



Office for Democratic Institutions and Human Rights

INFORMATION SHEET REQUEST FOR SHORT-TERM OBSERVERS

GENERAL ELECTIONS BOSNIA AND HERZEGOVINA 4 October 2026

Following an official invitation from the authorities of Bosnia and Herzegovina to observe the 4 October general elections, and in accordance with its mandate, ODIHR has deployed an Election Observation Mission (EOM). The mission consists of 13 core team members based in Sarajevo and 26 long-term observers (LTOs) deployed throughout the country. The core team and LTOs come from a wide variety of OSCE participating States, in accordance with ODIHR's standard methodology.

ODIHR requests participating States to second 300 (three hundred) 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 ensuring broad and balanced representation among participating States, ODIHR requests that individual participating States nominate only up to 15 per cent of the total number of requested STOs.

To ensure a better gender balance in its activities, ODIHR strongly encourages 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 should be obtained from the nearest embassy or consulate of Bosnia and Herzegovina prior to arrival.

To facilitate accreditation of observers through the Central Election Commission (CEC), the ODIHR online mission registration form must be completed **no later than 16 September 2026**.

STOs are required to arrive (at the latest) in Sarajevo by Wednesday, 30 September, and depart (at the earliest) on Wednesday, 7 October. The STO schedule is provided below.

Observers should strictly abide by the [Code of Conduct for ODIHR Observers](#) and the deployment plan prepared by the ODIHR EOM. Observers should also familiarize themselves with the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#). The security and safety of observers are of the highest priority and will take precedence in EOM management, including the deployment plan. All observers will receive briefings on security, the Code of Conduct and the professional working environment (PWE) upon arrival and are required to operate in accordance with security guidelines. Seconding States are required to ensure that their observers adhere to national rules and regulations related to entry, including any 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 languages and 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 on 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.

EOM office: Capital Tower Sarajevo, Džemala Bijedića bb, 9th floor, Sarajevo 71000

e-mail: office@odihr.ba

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

1. Deployment Timetable

STOs will be deployed according to the following schedule:

Wed	30 September	STO arrival; equipment and material distribution
Thu	1 October	STO briefing
Fri	2 October	STO deployment; regional briefings by LTOs
Sat	3 October	Familiarization with areas of observation
Sun	4 October	Election Day
Mon	5 October	Observation of vote tabulation; regional debriefings by LTOs
Tue	6 October	STO return to Sarajevo; return of equipment; STO debriefing
Wed	7 October	STO departure

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

a) Briefing

Before deployment, STOs will receive an in-depth briefing, which will include:

- code of conduct and professional working environment;
- an overview of the country, and the political, campaign and the media environment;
- voting, counting, and tabulation procedures;
- observation forms and app;
- security advice;
- logistical and financial arrangements.

STOs will also be provided with briefing materials, which will include necessary electoral and logistical information, as well as observation forms and information on the app used to submit observation forms during the observation of voting, counting, and tabulation.

b) Deployment

The ODIHR EOM will develop a deployment plan. STOs should strictly abide by the deployment plan and security instructions. STOs should not request special treatment with regard to 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 the **CEC accreditation form, Code of Conduct and Statement on Respecting the Secrecy of the Vote**, and submit them via the online mission registration no later than **16 September 2026**. **Additionally, STOs must bring the original completed CEC accreditation form, Code of Conduct and Statement on Respecting the Secrecy of the Vote with them to Sarajevo and submit it to a mission representative during the registration process upon arrival.**

c) Debriefing

A debriefing for STOs will be organized in Sarajevo after the elections. 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.ba
mob: +387 67 130 7028

b) Transportation/Accommodation

All STOs will be met at the Sarajevo International Airport by an ODIHR EOM representative and transported to their accommodation. Transport and accommodation in Sarajevo 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 observation areas.

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

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

If ODIHR is not duly notified in advance, STOs or the respective OSCE seconding State will be charged for the cost of the accommodation, 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 Sarajevo 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 the necessary arrangements for STOs to return to Sarajevo on 6 October and will arrange accommodation in Sarajevo. The EOM will arrange transfers to the airport on 7 October for all STOs staying in accommodation organized by the EOM.

c) Security

STOs must adhere to the [Code of Conduct for ODIHR Observers](#), as outlined in the ODIHR Election Observation Handbook, and the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#), as well as security instructions and any applicable national regulations.

STOs who do not stay in accommodation organized by the ODIHR EOM will not be covered by the mission's security arrangements.

d) Luggage/Essential Items

STOs are advised to bring with them the following items:

- appropriate attire for election day observation; business-casual attire is recommended;
- a torch/flashlight with spare battery;
- all necessary personal medication;
- electricity converters (if needed), European style plugs are used in Bosnia and Herzegovina.

The ODIHR EOM recommends that STOs, when travelling by air, carry essential items in their hand luggage, in case their checked luggage is delayed in arriving in Sarajevo.

e) Communication

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

f) Time zone/Flight bookings

The local time in Bosnia and Herzegovina is CEST/UTC +2:00. The ODIHR EOM strongly encourages seconding States to make early flight bookings. To ensure operational flexibility, (e.g., in case of adverse 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 under a deployment plan prepared by the ODIHR EOM. The ODIHR EOM will assist STO teams in arranging 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 members of the team can have full and equal access to information while carrying 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 and in-city transportation	60
In-country transportation (to and from deployment area)	110
Communication (SIM card/smartphone)	30
Briefing costs (briefing, debriefing, briefing pack, meals, shipment)	290
Estimated cost to be incurred by ODIHR on behalf of STOs	490 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 (7 nights @ maximum EUR 130/per night avg.)	910
Meals & incidentals (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	2,080 EUR
Total cost per observer:	2,570 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 2,570** (two thousand five hundred and seventy Euro), including **EUR 2,080** (two thousand and eighty Euro) which the seconding States should provide to each observer in cash prior to their departure to Sarajevo. **The ODIHR EOM is not able to validate or certify documents related to costs paid directly by the observers (receipts, invoices, contracts, etc.).**

EUR 490 (four hundred ninety Euro) is the projected cost per 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. The Euro is widely exchangeable locally, although other currencies can also be exchanged. Cash machines (ATMs) are widely available in Sarajevo and other cities throughout Bosnia and Herzegovina but do not dispense Euros. Hotels in Bosnia and Herzegovina officially 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 in Bosnia and Herzegovina is the Convertible Mark (BAM). The exchange rate currently is: 1 EUR = 1.96, 1 USD = 1.67 and 1 GBP = 2.28.

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 Bosnia and Herzegovina prior to arrival.

b) Insurance

STOs should ensure that they arrive with adequate health, accidental/life and disability, emergency/medical evacuation, property, theft, and accident insurance, as such insurance will not be provided by ODIHR. STOs must have a copy of their insurance policy with them, as well as two copies of the data page of their passport and the visa (if applicable).

6. Registration and Accreditation Process

After receiving this Information Sheet, all OSCE participating States considering the secondment of STOs 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 **9 September 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 **9 September 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 on-line 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 16 September 2026**.

For the purposes of STO accreditation by the Central Election Commission of Bosnia and Herzegovina, the online mission registration form must be completed and the supporting documents (**CEC accreditation form** *Code of conduct and Statement on Respecting the Secrecy of the Vote*), must be submitted by **16 September 2026**. **Additionally, STOs must bring the original completed document with them to Sarajevo and submit it to a mission representative during the registration process upon arrival.**

The seconding States which have not requested access to the Election Expert Database as national Focal Points yet or require additional guidance on the observers' 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 **16 September 2026**.

IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, NO APPLICATIONS WILL BE CONSIDERED BY ODIHR UNDER ANY CIRCUMSTANCES AFTER 16 SEPTEMBER 2026.

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 his/her activities in an impartial and objective manner, and to withdraw accreditation in case of any serious breach of the [Code of Conduct for ODIHR Observers](#).

7. Other Information

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

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

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

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 with OSCE commitments, other international obligations and standards for democratic elections, as well as national legislation. Its unique methodology provides in-depth insight into all elements of an electoral process, and allows ODIHR to make 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 relevant 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](#), the 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.
- A command of the 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 may sometimes be difficult.
- Ability to work in a team and deal with difficult situations in a positive manner.

Deliverables:

- Regular reporting on the conduct of the elections in the area of deployment, as well as on any other issues covered during the mission.



Organization for Security and Co-operation in Europe

LIABILITY RELEASE FORM

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

- a) release the OSCE and all of its officials, agents and consultants/experts from liability for loss, damage, injury, illness or death that may be sustained by me during such travel, and/or participation in the event, named below;
- b) agree for myself as well as for my dependants, heirs and estate to hold harmless the OSCE and its officials, agents and consultants/experts from any claims or actions on account of any such loss, damage, injury, illness or death;
- c) agree to submit receipts and other relevant supporting documentation, evidencing that the funds have been used for the purpose for which they have been provided;
- d) agree to reimburse the OSCE all funds paid in advance, including but not limited to transportation costs, Daily Subsistence Allowances (DSAs) and Terminal Allowances (TAs) within fourteen (14) days of the cancellation should I not be able to travel as originally planned.

Election Observation Mission

Name of event

Name of participant

30 Sep – 7 Oct

Date(s) of event

Signature of participant

Bosnia and Herzegovina

Venue of event

Date of Signature