



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

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NOTE VERBALE

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

Following an invitation to observe the municipal elections in the former Yugoslav Republic of Macedonia scheduled for 15 October 2017, and in accordance with its mandate, the OSCE/ODIHR is preparing to deploy an Election Observation Mission (EOM) for these elections. The OSCE/ODIHR EOM is planning to commence its activities in Skopje on 13 September 2017.

The OSCE/ODIHR relies upon the co-operation of participating States in seconding 24 long-term observers. Long-term observers should arrive in Skopje on 18 September 2017. A briefing session is planned for 19 September 2017, after which the long-term observers will be deployed to their observation areas on 20 September 2017. The long-term observers should plan to remain in the country until 23 October 2017. In case of a second round, the long-term observers should be able to stay until 4 November 2017.

The attached information sheet provides further details. The involvement of long-term observers will permit observation of the administrative preparations for the election, the campaign, adjudication of complaints, and the media.

In addition, the OSCE/ODIHR requests the participating States to second 300 short-term observers for election day observation. A separate Information Sheet for short-term observers will be issued after deployment of the OSCE/ODIHR EOM.

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

Committed to achieving a better gender balance in its activities, the OSCE/ODIHR encourages the OSCE participating States to continue to second women as long-term observers.

The OSCE/ODIHR avails itself of this opportunity to renew to the Delegations and Foreign Ministries of the participating States of the Organization for Security and Co-operation in Europe the assurances of its highest consideration.

Warsaw, 11 August 2017

To the Delegations and Foreign Ministries
of the OSCE participating States



Office for Democratic Institutions and Human Rights

INFORMATION SHEET REQUEST FOR LONG-TERM OBSERVERS

MUNICIPAL ELECTIONS IN THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA **15 October 2017**

1. REQUEST FOR LONG-TERM OBSERVERS

The OSCE/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 Skopje on 18 September 2017 to be deployed according to the following schedule:

18 September	Arrival in Skopje
19 September	Briefing session
20 September	Deployment to observation areas
23 October	Departure
4 November (TBC)	Departure in case of observation of second rounds

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.

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

2. REGISTRATION AND ACCREDITATION PROCESS

After receiving this information sheet, all OSCE participating States considering secondment are requested to inform the OSCE/ODIHR on the number of LTOs (to the attention of Sylwia Zwolinska or Anna Krzysztofik; e-mail: sylwia.zwolinska@odihhr.pl, anna.krzysztofik@odihhr.pl) no later than 25 August 2017.

To be nominated by the Seconding States, LTOs 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 LTOs using the Election Expert Database as soon as possible and no later than 25 August 2017; 17:00 (Warsaw Time).

For the purposes of accreditation and timely deployment of LTOs the online mission registration form must be completed and supporting documents attached by the end of **31 August 2017**.

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 the OSCE/ODIHR. The observers should have a copy of their insurance policy with them.

Each LTO team will be equipped by the OSCE/ODIHR with a laptop and mobile phones. LTOs may choose to bring their personal laptop and mobile phone. It should be noted, however, that the OSCE/ODIHR cannot take any responsibility for the observers' personal belongings, including computer and mobile telephone, 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 the former Yugoslav Republic of Macedonia. For observers without an embassy in their country, please inform the OSCE/ODIHR in Warsaw (Sylwia Zwolinska or Anna Krzysztofik) as soon as possible.

5. ACCOMMODATION

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

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 August 2017 is EUR 140 in Skopje. Costs, DSA included, may be less outside Skopje. The OSCE/ODIHR will provide each LTO team with a driver and an interpreter.

7. CODE OF CONDUCT AND SECURITY

LTOs should strictly abide by the ODIHR Observer [Code of Conduct](#). The security and safety of observers is of the highest priority and will take precedence in EOM management. LTOs will receive a security briefing upon arrival and are requested to strictly comply with security instructions and deployment plan prepared by the OSCE/ODIHR EOM.

The OSCE/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.

8. OTHER INFORMATION

Please note that all OSCE/ODIHR election observation reports on prior elections in the former Yugoslav Republic of Macedonia are available at the OSCE/ODIHR website:

<http://www.osce.org/odihr/elections/fyrom>

All observers should familiarize themselves with the contents of:

1. The OSCE/ODIHR "Election Observation Handbook", available at: <http://www.osce.org/odihr/elections/68439>
2. The OSCE/ODIHR "Handbook for Long-Term Election Observers" available at: <http://www.osce.org/odihr/elections/24678>

LTOs are kindly asked to refrain from commenting on mission-related issues via social media. In line with the OSCE/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.

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;
- LTOs must abide by the ODIHR Observer [Code of Conduct](#), the security instructions and deployment plan of the OSCE/ODIHR EOM, as well as [data protection responsibilities](#) when processing the personal

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

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.