation, immediately inform DCO and European Commission.
4. Ensure that all EU EOM members are fully aware of the applicable data protection framework.
5. Under guidance of the DCO and in co-ordination with the SP Operations and Security experts, plan and organise the deployment and movement of LTOs and LSTOs, ensuring representative observation coverage and taking into account geographical, regional and security considerations.
6. Inform observers of activities of the election administration and on programmes developed at central level by civil society organisations and instruct them on their possible impact at local level, as well as the level of coordination desirable with these groups; liaise with observers in the field and brief Observers' teams on a regular basis (daily, whenever possible) regarding important issues identified by the Core Team and the Service Provider which affect their activities;
7. In consultation with other Core Team members, prepare LTO report forms, ensuring that the information contained can be processed effectively. Ensure the distribution and collection of the observer reporting forms;
8. Collect and analyse information provided by observers:
 - i) Ensure that qualitative and quantitative information is collected by observers, delivered and received in a timely manner, by providing instructions, guidance, tools, report templates, updates and feedback to observers. Ensure smooth and regular information flow between the core team and observers and maintain regular contacts with them. Fully support the activity of observers during the course of their work, respond to their inquiries and follow up on their observations.

- ii) Keep records of all observers' reports (weekly reports, incident reports, campaign events reports, flash reports, election day reports, etc.). Establish and maintain a database of all cases of irregularities and incidents reported by the observers and monitor the follow-up of these cases.
 - iii) Prepare regular summary reports on the findings of observers as requested by the DCO.
- 9. Carefully and rigorously catalogue all irregularities reported by observers throughout the deployment period on a database, for use in weekly reports, the preliminary statement and final report and inclusion as an annex to the final report;
- 10. Co-ordinate with Election, Legal, Political, and Data Analyst in the customisation of the E-Day application. Provide corresponding information and training to observers on statistical data collection.
- 11. With the DCO and SP, co-ordinate the integration of locally recruited diplomatic STOs (LSTOs), observers from non-EU member states and MEP delegations into the EU EOM.
- 12. Manage contact with LSTOs, including preparing information, undertaking regular communication, and preparing deployment plans.
- 13. Organise and schedule election-day and election-night reporting by observers to ensure that their reports are timely available for the Preliminary Statement. Throughout the day prepare regular update reports to CO/DCO on voting operations, counting and tabulation of results.
- 14. Conduct the observer evaluation process. Ensure that this is prepared in co-ordination with all core team members; co-sign the evaluations and certificates for observers together with the DCO. Ensure that evaluations follow European Commission guidelines. Include the evaluations in the roster and sign a letter of confidentiality on the information obtained in the roster.
- 15. Coordinate and draft, under the guidance of the DCO and with the contribution of other analysts, and based on evaluations from observers, the internal final report, including feedback on individual terms of reference for each analyst and for observers, modus operandi of the mission, lessons learnt and good practices, and suggestions for methodological improvements.
- 16. Perform any other duty required for the good functioning of the EUEOM.