



Organization for Security and Co-operation in Europe Office for Democratic Institutions and Human Rights

92/2023

NOTE VERBALE

The OSCE Office for Democratic Institutions and Human Rights (ODIHR) presents its compliments to the Foreign Ministries and Delegations of the OSCE participating States and has the honour to state the following:

Following an official invitation to observe the local elections scheduled for 14 May in the Republic of Albania, based on the findings and conclusions of the Needs Assessment Mission deployed from 8 to 11 November 2022, and in accordance with its mandate, ODIHR is preparing to deploy an Election Observation Mission (EOM).

ODIHR relies upon the co-operation of participating States in seconding 24 long-term observers (LTOs). LTOs should arrive in Tirana on 11 April 2023. A briefing session is planned for 12 April, after which the LTOs will be deployed to their observation areas on 13 April. The LTOs should plan to remain in the country until 22 May 2023.

The attached information sheet provides further details. The involvement of LTOs will permit observation of the administrative preparations for the elections, the campaign, adjudication of complaints, and the media.

In addition, ODIHR is planning to request the secondment of 300 short-term observers (STOs) for elections day observation. A separate Information Sheet for STOs will be issued in this regard.

In the interest of a broad and balanced representation among participating States in election observation activities, ODIHR requests that any individual participating State nominates only up to 15 per cent of the total number of observers requested.

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 long-term observers.

The OSCE Office for Democratic Institutions and Human Rights avails itself of this opportunity to renew to the Foreign Ministries and Delegations of the OSCE participating States the assurances of its highest consideration.

Warsaw, 6 March 2023



To:
The Foreign Ministries
and Delegations of the OSCE participating States

INFORMATION SHEET REQUEST FOR LONG-TERM OBSERVERS

LOCAL ELECTIONS IN THE REPUBLIC OF ALBANIA

14 May 2023

1. REQUEST FOR LONG-TERM OBSERVERS

ODIHR requests the co-operation of the OSCE participating States in seconding **a total of 24** experienced long-term observers (LTOs) to permit the observation of the administrative preparations for the elections, the campaign, adjudication of complaints, and the media. The LTOs should arrive in Tirana on 6 March 2023 to be deployed according to the following schedule:

11 April	Arrival in Tirana
12 April	Briefing session
13 April	Deployment to observation areas
22 May	Departure

The special expertise required includes election administration, election-related legal affairs or comparative election observation experience (English language essential). The LTOs shall perform their duties as stipulated in the attached terms of reference.

ODIHR strongly encourages all observers to undertake the ODIHR comprehensive e-learning course for observers, available at: www.odihrobserver.org.

2. REGISTRATION AND ACCREDITATION PROCESS

All OSCE participating States considering secondment are requested to inform ODIHR on the number of LTOs (to the attention of Sylwia Zwolinska or Anna Krzysztofik; e-mail: sylwia.zwolinska@odihr.pl, anna.krzysztofik@odihr.pl) no later than 24 March 2023.

To be nominated by the Seconding States, LTOs 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 LTOs using the Election Expert Database as soon as possible and no later than 24 March 2023; 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 on-line registration.

For the purposes of accreditation of LTOs with the Central Election Commission of the Republic Albania the online mission registration form must be completed and supporting documents attached by the end of **31 March 2023**.

3. INSURANCE

The seconding States should secure for their observers any insurance coverage, including adequate health, accident/disability and life insurance, as it will not be provided by ODIHR. The observers should have a copy of their insurance policy with them.

Each LTO team will be equipped by ODIHR with a laptop and mobile phones. LTOs may choose to bring their personal laptop and a mobile phone. It should be noted, however, that ODIHR cannot take any responsibility for the observers' personal belongings, including computers and mobile phones, in case of theft or any other incident. The seconding States may consider insuring personal belongings of observers.

4. VISAS

Visas, if required, should be arranged with the Embassy/Consulate of Republic of Albania. For observers without an embassy or consulate in their country, please inform ODIHR in Warsaw (Sylvia Zwolinska or Anna Krzysztofik) as soon as possible.

5. FLIGHT BOOKINGS/ACCOMMODATION

Hotel reservations will be organized for the LTOs by the ODIHR EOM upon receipt of the online registration form. The LTOs will be met at Tirana International Airport by an ODIHR EOM representative upon their arrival and transported to their accommodation.

ODIHR strongly encourages seconding States to make early flight bookings. To ensure operational flexibility, seconding States are advised to book changeable airline tickets.

In respect of in-country travel organized by ODIHR, please note that LTOs are required to complete the standard OSCE Liability Release Form and attach it to the on-line mission registration form by 31 March 2023.

6. COSTS

LTOs will be asked to cover directly their expenses for food and hotel accommodation; these costs may vary depending on personal preferences. However, as an indication of possible costs an LTO may incur, please note that the OSCE Daily Subsistence Allowance (DSA) for March is EUR 168.03 in Tirana. Costs, DSA included, may be less outside Tirana. ODIHR will provide each LTO team with a driver and an interpreter.

7. CODE OF CONDUCT AND SECURITY

The security and safety of observers is of the highest priority and will take precedence in the EOM management, including the deployment plan. The ODIHR EOM will prioritize considerations related to the current circumstances related to the COVID-19 pandemic in its planning and management. However, 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 PCR testing and health insurance which covers treatment of COVID-19 in the Republic of Albania. Although ODIHR may provide some guidance on request, seconding States are responsible for determining the designation of their observers and purchasing any necessary insurance.

LTOs should strictly abide by the ODIHR Observer [Code of Conduct](#). LTOs will receive a security briefing upon arrival and are requested to strictly comply with security instructions and deployment plan prepared by the ODIHR EOM.

Observers should also familiarize themselves and abide with the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#).

ODIHR reserves the right to refuse any candidates to this observation mission who cannot undertake their activities in an impartial and objective manner and to withdraw accreditation in case of any serious breach of the ODIHR Observer Code of Conduct.

LTOs are kindly asked to refrain from commenting on mission-related issues, including via social media. In line with the ODIHR Observer Code of Conduct, 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.

8. OTHER INFORMATION

Please note that all ODIHR election observation reports on prior elections in the Republic of Albania are available at the ODIHR website: <https://www.osce.org/odihr/elections/albania>.

All observers should familiarize themselves with the contents of:

1. The ODIHR “Election Observation Handbook”, available at: <http://www.osce.org/odihr/elections/68439>
2. The ODIHR “Handbook for Long-Term Election Observers” available at: <http://www.osce.org/odihr/elections/24678>
3. The ODIHR Needs Assessment Mission Report available at: <https://www.osce.org/odihr/elections/albania/537514>

Terms of Reference

LONG-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), the Long-term Observer (LTO) Co-ordinator and the ODIHR Election Department, the LTO is responsible for observing the entire electoral process and gaining an in-depth understanding of the overall administrative procedures and campaign environment in the area of deployment, as well as making the necessary preparations for the arrival of short-term observers (STOs)¹.

Main Tasks:

Electoral Expertise

- Acquire detailed knowledge of the election law and all other relevant legislation and regulations;
- Acquire detailed knowledge of the electoral and political situation in the country;
- Become familiar with the ODIHR election observation methodology reflected in the relevant ODIHR publications; and
- Acquire knowledge of OSCE commitments and other international standards for democratic elections.

Regional Issues

- Establish and maintain contact with the main authorities in charge of administering the elections in specific regions as well as with political parties and candidates, media representatives, and members of civil society;
- Attend and report on meetings of local election authorities, where possible;
- Attend and report on political rallies and campaign events, where possible;
- Attend and participate in any other relevant meetings with other electoral stakeholders to cover issues deemed necessary by the HoM, DHoM, and LTO Co-ordinator;
- Participate in selection of support staff according to the established procedures; and
- Manage local staff, including certifying and evaluating the results of their work;

Reporting

- Prepare weekly and spot reports based on observations, findings and assessment;

Co-ordinating Role

- Co-ordinate the deployment, preparations and activities of STOs (accommodation, cars, drivers, interpreters, briefing and de-briefing) in consultation with the DHoM, LTO Co-ordinator, and Operations Expert;
- Prepare regional briefing materials for STOs;
- Organize a regional briefing and debriefing session for STOs;
- Maintain regular contacts with STOs and provide them with instructions and guidance;
- Co-ordinate reporting by STOs and ensure that the mission is fully informed of trends and developments in the respective region;
- Abide by the [Code of Conduct for ODIHR Election Observers](#), the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#), the security instructions and deployment plan of the

¹ Tasks related to STOs do not apply to Limited Election Observation Missions.

OSCE/ODIHR EOM, as well as [data protection responsibilities](#) when processing the personal data of short-term observers and local staff.

Requirements:

- Experience in public administration, non-governmental organizations, and/or international organizations involved in observing and/or organizing electoral processes is most desirable;
- Previous experience or some knowledge of the current situation in the country or surrounding region is desirable;
- Command of English language is essential. LTOs 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 to work long hours and ability to deal with complex and demanding situations;
- Ability to work in a team and deal with difficult situations in a positive manner.

Deliverables:

- Regular reporting, including recommendations, on the conduct of the elections in the regions, as well as on any other issues covered during the mission;
- Participation in recruitment of local staff, including preparing and signing the interview report; and
- Certification and evaluation of work performed by local staff under direct supervision.



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