



Office for Democratic Institutions and Human Rights

**INFORMATION SHEET
REQUEST FOR SHORT-TERM OBSERVERS**

**GENERAL ELECTIONS
UNITED STATES OF AMERICA
8 NOVEMBER 2016**

Following an official invitation from the United States Mission to the OSCE and based on the recommendation of the Needs Assessment Mission conducted from 16 to 20 May 2016, the OSCE/ODIHR plans to establish an Election Observation Mission (EOM) to observe the general elections scheduled for 8 November 2016. Ambassador Audrey Glover has been appointed Head of the OSCE/ODIHR EOM. The mission will consist of an additional 12 core team members based in Washington D.C., and 26 long-term observers (LTOs) deployed throughout the country. The core team and LTOs will come from a total of 16 OSCE participating States.

The OSCE/ODIHR requests participating States to second **four hundred (400)** 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 OSCE/ODIHR EOM. In the interest of a broad and balanced representation among participating States, the OSCE/ODIHR requests that individual participating States nominate only up to 15 per cent of the total number of requested STOs.

Committed to achieving gender balance in its activities, the OSCE/ODIHR encourages OSCE participating States to second equal numbers of female and male STOs.

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at the nearest embassy or consulate of the United States of America prior to arrival.

To facilitate the issuance of visas (if required), the OSCE/ODIHR online registration form must be completed **no later than 3 October 2016**. All STOs are required to arrive in Washington D.C. **by Friday 4 November** and depart (at the earliest) on **Friday 11 November** in the morning. The STO activity schedule is provided below.

Observers should strictly abide by the OSCE/ODIHR Observer Code of Conduct and deployment plan prepared by the OSCE/ODIHR EOM. 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 a security briefing 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 conducted in English. All STOs must, therefore, have a good working knowledge of both written and spoken English.

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

A COPY OF THIS INFORMATION SHEET SHOULD BE MADE AVAILABLE TO ALL SECONDED STOs.

The OSCE/ODIHR EOM Office is situated in Washington D.C.:

AdvantEdge Business Centers,
2101 L Street NW, Suite 310
Washington, DC 20037
e-mail: office@odihr.us
website: <http://www.osce.org/odihr/elections/usa/>

1. Deployment Timetable

Short-term observers (STOs) will be deployed according to the following schedule:

Friday 4 November	Last date for arrival in Washington D.C.
Saturday 5 November	STO briefing (Day 1)
Sunday 6 November	STO briefing (Day 2); STO deployment to Area of Observation
Monday 7 November	Familiarization with Area of Observation
Tuesday 8 November	Election Day
Wednesday 9 November	Start of STO return to Washington D.C.
Thursday 10 November	Remaining STO return to Washington D.C; STO central debriefing; STO reception
Friday 11 November	STO repatriation

2. Logistics

a) **Contact details**

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

Jane Kareski, Operations Expert
e-mail: jane.kareski@odihr.us

b) **Transportation/Accommodation**

All STOs will be met at the airport of arrival in Washington D.C. by an OSCE/ODIHR EOM representative upon their arrival and transported to their accommodation. Accommodation in Washington D.C., as well as accommodation and car rental in the Areas of Observation, will be arranged by the EOM. **Due to the limited availability of accommodation in Washington D.C. and the observation areas, STOs should be aware that double occupancy per room of observers of the same gender is possible.**

For safety reasons and to prevent problems with transportation, observers are expected to use the accommodation arranged for them by the OSCE/ODIHR EOM. The EOM will make all necessary arrangements for car rental for STOs to be available at the arrival of the airport in the Area of Observation. As no interpreters and drivers will be provided by ODIHR, STOs are expected to drive in their designated Area of Observation.

Should any of the observers choose not to stay in the accommodation arranged by the OSCE/ODIHR EOM, the seconding States should indicate this while registering on-line. **If the OSCE/ODIHR is not notified in advance, STOs or the respective OSCE participating States 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 Washington D.C. to the regions by plane, train or car.

The OSCE/ODIHR EOM will make necessary arrangements for the STOs to return to Washington D.C. by Thursday 10 November, as well as arrange accommodation in Washington D.C. The EOM will arrange transfers to the airport for all STOs.

c) Security

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 OSCE/ODIHR EOM will not be covered by the mission's security arrangements.**

d) What to bring

STOs are advised to bring with them the following items:

- appropriate attire for election day observation – business casual is recommended;
- torch/flashlight with spare bulb and battery;
- all necessary medication (case-specific);
- electricity converters (if needed) – United States style plug.

The OSCE/ODIHR EOM strongly recommends that STOs, when travelling by air, put essential items into the hand luggage, in case of late arrival of their luggage in Washington D.C.

e) Communication

STO teams will be provided with a mobile phone and a local SIM card with credit. 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

Local time in Washington D.C. is currently UTC -5 hours. Due to the limited number of scheduled flights to Washington D.C., the OSCE/ODIHR EOM strongly encourages participating States to make early flight bookings. To ensure operational flexibility, (e.g. in case of bad weather conditions), participating States are advised to book changeable airline tickets.

3. Interpreters and Drivers

No interpreters will be provided by the OSCE/ODIHR, thus the STOs are expected to fluently speak English. The OSCE/ODIHR will provide information on car rental for each STO team. STOs shall therefore be licensed, able, and willing to drive a vehicle with automatic transmission. Copies of valid driver license should be sent to Sylwia Zwolinska or Anna Krzysztofik (see below) in advance.

4. Costs

Please note that the final cost will depend on the total number of observers. The projection below is based on the calculation of requested number of seconded STOs.

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	150
In-City Transportation (movement to and from STO briefing/de-briefing)	300
In-Country Transportation (to and from deployment area)	500
Communication (SIM card/mobile phone use/e-pen expenses)	50
Briefing costs (Briefing, Debriefing, Briefing pack, meals)	1500
Estimated cost to be incurred by ODIHR on behalf of STOs	2,500 EUR
Car Rental (EUR 25 per day @ 5 days per observer)*	125
Fuel (EUR 25 per day @ 5 days per observer)*	125
Transmission of observation forms per observer	15
Accommodation (7 nights @ max EUR 250/per night)	1750
Meals & Incidentals (approx. EUR 55 per day @ max 8 days)	440
Costs paid directly by the observers	2,455 EUR
Total cost per observer:	4,955 EUR

* The two members of each STO team will share equally the cost of car rental and fuel. The amount above therefore represents half of these costs (i.e. for each STO).

The total cost per observer is estimated at **EUR 4,955** (four thousand nine hundred and fifty five Euro), including **EUR 2,455** (two thousand four hundred and fifty five Euro) which the participating States should supply to each observer prior to their departure to Washington D.C.

EUR 2,500 (two thousand and five hundred Euro) is the projected cost per each STO to be incurred by the OSCE/ODIHR. After closure of the EOM, each seconding State will be billed by the OSCE/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 USD. The Euro is widely exchangeable locally, although other currencies can also be exchanged. While there are cash machines (ATMs) in Washington D.C., they do not dispense foreign currency and may not be available in some areas of deployment. Hotels outside Washington D.C. in most cases will accept credit cards, but STOs should be prepared to pay hotel bills outside Washington D.C. in cash and upon check-in. Travellers cheques must not be used. The local currency is the United States Dollar (USD). The exchange rate is approximately 1 EUR \approx 1.12 USD.

5. Visas and Insurance

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at the nearest embassy or consulate of the United States of America prior to arrival.

IMPORTANT: All short-term observers 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 the OSCE/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 Process

Registration of STOs

After receiving this information sheet, all OSCE participating States sending STOs should submit **a list of names** (first name, last name, passport number) of seconded STOs to OSCE/ODIHR **for the attention of Sylwia Zwolinska or Anna Krzysztofik.**

Sylwia Zwolinska, Senior Administrative Assistant,
telephone number: +48 22 520 06 00, ext. 5676; fax number: +48 22 520 06 06
e-mail: sylwia.zwolinska@odihr.pl

Anna Krzysztofik, Senior Programme Assistant,
telephone number: +48 22 520 06 00, ext. 5677; fax number: +48 22 520 06 06
e-mail: anna.krzysztofik@odihr.pl

An official cover letter from MFAs or designated recruitment organizations should be sent together with the list of STO names.

After submitting the list of STOs, the sending State should register each of their proposed candidates online using the Registration Form available at:
<http://stodb.odihr.pl>

This on-line Registration Form will be available from 19 September until 3 October 2016.

Before using the on-line registration system, the sending State should contact the OSCE/ODIHR, Sylwia Zwolinska or Anna Krzysztofik, and obtain a username and a password. These parameters are necessary to enter the registration system.

IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, NO APPLICATIONS WILL BE CONSIDERED BY THE OSCE/ODIHR AFTER 3 OCTOBER 2016.

7. Other Information

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

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

All STOs will receive by e-mail a copy of the OSCE/ODIHR EOM Observer Guide before their departure to Washington D.C.

**POST DESCRIPTION
SHORT-TERM OBSERVER (STO)
GENERAL ELECTIONS
UNITED STATES OF AMERICA
8 NOVEMBER 2016**

Post title: Short-Term Observer (STO)

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

STOs are deployed throughout the country in multinational two-person teams to assess the close of the campaign, voting, counting and the tabulation of results. Participating States are urged to second STOs with relevant election experience and inter-personal skills.

STOs must adhere to the OSCE/ODIHR Observer Code of Conduct, as outlined in the OSCE/ODIHR Election Observation Handbook, security instructions and national laws.

REQUIREMENTS

1. Experience of election administration, observation and/or public administration and/or civil society organisations.
2. English language proficiency.
3. Excellent health.
4. Willingness to work long hours in conditions which are sometimes difficult.
5. Ability to work in a team and deal with difficult situations in a positive manner.
6. Driver's license and ability to drive a vehicle with automatic transmission.

Knowledge of the country is desirable but not essential. STOs must be prepared to read briefing materials, attend briefing and de-briefing sessions, understand procedural instructions and complete evaluation forms accurately, all in English. STOs must not have any concurrent commitments that could produce a conflict of interest with the EOM.

The OSCE/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 OSCE/ODIHR Observer Code of Conduct.

DUTIES AND RESPONSIBILITIES

Briefing

Before deployment, STOs will be provided with an in-depth briefing, which will include:

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

STOs will also be provided with briefing materials which will include all necessary electoral and logistics information, as well as observation forms to complete during the observation of voting, counting, and vote tabulation.

STOs are requested to familiarize themselves with the OSCE/ODIHR Election Observation Handbook, available online at www.osce.org/odihr/elections/68439.

Deployment

The OSCE/ODIHR EOM will develop a deployment plan. STOs should abide strictly by the deployment plan and security instructions. STOs should not request special treatment with regard to deployment locations.

Debriefing

A debriefing for STOs will be organized after the election. This will provide an opportunity for STOs to discuss their major findings and share their conclusions with other observers and EOM members. The EOM will hold a press conference on the day after the election to present its preliminary findings and conclusions. A comprehensive final report will be issued by the OSCE/ODIHR approximately two months after the election process has been completed, taking into account findings of all observers.

OSCE/ODIHR OBSERVER CODE OF CONDUCT

- Observers will maintain strict impartiality in the conduct of their duties and will, at no time, publicly express or exhibit any bias or preference in relation to national authorities, parties, candidates, or with reference to any issues in contention in the election process.
- Observers will undertake their duties in an unobtrusive manner and will not interfere in the election process. Observers may raise questions with election officials and bring irregularities to their attention, but they must not give instructions or countermand their decisions.
- Observers will remain on duty throughout Election Day, including observation of the vote count and, if instructed, the next stage of tabulation.
- Observers will base all conclusions on their personal observations or on clear and convincing facts or evidence.
- Observers will not make any comments to the media on the election process or on the substance of their observations, and any comment to the media will be limited to general information about the observation mission and the role of the observers.
- Observers will not take any unnecessary or undue risks. Each observer's personal safety overrides all other considerations.
- Observers will carry any prescribed identification issued by the host government or election commission and will identify themselves to any authority upon request.
- Observers will comply with all national laws and regulations.
- Observers will exhibit the highest levels of personal discretion and professional behaviour at all times.
- Observers will attend all required mission briefings and debriefings and adhere to the deployment plan and all other instructions provided by the OSCE/ODIHR Election Observation Mission.