



Office for Democratic Institutions and Human Rights

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

**PARLIAMENTARY ELECTIONS  
REPUBLIC OF ARMENIA  
7 June 2026**

Following an official invitation from the authorities of the Republic of Armenia to observe the 7 June parliamentary elections, and in accordance with its mandate, ODIHR has deployed an Election Observation Mission (EOM). Janez Lenarčič is the Head of the ODIHR EOM. The mission consists of 13 core team members based in Yerevan and 30 long-term observers (LTOs) deployed throughout the country. The core team and LTOs come from a broad range of OSCE participating States, in line with ODIHR's standard methodology.

ODIHR requests participating States to second 250 (two hundred and fifty) 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 STOs.

Seconding States should confirm visa requirements for their STOs. If required, visas should be obtained at the nearest embassy or consulate of the Republic of Armenia prior to arrival, or online. Depending on the STOs' nationality, in some cases, visas may also be issued upon arrival at Yerevan's Zvartnots International Airport.

To facilitate accreditation of observers, the ODIHR online mission registration form must be completed **no later than 15 May 2026**.

STOs are required to arrive at the latest in Yerevan by Wednesday, 3 June, and depart at the earliest on Wednesday, 10 June. The STO schedule is provided below.

In case of second round, participating States may expect a second request for short-term observers. Participating States are encouraged to select observers for the potential second-round elections who already observed the first round on 7 June.

Observers should strictly abide by the [Code of Conduct for ODIHR Observers, the ODIHR guidelines on Promoting a Professional Working Environment \(PWE\) on Election Observation Activities](#), and the deployment plan prepared by the ODIHR EOM. Observers should also familiarize themselves with the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#). The security and safety of observers is of the highest priority and will take precedence in EOM management, including the deployment plan. All observers will receive security, Code of Conduct and PWE-related 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 Armenian and English. All STOs must therefore have a good working knowledge of both written and spoken English.

ODIHR strongly encourages all observers to undertake ODIHR's 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, the 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 Yerevan:

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0010 Yerevan  
Armenia

Office telephone: +374 33 200 515  
email: [office@odihr.am](mailto:office@odihr.am)  
website: <https://odihr.osce.org/node/662896>

## **1. Deployment Timetable**

STOs will be deployed according to the following schedule:

Wed	3 June	STO arrival
Thu	4 June	STO briefing
Fri	5 June	STO deployment; Regional briefings by LTOs
Sat	6 June	Familiarization with areas of observation
Sun	7 June	Election Day
Mon	8 June	Observation of tabulation and regional debriefing by LTOs
Tue	9 June	STO return to Yerevan; Return of equipment; Central STO debriefing
Wed	10 June	STO departure

**STOs are kindly reminded to adhere to the deployment timetable and attend the briefings.**

**a) Briefing**

Before deployment, STOs will receive an in-depth 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, including tools for their electronic completion and submission.

**b) Deployment**

The ODIHR EOM will develop a deployment plan. STOs should strictly abide by the deployment plan and security instructions. No special request 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 **15 May 2026**.

**c) Debriefing**

A debriefing for STOs will be organized in Yerevan on 9 June. This will provide an opportunity for STOs to discuss their main findings and share their conclusions with other observers and the EOM core team.

**2. Logistics and Security**

**a) Contact details**

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

Tomasz Jańczy, Operations Expert  
email: [tomasz.janczy@odihr.am](mailto:tomasz.janczy@odihr.am)  
mobile: +374 43 002 383

**b) Transportation/Accommodation**

All STOs will be met at the Yerevan's Zvartnots International Airport (EVN) by an ODIHR EOM representative upon their arrival and transported to their accommodation. Transport and accommodation in Yerevan and 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 observation areas.**

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

For safety and logistical reasons, observers are expected to use the accommodation arranged for them by the ODIHR EOM. The EOM will also make all arrangements for in-country travel to deployment areas and for on-site drivers, cars, and interpreters.

**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 Yerevan 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 Yerevan on 9 June and will arrange accommodation in Yerevan. The EOM will arrange transfers to the airport for all STOs from ODIHR-designated accommodation on 10 June.

**c) Security**

STOs must adhere to the [Code of Conduct for ODIHR Observers](#), [the ODIHR guidelines on Promoting a Professional Working Environment on Election Observation Activities](#), and the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#), as well as security instructions.

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;
- Torch/flashlight with spare battery;
- All necessary medications (case-specific);
- Electricity converters (if needed) – European-style plug.

The ODIHR EOM strongly recommends that STOs, when travelling by air, put essential items into their hand luggage, in case of the late arrival of their luggage in Yerevan.

**e) Communication**

Each STO will be provided with a smartphone and a local SIM card with credit for work-related usage. Please note that using phones for international calls and SMSs is not allowed.

**f) Time zone/Flight bookings**

Armenia has only one time zone. The local time in Armenia is GMT/UTC +4:00. Due to the limited number of scheduled flights to Yerevan, 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 local languages, it will be necessary for that team to have an interpreter so that both team members have full and equal access to information as they carry out their observation duties.

#### 4. Costs

It is projected that, while in the country, **each STO** will incur the following costs, 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)	30
Briefing costs (briefing, debriefing, briefing pack, meals)	250
<b>Estimated cost to be incurred by ODIHR on behalf of STOs</b>	<b>EUR 430</b>
Driver/Car (EUR 55 per day @ maximum 5 days per observer)*	275
Fuel (EUR 20 per day @ maximum 5 days per observer)*	100
Interpreter (EUR 55 per day @ maximum 5 days per observer)*	275
Accommodation (max 7 nights @ maximum EUR 150/per night)	1,050
Meals & incidentals (approx. EUR 50 per day @ maximum 7 days)	350
Accommodation and meals for Interpreter if needed (EUR 60 per night @ maximum 4 nights per observer)*	240
Accommodation and meals for Driver if needed (EUR 60 per night @ maximum 4 nights per observer)*	240
<b>Costs paid directly by the observers</b>	<b>EUR 2,530</b>
<b>Total cost per observer:</b>	<b>EUR 2,960</b>

\* The two members of each STO team will share the cost of drivers and interpreters equally. The amount above, therefore, represents half of these costs (i.e. for, each STO).

The total cost per observer is estimated at **EUR 2,960** (two thousand nine hundred and sixty euros), including **EUR 2,530** (two thousand five hundred and thirty euros), which the seconding States should supply to each observer in cash prior to their departure to Yerevan. **The ODIHR EOM is not able to validate or certify documents related to costs paid directly by the observers (receipts, invoices, contracts, etc.).**

**EUR 430** (four hundred and thirty euros) 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 euros. Euros are widely exchangeable locally, although other currencies can also be exchanged. Cash machines (ATMs) are widely available in Yerevan and cities around Armenia, but do not dispense euros. Hotels in Armenia generally do not accept foreign currency for payment. Credit cards are accepted in most hotels, but STOs should be prepared to pay in cash on some occasions in smaller towns. The local currency is the Armenian dram (AMD). The exchange rate currently is: 1 EUR ≈ 433 AMD, 1 USD ≈ 370 AMD, and 1 GBP ≈ 501 AMD.

## **5. Visas and Insurance**

### **a) Visa**

Seconding States should confirm visa requirements for their STOs. If required, visas may be obtained at the nearest embassy or consulate of Armenia prior to arrival, online, or upon arrival, depending on the observers' nationalities.

### **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 the ODIHR.

**STOs must have a copy of their insurance policy with them, as well as two copies of the data page of their passport and the visa (if applicable).**

## **6. Registration and Accreditation Process**

After receiving this Information Sheet, all OSCE participating States considering secondment are requested to inform ODIHR on the number of STOs (to the attention of Sylwia Zwolinska or Anna Krzysztofik; email: [sylwia.zwolinska@odihhr.pl](mailto:sylwia.zwolinska@odihhr.pl), [anna.krzysztofik@odihhr.pl](mailto:anna.krzysztofik@odihhr.pl)) no later than **8 May 2026**.

**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 **8 May 2026, 16:00 (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 15 May 2026**.

For the purposes of accreditation of, the online mission registration form must be completed and supporting documents attached by the end of **15 May 2026**.

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; email: [sylwia.zwolinska@odihhr.pl](mailto:sylwia.zwolinska@odihhr.pl), [anna.krzysztofik@odihhr.pl](mailto:anna.krzysztofik@odihhr.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 (email: [sylwia.zwolinska@odihr.pl](mailto:sylwia.zwolinska@odihr.pl), [anna.krzysztofik@odihr.pl](mailto:anna.krzysztofik@odihr.pl)) by **15 May 2026**.

**IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, NO APPLICATIONS SUBMITTED AFTER 15 MAY 2026 WILL BE CONSIDERED BY ODIHR UNDER ANY CIRCUMSTANCES.**

STOs must not have any concurrent commitments that could produce a conflict of interest with the ODIHR EOM.

ODIHR reserves the right to reject any candidate who is not capable of undertaking their 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/elections](http://www.osce.org/odihr/elections).

Specific information on the EOM is available on the EOM website: <https://odihr.osce.org/node/662896>

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

## **Terms of Reference**

### **SHORT-TERM OBSERVER**

#### **Background:**

ODIHR is the leading agency in Europe in the field of election observation. It co-ordinates and organizes the deployment of numerous observation missions with thousands of observers every year to assess the compliance of elections in OSCE participating States in line with OSCE commitments, other international obligations and standards for democratic elections, as well as national legislation. Its unique methodology provides an in-depth insight into all elements of an electoral process, and permits making concrete recommendations to further improve electoral processes.

#### **Objective:**

Under the guidance of the Head of Mission (HoM) and in close co-ordination with the Deputy Head of Mission (DHoM), assigned Long-term Observers (LTOs), and the ODIHR Election Department, the short-term observers (STOs) are deployed in multinational teams of two and are responsible for observing election day procedures in their assigned areas and reporting their findings accurately and efficiently to the mission headquarters.

#### **Main Tasks:**

##### Electoral Expertise

- Acquire detailed knowledge of the election law and procedures concerning election day;
- Acquire detailed knowledge of the electoral and political situation in the country;
- Become familiar with the ODIHR election observation methodology for observing election day, as reflected in the relevant ODIHR publications;
- Acquire knowledge of OSCE commitments and other international 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 any funds paid in advance, e.g. DSAs and a ticket cost, should I not be able to travel as originally planned.

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

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

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

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

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

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

