



Office for Democratic Institutions and Human Rights

INFORMATION SHEET REQUEST FOR SHORT-TERM OBSERVERS

EARLY PARLIAMENTARY ELECTIONS REPUBLIC OF AZERBAIJAN 09 February 2020

Following an official invitation from the Azerbaijani authorities and in accordance with its mandate, ODIHR has established an Election Observation Mission (EOM) to observe the early parliamentary elections scheduled for 09 February 2020. Ambassador Peter Tejler has been appointed Head of the ODIHR EOM. The mission consists of 12 core team members based in Baku, and 26 long-term observers (LTOs) deployed throughout the country. The core team and LTOs come from a total of 23 OSCE participating States.

ODIHR requests participating States to second 350 short-term observers (STOs) to observe voting, counting, and the tabulation of results. STOs will deploy 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 per cent 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 the Republic of Azerbaijan prior to arrival.

To facilitate accreditation of observers through the Central Election Commission (CEC) and the issuance of visas (if required), the ODIHR online mission registration form must be completed **no later than 24 January 2020**.

STOs are required to arrive in Baku **by Wednesday 5 February** (at the latest) and depart (at the earliest) on **Wednesday 12 February**. The STO schedule is provided below.

Observers should strictly abide by the [Code of Conduct for ODIHR Election 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 is of the highest priority and will take precedence in EOM management, including the deployment plan. All observers will receive security and Code of Conduct briefings upon arrival and are required to operate in accordance with security guidelines.

The working language of the EOM is English. All briefings, de-briefings, and reporting will be in English and all interpreters will work in local languages/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 Election 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 is situated in Baku:

The Landmark Business Centre
5th floor, 45A Khagani street
Baku, AZ 1010
tel.: +994 12 469940
e-mail: office@odihr.az
website: <https://www.osce.org/odihr/elections/azerbaijan/442933>

1. Deployment Timetable

STOs will deploy according to the following schedule:

Wednesday 5 February	STO Arrival in Baku
Thursday 6 February	STO briefing (entire day)
Friday 7 February	STO briefing (morning); Deployment to the areas of observation.
Saturday 8 February	Familiarization with areas of observation
Sunday 9 February	Election day
Monday 10 February	Regional debriefing of STOs; Some STOs return to Baku
Tuesday 11 February	Remaining STOs return to Baku; STO debriefing; STO reception
Wednesday 12 February	STO repatriation

STOs are kindly requested to adhere to the deployment timetable. STOs who cannot arrive in time for the briefing or who wish to depart prior to the debriefing will not be accepted by ODIHR.

a) Briefing

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

- code of conduct and professional working environment;
- legislative framework;
- overview of the country, campaign and the media situation;
- voting, counting, and tabulation procedures;
- observation forms;
- security situation;
- logistical and financial arrangements.

STOs will also be provided with briefing materials that 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 the deployment plan and security instructions. STOs should not request special treatment with regard to deployment locations.

c) Debriefing

A debriefing for STOs will be organized 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. The EOM will hold a press conference on the day after the elections to present its preliminary findings and conclusions. A comprehensive final report will be issued by ODIHR approximately two months after the electoral process has been completed, taking into account findings of all observers.

2. Logistics and Security

a) Contact details

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

Lela TSAAVA, Operations Expert

e-mail: lela.tsaava@odihr.az; mobile phone: +994 5541422804

b) Transportation/Accommodation

All STOs will be met at Baku Heydar Aliyev International Airport by an ODIHR EOM representative upon their arrival and transported to their accommodation. Transport and accommodation in Baku and in the areas of observation will be arranged by the EOM. **Due to the limited availability of accommodation in Baku and the observation areas, 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 Baku require all guests arriving/departing in the early morning hours to pay the full hotel rate for the nights in question.

For safety reasons and to prevent 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 for on-site drivers, cars, and interpreters.

Should any of the observers choose not to stay in the accommodation arranged by the ODIHR EOM, the seconding States should indicate this while registering online. **If ODIHR is not notified in advance, STOs or the respective OSCE seconding State will be charged for the cost, regardless of whether the accommodation provided is used.** It should be noted that the EOM cannot provide airport transfers and in-city transportation for STOs who choose to stay outside the designated accommodation.

STOs will deploy from Baku to the regions by bus or car, train and airplane.

In respect of in-country travel organized by ODIHR, please note that STOs will be required to complete the standard OSCE Liability Release Form.

The ODIHR EOM will make necessary arrangements for the STOs to return to Baku on Monday 10 February and/or Tuesday 11 February, and will arrange accommodation in Baku. The EOM will arrange transfers to the airport for all STOs.

c) Security

STOs must adhere to the [Code of Conduct for ODIHR Election 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 national laws.

A memo on security details for the STOs will be handed over to the observers upon arrival. STOs who choose not to 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;
- all necessary medication (case-specific);
- warm clothing (including for sleeping);
- electricity converters– European style plug.

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

e) Communication

Each STO will be provided with a mobile phone and a local SIM card with credit, for work-related usage. Please note that using mobile phones for international calls and SMSs should be avoided. Such usage is very expensive and will quickly deplete allocated phone credit.

f) Time zone/Flight bookings

The local time zone in the Republic of Azerbaijan is GMT/UTC +4 hours. Due to the limited number of scheduled flights to Baku, 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 persons under a deployment plan prepared by the ODIHR EOM. The ODIHR EOM will assist each STO team with finding a driver/car and an interpreter. Even in cases where one team member speaks local languages, 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, although some STOs may not require the full amount indicated below:

Operational/Transportation Cost	EUR
Airport transfers	20
In-City Transportation (to and from STO briefing/de-briefing)	20
In-Country Transportation (to and from deployment area)	100
Communication (SIM card/mobile phone/e-pen use)	70
Briefing costs (briefing, debriefing, briefing pack, meals)	220
Estimated cost to be incurred by ODIHR on behalf of STOs	430 EUR
Driver/Car (EUR 30 per day @ 4 days per observer)*	120
Fuel (EUR 10 per day @ 4 days per observer)*	40
Interpreter (EUR 30 per day @ 4 days per observer)*	120
Accommodation (7 nights @ max EUR 120/per night)	840
Meals & Incidentals (approx. EUR 45 per day @ max 8 days)	360
Accommodation and meals for Interpreter if needed (EUR 40 per night @ 3 nights per observer)*	120
Accommodation and meals for Driver if needed (EUR 40 per night @ 3 nights per observer)*	120
Costs paid directly by the observers	1,720 EUR
Total cost per observer:	2,150 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 2,150** (two thousand one hundred fifty Euro), including **EUR 1,720** (one thousand seven hundred twenty Euro) which the seconding States should supply to each observer in cash prior to their departure to Baku. **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 thirty Euro) 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 Euro. The Euro is widely exchangeable locally, although other currencies can also be exchanged. While there are cash machines (ATMs) in Baku, not all of them dispense Euro and might not be available in some areas of deployment. Hotels in the Republic of Azerbaijan do not accept foreign currency and may not, especially outside Baku, accept credit cards. STOs should be prepared to pay hotel bills outside Baku in cash and upon check-in. Travellers cheques must not be used. The local currency is the Azerbaijani Manat (code: AZN). The exchange rate is approximately 1 EUR ≈ 1.88.00 AZN)

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 the Republic of Azerbaijan prior to arrival. For observers without an embassy in their country, please inform ODIHR in Warsaw (Sylwia Zwolinska or Anna Krzysztofik) as soon as possible.

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 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 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 21 January 2020.

To be nominated by seconding States, STOs are required to create a personal account in the new 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 21 January 2020, 17:00 (Warsaw Time).

The seconding States which have not requested access to the Election Expert Database as a national Focal Point yet (Note Verbale 218/2017, 5 June 2017) 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.

For the purposes of accreditation of STOs with the Central Election Commission of the Republic of Azerbaijan, the online mission registration form must be completed and supporting documents attached by the end of **24 January 2020.**

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 **24 January 2020.**

IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, NO APPLICATIONS WILL BE CONSIDERED BY ODIHR UNDER ANY CIRCUMSTANCES AFTER 24 JANUARY 2020.

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 Election 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.

Specific information on the EOM is available on the EOM website: <https://www.osce.org/odihr/elections/azerbaijan/442933>

All STOs will receive by e-mail a copy of the ODIHR EOM Observer Guide before their departure to Baku.

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; 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.