



Office for Democratic Institutions and Human Rights

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

**PRESIDENTIAL & PARLIAMENTARY ELECTIONS
REPUBLIC OF NORTH MACEDONIA
24 April & 8 May, 2024**

Following an invitation from the Government of the Republic of North Macedonia to observe the 24 April presidential and 8 May parliamentary and potential second-round presidential elections, and in accordance with its mandate, ODIHR has established an Election Observation Mission (EOM). Ambassador Jillian Stirk is the Head of the ODIHR EOM. The mission consists of 12 core team members based in Skopje, and 20 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 300 (three hundred) short-term observers (STOs) for each of the two election days 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. If required, visas must be obtained at the nearest embassy or consulate of North Macedonia prior to arrival. Visas will not be issued on arrival at Skopje International Airport.

To facilitate the accreditation of observers through the State Election Commission (SEC), the ODIHR online mission registration form must be completed **no later than 8 April 2024** for the first election day and **no later than 16 April 2024** for the second election day.

STOs are required to arrive at the latest in Skopje for the presidential election day by Saturday, 20 April, and depart at the earliest on Saturday, 27 April; and for the parliamentary and potential second-round presidential elections by Saturday, 4 May, and depart at the earliest on Saturday, 11 May. The STO schedule is provided below.

Participating States are strongly encouraged to second short-term observers who are available to observe both election days on 24 April and 8 May, respectively.

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 as well as the ODIHR Guidelines on Promoting a Professional Working Environment on Election Observation Activities](#). 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, Code of Conduct and Professional Working Environment 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.

STOs are requested to familiarize themselves with the ODIHR Election Observation Handbook, available online at 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 Skopje:

Pirinska 29
1000 Skopje
Republic of North Macedonia

office telephone: +389 72 226 485
e-mail: office@odihr.mk
website: <https://www.osce.org/odihr/elections/north-macedonia>

1. Deployment Timetable

STOs will be deployed according to the following schedule:

Round 1: Presidential election

Sat	20 April	STO arrival
Sun	21 April	STO briefing
Mon	22 April	STO deployment
Tue	23 April	Familiarization with areas of observation
Wed	24 April	Election day
Thu	25 April	Observation of tabulation
Fri	26 April	STO return to Skopje; return of equipment; STO debriefing
Sat	27 April	STO departure

Round 2: Presidential election (if necessary) and parliamentary elections

Sat	4 May	STO arrival
Sun	5 May	STO briefing
Mon	6 May	STO deployment
Tue	7 May	Familiarization with areas of observation
Wed	8 May	Election day
Thu	9 May	Observation of tabulation
Fri	10 May	STO return to Skopje; return of equipment; STO briefing
Sat	11 May	STO departure

STOs are requested to adhere to the deployment timetable and attend all briefings and debriefings.

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, media and social media environment as well as the work of the election management bodies;
- 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 8 April 2024 for the first election day and by 16 April 2024 for the second election day. **All STOs are required to submit copies of their passports in order to obtain accreditations from the SEC no later than 8 April 2024 for the first election day and no later than 16 April 2024 for the second election day.**

c) Debriefing

A debriefing for STOs will be organized after both election days in Skopje. 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:

Kyle Bowers, Operations Expert

e-mail: kyle.bowers@odihr.mk

mobile: +389 72 215 517

b) **Transportation/Accommodation**

All STOs will be met at the Skopje International Airport by an ODIHR EOM representative upon their arrival and transported to their accommodation. Transport and accommodation in Skopje and in the areas of observation will be arranged by the EOM. **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 Skopje 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 local 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 Skopje to the regions by bus or car. STO deployment will be planned in accordance with the EOM's safety and security guidelines.

The ODIHR EOM will make necessary arrangements for the STOs to return to Skopje for the first election day on Friday, 26 April, and for the second election day on Friday, 10 May, and will arrange accommodation in Skopje. The EOM will arrange transfers to the airport for all STOs from the ODIHR-designated accommodation.

c) **Security**

STOs must adhere to the [Code of Conduct for ODIHR Observers](#), as outlined in the ODIHR Election Observation Handbook, the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#), the [ODIHR Guidelines on Promoting a Professional Working Environment on Election Observation Activities](#), as well as security instructions and national regulations, including those pertaining to the prevention of COVID-19 where applicable.

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 the potentially 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 battery;
- any personal necessary medications;

- 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 Skopje.

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 be equipped with a smartphone and the other member will be equipped with a traditional mobile phone. Please note that using mobile phones for international calls and text messages is not permissible.

f) Time zone/Flight bookings

The Republic of North Macedonia has one time zone. Local time in Skopje is GMT/UTC +1:00. Due to the limited number of scheduled flights to Skopje, 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 people 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 language/s, 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 for each round of elections, although some STOs may not require the full amount indicated below:

Operational/Transportation Cost	EUR
Airport transfers	40
In-city transportation (to and from STO briefing/debriefing)	20
In-country transportation (to and from deployment area)	90
Communication (SIM card/mobile phone/e-pen use)	90
Briefing costs (briefing, debriefing, briefing pack, meals)	230
Estimated cost to be incurred by ODIHR on behalf of STOs	470 EUR
Driver/Car (EUR 40 per day @ maximum 5 days per observer)*	200
Fuel (EUR 20 per day @ maximum 5 days per observer)*	100
Interpreter (EUR 40 per day @ maximum 5 days per observer)*	200
Accommodation (max 7 nights @ maximum EUR 120/per night)	840

Meals & incidentals (approx. EUR 50 per day @ maximum 7 days)	350
Accommodation and meals for Interpreter if needed (EUR 40 per night @ maximum 4 nights per observer)*	160
Accommodation and meals for Driver if needed (EUR 40 per night @ maximum 4 nights per observer)*	160
Costs paid directly by the observers	2,010 EUR
Total cost per observer:	2,480 EUR

* 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 2,480** (two thousand four hundred eighty Euro), including **EUR 2,010** (two thousand ten Euro) which the seconding States should supply to each observer in cash prior to their departure to Skopje. **The ODIHR EOM is not able to validate or certify documents related to costs paid directly by the observers (receipts, invoices, contracts, etc.).**

EUR 470 (four hundred seventy Euro) is the projected cost per each STO to be incurred by ODIHR. After the 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 in the case of STO interpreters and drivers with vehicles. Euro and USD are widely exchangeable locally, although other currencies can also be exchanged. Cash machines (ATMs) are available in Skopje and regional bases, but they will not dispense Euro. Hotels in North Macedonia do not accept foreign currency and may not accept credit cards in some rural areas. If necessary, STOs should be prepared to pay hotel bills in cash and upon check-in in rare occasions. Travelers cheques are not accepted. The local currency is the North Macedonian denar (MKD) and the exchange rate currently is approximately 1 EUR = 61.5 MKD and 1 USD = 56.7 MKD.

5. Visas and Insurance

a) Visa

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at the nearest embassy or consulate of North Macedonia prior to arrival. Visas will not be issued on arrival at Skopje International Airport.

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 travel medical insurance policy, as well as two copies of the data page of their passport and the visa (if applicable).**

c) COVID-19 related requirements

Currently there are no COVID-19 travel restrictions in the Republic of North Macedonia 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 of the number of STOs (to the attention of Sylwia Zwolinska or Anna Krzysztofik; e-mail: sylwia.zwolinska@odihr.pl, anna.krzysztofik@odihr.pl), no later than 2 April 2024 for the first election day and no later than 9 April 2024 for the second election day.

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 **2 April 2024, 16:00 (Warsaw time)** for the first election day and no later than **9 April 2024, 16:00 (Warsaw time)** for the second election day.

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 8 April 2024** for the first election day and **by 16 April 2024** for the second election day.

For the purposes of accreditation of STOs with the State Election Commission of the Republic of North Macedonia, the online mission registration form must be completed and supporting documents attached by the end of the day on **8 April 2024** for the first election day and **16 April 2024** for the second election day.

Seconding States that have not requested access to the Election Expert Database as a national Focal Point, or those requiring additional guidance on the observer registration process, should contact Sylwia Zwolinska or Anna Krzysztofik; e-mail: sylwia.zwolinska@odihr.pl, 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, anna.krzysztofik@odihr.pl) by **8 April 2024** for the first election day and by **16 April 2024** for the second election day.

IN ORDER TO ENSURE THAT ALL LOGISTICAL ARRANGEMENTS ARE ON TIME, NO APPLICATIONS WILL BE CONSIDERED BY ODIHR UNDER ANY CIRCUMSTANCES AFTER 8 APRIL 2024 FOR THE FIRST ELECTION DAY AND 16 APRIL 2024 FOR THE SECOND ELECTION DAY.

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](#) and the [ODIHR Guidelines on Promoting a Professional Working Environment on Election Observation Activities](#).

7. Other Information

Please note that all ODIHR election observation interim reports, preliminary statements, and final reports are available at the ODIHR website: www.osce.org/odihr.

Specific information on the EOM is available on the EOM website: <https://www.osce.org/odihr/elections/north-macedonia>.

All STOs will receive by email a copy of the ODIHR EOM Short-Term Observer Guide before their departure to Skopje.

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 coordination 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 dependents, 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