



# Organization for Security and Co-operation in Europe

## Office for Democratic Institutions and Human Rights

89/2017

### 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 constitutional referendum in Turkey scheduled for 16 April 2017, based on the findings and conclusions of the Needs Assessment Mission deployed from 22 to 24 February 2017, and in accordance with its mandate, the OSCE/ODIHR is preparing to deploy a Limited Referendum Observation Mission (LROM). The OSCE/ODIHR LROM is planning to commence its activities in Ankara on 15 March 2017.

The OSCE/ODIHR relies upon the co-operation of participating States in seconding 26 long-term observers. Long-term observers should arrive in Ankara on 23 March 2017. A briefing session is planned for 24 March 2017, after which the long-term observers will be deployed to their observation areas on 25 March 2017. The long-term observers should plan to remain in the country until 20 April 2017.

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

In the interest of a broad and balanced representation among participating States in 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 Office for Democratic Institutions and Human Rights 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, 8 March 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

#### **CONSTITUTIONAL REFERENDUM IN TURKEY** **16 APRIL 2017**

#### **1. REQUEST FOR LONG-TERM OBSERVERS**

The OSCE/ODIHR requests the co-operation of the OSCE participating States in seconding **a total of 26** experienced long-term observers (LTOs) to permit the observation of the administrative preparations for the referendum, the campaign, adjudication of complaints and the media. The LTOs should arrive in Ankara on 23 March 2017 to be deployed according to the following schedule:

23 March	Arrival in Ankara
24 March	Briefing session
25 March	Deployment to observation areas
20 April	Departure

The special expertise required includes election/referendum administration, referendum-related legal affairs or comparative election observation experience (English language essential). Sending States are requested to provide to the OSCE/ODIHR the Curriculum Vitae (CV) of each LTO. The Registration Form together with the CV should be returned by fax or e-mail **no later than 15 March 2017; 17h** to the OSCE/ODIHR in Warsaw (to the attention of Sylwia Zwolinska or Anna Krzysztofik; e-mail: [sylwia.zwolinska@odihr.pl](mailto:sylwia.zwolinska@odihr.pl), [anna.krzysztofik@odihr.pl](mailto:anna.krzysztofik@odihr.pl); fax number: + 48 22 520 06 06).

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

#### **2. INSURANCE**

The sending 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. Long-term observers 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 sending States may consider insuring personal belongings of observers.

### **3. VISAS**

Visas, if required, should be arranged with the Embassy/Consulate of Turkey. For observers without an embassy in their country, please inform the OSCE/ODIHR in Warsaw (Sylwia Zwolinska or Anna Krzysztofik) as soon as possible.

### **4. ACCOMMODATION**

Hotel reservations will be organized for the LTOs by the OSCE/ODIHR upon receipt of the attached Registration Form. The LTOs will be met at Ankara airport by an OSCE/ODIHR representative upon their arrival and transported to their accommodation.

### **5. COSTS**

Long-term observers 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 March 2017 is EUR 153 in Ankara. Costs, DSA included, may be less outside of Ankara, with the exception of Istanbul. The OSCE/ODIHR will provide each LTO team with a driver and an interpreter.

### **6. OTHER INFORMATION**

Please note that all OSCE/ODIHR election observation reports on prior elections in Turkey are available at the OSCE/ODIHR website:

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

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>
3. The OSCE/ODIHR Needs Assessment Mission Report available at:  
<http://www.osce.org/odihr/elections/turkey/303691>



Office for Democratic Institutions and Human Rights  
OSCE/ODIHR LONG-TERM OBSERVER REGISTRATION FORM  
CONSTITUTIONAL REFERENDUM IN TURKEY  
16 April 2017

Please complete this Form using **BLOCK LETTERS** and fax or e-mail by **15 March 2017, 17h** to  
Sylvia Zwolinska or Anna Krzysztofik at the OSCE/ODIHR Election Department in Warsaw  
FAX: + 48 22 520 06 06 [sylvia.zwolinska@odihr.pl](mailto:sylvia.zwolinska@odihr.pl), [anna.krzysztofik@odihr.pl](mailto:anna.krzysztofik@odihr.pl)

**Personal Details**

SURNAME: MR/MS \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

PASSPORT NUMBER: \_\_\_\_\_ VALID UNTIL: \_\_\_\_\_ ISSUED BY: \_\_\_\_\_

CITIZENSHIP: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
(DAY) (MONTH) (YEAR)

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ SENDING MFA/ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

**Emergency Information**

BLOOD TYPE (IF KNOWN): \_\_\_\_\_ CONTACT PERSON IN CASE OF EMERGENCY: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

INSURANCE COMPANY: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

**Logistics Information**

ARRIVAL IN ANKARA: DATE \_\_\_\_\_ TIME (AM/PM) \_\_\_\_\_ FLIGHT NO. \_\_\_\_\_

DEPARTURE FROM ANKARA: DATE \_\_\_\_\_ TIME (AM/PM) \_\_\_\_\_ FLIGHT NO. \_\_\_\_\_

WILL YOU BRING A LAP-TOP COMPUTER: YES ☐ NO ☐

WILL YOU BRING A MOBILE TELEPHONE: YES ☐ NO ☐

LANGUAGES: \_\_\_\_\_

**Professional Experience**

**ELECTION OBSERVATION EXPERIENCE (COUNTRY, MISSION, FUNCTION AND YEAR):** \_\_\_\_\_

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**OTHER RELEVANT ELECTION EXPERIENCE:** \_\_\_\_\_

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## **POST DESCRIPTION**

### **LONG-TERM OBSERVER CONSTITUTIONAL REFERENDUM TURKEY 16 April 2017**

**Post title:** Long-term observer

**Title of Supervisor:** Head of the OSCE/ODIHR Limited Referendum Observation Mission (LROM)

In order to fulfil the commitment to long-term observation, a team of 26 long-term observers (LTOs) will be requested from participating States for duration of approximately five weeks to observe the constitutional referendum in Turkey. The LTOs will be requested to stay in the country until 20 April 2017.

#### **REQUIREMENTS:**

1. Election/referendum-related experience: election administration and comparative election observation experience is most desirable;
2. Previous experience or some knowledge of the current situation in the country is desirable;
3. Command of English language is essential, and knowledge of local languages is desirable but not essential;
4. Ability to deal with complex and demanding situations;
5. Perform duties as assigned;
6. Have no other concurrent commitments that could produce a conflict of interest with the observation duties.

**The OSCE 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 OSCE/ODIHR Code of Conduct.**

**LTOs 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.**

#### **DUTIES AND RESPONSIBILITIES**

The work of LTOs will be supervised by the Head of the OSCE/ODIHR Limited Referendum Observation Mission. LTOs are responsible for observing the entire referendum process, and gaining an in-depth understanding of the overall administrative procedures and campaign environment in the area of deployment.

LTOs must be capable of maintaining objective relationships with regional and municipal government representatives, election administration officials, political party representatives, and relevant non-governmental organisations over an extended period of time. They must be able to contribute an independent analysis of the pre-referendum environment, for inclusion in the overall OSCE/ODIHR reporting.

They will submit weekly reports based on their assessments and findings. These reports will be used by the referendum observation mission and will contribute to the interim reports and to the final report. LTOs should pay particular attention to the following aspects of the election cycle:

- voter identification and registration;
- the extent and effectiveness of civic and voter education;
- adherence by participants to the referendum legislation;
- the effectiveness of dispute resolution procedures;
- rallies and other relevant campaign activities;
- election/referendum administration, especially preparation for the voting, counting and tabulation phases;
- overall neutrality and independence of authorities;
- any interference of government authorities in the administration of the referendum;
- media coverage;
- immediate post-referendum complaints and resolution of disputes.

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