



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

275/2015

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 official invitation to observe the local elections in Ukraine, scheduled for 25 October 2015, based on the findings and conclusions of the Needs Assessment Mission deployed from 5-7 August 2015, 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 Kyiv in the beginning of September.

The OSCE/ODIHR relies upon the co-operation of participating States in seconding 100 long-term observers. Long-term observers should arrive in Kyiv on 17 September 2015. A briefing session is planned for 18-19 September 2015, after which the long-term observers will be deployed to their observation areas on 19-20 September 2015. The long-term observers should plan to remain in the country until 4 November 2015. In case of a second round in some areas, the long-term observers should be able to stay until 23 November 2015.

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

In addition, the OSCE/ODIHR requests the participating States to second 600 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 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, 25 August 2015

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

LOCAL ELECTIONS IN UKRAINE 25 October 2015

1. REQUEST FOR LONG-TERM OBSERVERS

The OSCE/ODIHR requests the co-operation of the OSCE participating States in seconding **a total of 100** experienced long-term observers to permit the observation of the administrative preparations for the election, the campaign, adjudication of complaints and the media. The long-term observers should arrive in Kyiv on 17 September 2015 to be deployed according to the following schedule:

17 September	Arrival in Kyiv
18-19 September	Briefing sessions
19-20 September	Deployment to observation areas
4 November	Departure
23 November	Departure in case of second round

The special expertise required includes election administration, election-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 long-term observer. The Registration Form together with the CV should be returned by fax or e-mail **no later than 9 September 2015** to the OSCE/ODIHR in Warsaw (to the attention of Sylwia Zwolinska or Anna Krzysztofik; e-mail: sylwia.zwolinska@odihr.pl, anna.krzysztofik@odihr.pl; fax number: + 48 22 520 06 06).

The OSCE/ODIHR strongly encourages all observers to undertake the OSCE/ODIHR e-learning course for short-term observers, available at: www.stoelearning.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 Ukraine. 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 long-term observers by the OSCE/ODIHR upon receipt of the attached Registration Form. The LTOs will be met at Kyiv 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 August 2015 is EUR 217 in Kyiv. Costs, DSA included, may be less outside Kyiv. The OSCE/ODIHR will provide each long-term observer team with a driver and an interpreter.

6. OTHER INFORMATION

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

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

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/ukraine/177901>



Office for Democratic Institutions and Human Rights
OSCE/ODIHR LONG-TERM OBSERVER REGISTRATION FORM
LOCAL ELECTIONS IN UKRAINE
25 October 2015

Please complete this Form using **BLOCK LETTERS** and fax or e-mail by **9 September 2015** to
Sylvia Zwolinska or Anna Krzysztofik at the OSCE/ODIHR Election Department in Warsaw
FAX: + 48 22 520 06 06 sylvia.zwolinska@odihr.pl, 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 KYIV: DATE _____ TIME (AM/PM) _____ FLIGHT NO. _____

DEPARTURE FROM KYIV: DATE _____ TIME (AM/PM) _____ FLIGHT NO. _____

WILL YOU BRING A LAP-TOP COMPUTER: YES NO

WILL YOU BRING A MOBILE TELEPHONE: YES NO

LANGUAGES: _____

POST DESCRIPTION

LONG-TERM OBSERVER LOCAL ELECTIONS UKRAINE 25 October 2015

Post title: Long-term observer

Title of Supervisor: Head of the OSCE/ODIHR Election Observation Mission (EOM)

In order to fulfil the commitment to long-term observation, a team of 100 long-term observers (LTOs) will be requested from participating States for duration of approximately seven weeks to observe local elections in Ukraine, in case of a second round with possible extension up to ten weeks. The LTOs will be requested to stay in the country until 4 November 2015, in case of second round until 23 November 2015.

REQUIREMENTS:

1. Election-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.

DUTIES AND RESPONSIBILITIES

The work of LTOs will be supervised by the Head of the OSCE/ODIHR Election Observation Mission. LTOs are responsible for observing the entire election process, and gaining an in-depth understanding of the overall administrative procedures and campaign environment in the area of deployment, and making the necessary preparations for the arrival of short-term observers.

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

They will submit weekly reports based on their assessments and findings. These reports will be used by the election 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;
- procedures for registration of candidates;
- the extent and effectiveness of civic and voter education;
- adherence by electoral participants to the electoral legislation;
- the effectiveness of dispute resolution procedures, including those related to the registration of candidates;
- political rallies and other relevant campaign activities;
- election 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 elections;
- media coverage;
- immediate post-election complaints and resolution of disputes.

LTOs are responsible for the logistical arrangements of short-term observers in the field (accommodation, cars, drivers, interpreters, briefing and de-briefing).

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 EOM 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 EOM.