



Office for Democratic Institutions and Human Rights

INFORMATION SHEET
REQUEST FOR SHORT-TERM OBSERVERS

EARLY PARLIAMENTARY ELECTIONS
REPUBLIC OF AZERBAIJAN
1 September 2024

Following an invitation from the Government of the Republic of Azerbaijan to observe the 1 September 2024 early parliamentary elections, and in accordance with its mandate, ODIHR has established an Election Observation Mission (EOM). Mr. Ditmir Bushati is the Head of the ODIHR EOM. The mission consists of 11 core team members based in Baku and 28 long-term observers (LTOs) to be deployed throughout the country. The core team and LTOs come from a variety of OSCE participating States per the standard methodology.

ODIHR requests participating States to second 280 (two hundred eighty) 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 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 percent 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. Visas, if required, can be obtained online, at the nearest embassy/consulate of Azerbaijan or upon arrival at the Heydar Aliyev international airport.

To facilitate the accreditation of observers, the ODIHR online mission registration form must be completed **no later than 15 August 2024**.

STOs are required to arrive (at the latest) in Baku by Wednesday, 28 August, and depart (at the earliest) on Wednesday, 4 September. The STO schedule is provided below.

Observers should strictly abide by the [Code of Conduct for ODIHR 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 are 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 seconding States are required to ensure that their observers adhere to national rules and regulations related to entry, including with regard to potential requirements related to health insurance.

The working language of the EOM is English. All briefings and reporting will be in English, and all interpreters will work in local language(s)/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 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 located in Baku:

**3rd floor 1/7 Ahmad Rajabli
1075, Baku, Azerbaijan**

Office telephone: +994 99 714 20 25

email: office@odihr.az

website: <https://www.osce.org/odihr/elections/azerbaijan>

1. Deployment Timetable

STOs will be deployed according to the following schedule:

Wed	28 August	STO arrival
Thu	29 August	STO briefing – day 1
Fri	30 August	STO briefing – day 2 and STO deployment
Sat	31 August	Familiarization with areas of observation
Sun	1 September	Election Day
Mon	2 September	Observation of tabulation; STO regional de-briefing, some STO return to Baku
Tue	3 September	STO return to Baku; return of equipment; general STO de-briefing
Wed	4 September	STO departure

STOs are kindly requested to adhere to the deployment timetable and attend the in-person briefing.

a) Briefing

Prior to deployment, STOs will receive a briefing which will include:

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

STOs will also be provided with briefing materials which 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 all aspects of the deployment plan (location, partner assignments, deployment times) and security instructions. No special requests can be accommodated regarding any aspect of the deployment plan.

In respect of in-country travel organized by ODIHR, please note that **STOs are required to complete the standard OSCE Liability Release Form** and attach it to the online mission registration form by **15 August 2024**. **All STOs are required to fill in the CEC application form and send it together with the standard OSCE Liability Release Form no later than 15 August 2024.**

c) Debriefing

A debriefing for STOs will be organized in Baku 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.

2. Logistics and Security

a) Contact details

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

Ruslan Ovezdurdyev, Operations Expert
e-mail: ruslan.ovezdurdyev@odihr.az
mobile phone: +994 55 220 7159

b) Transportation/Accommodation

All STOs will be met at the Heydar Aliyev International Airport (GYD) 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.

IMPORTANT: Hotels in Baku may require guests arriving/departing in the early morning hours to pay the full overnight rate.

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

If ODIHR is not duly notified in advance, STOs or the respective OSCE seconding State will be charged for the cost, regardless of whether the accommodation provided is used. The EOM cannot provide airport transfers and in-city transportation for STOs who do not stay in the designated accommodation.

STOs will be deployed from Baku to the regions by plane, train, bus or car. STO deployment will be planned in accordance with national regulations and the EOM's safety and security guidelines.

The ODIHR EOM will make necessary arrangements for the STOs to return to Baku on Tuesday, 3 September and will arrange accommodation in Baku. The EOM will arrange transfers to the airport for all STOs from ODIHR-designated accommodation.

c) Security

STOs must adhere to the [Code of Conduct for ODIHR 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 regulations, including those pertaining to the prevention of COVID-19.

STOs who do not stay in accommodation provided by the ODIHR EOM will not be covered by the mission’s security arrangements.

d) Luggage/Essential Items

STOs are advised to bring with them the following items:

- appropriate attire for election day observation: business casual is recommended;
- personal protection equipment such as face masks, and hand sanitizer;
- torch/flashlight with spare battery;
- all necessary medication (case-specific);
- electricity converters (if needed) – European/American/universal style plug.

The ODIHR EOM strongly recommends that STOs, when traveling 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. One member of each team will use a smartphone while the other member will use a traditional mobile phone. 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

Azerbaijan is a one-time-zone country. Local time in Baku is GMT/UTC +4:00. The ODIHR EOM strongly encourages seconding States to make early flight bookings. To ensure operational flexibility (e.g. in case of bad weather conditions or delayed flights), 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 the STO teams by finding drivers/cars and interpreters. Even in cases where one team member speaks the 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 the 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	40
In-city Transportation (to and from STO briefing/de-briefing)	50

In-country Transportation (to and from deployment area)	150
Communication (SIM card/mobile phone/e-pen use)	100
Briefing costs (briefing, debriefing, briefing pack, meals)	280
Estimated cost to be incurred by ODIHR on behalf of STOs	620 EUR
Driver/Car (EUR 45 per day @ max 5 days per observer)*	225
Fuel (EUR 20 per day @ max 5 days per observer)*	100
Interpreter (EUR 45 per day @ max 5 days per observer)*	225
Accommodation (8 nights @ max EUR 150/per night)	1200
Meals & Incidentals (approx. EUR 50 per day @ max 8 days)	400
Accommodation and meals for Interpreter if needed (EUR 50 per night @ max 5 nights per observer)*	250
Accommodation and meals for Driver if needed (EUR 50 per night @ max 5 nights per observer)*	250
Costs paid directly by the observers	2,650 EUR
Total cost per observer:	3,270 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 3,270** (three thousand two hundred seventy Euro), including **EUR 2,650** (two thousand six hundred fifty Euro) which the seconding States should supply to each observer in cash prior to their departure to Azerbaijan. **The ODIHR EOM is not able to validate or certify documents related to costs paid directly by the observers (receipts, invoices, contracts, etc.).**

EUR 620 (six hundred twenty 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, it might be impossible to withdraw EUR or USD. Hotels in 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. The local currency is the Azeri manat (code: AZN). The exchange rate is approximately 1 EUR ≈ 1,82 AZN.

5. Visas and Insurance

a) **Visa**

Seconding States should confirm visa requirements for their STOs. Visas, if required, can be

obtained electronically, alternatively, visas can be obtained at the nearest Embassy/Consulate of Azerbaijan, or upon arrival to the airport.

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 Krzysztolik; e-mail: sylwia.zwolinska@odihr.pl, anna.krzysztolik@odihr.pl) no later than 9 August 2024.

To be nominated by the seconding States, STOs are required to create a personal account in the 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 **9 August; 16:30 (Warsaw Time)**.

After the nomination deadline, ODIHR will consider the overall number of nominations received and confirm the final numbers it is in a position to receive from each seconding State and, subsequently, enable the focal point to proceed with the online registration.

In respect of in-country travel organized by ODIHR, please note that STOs are required to complete the standard OSCE Liability Release Form and attach it to the online mission registration form **by 15 August 2024**.

For the purposes of accreditation of STOs, the online mission registration form must be completed and supporting documents attached by the end of the day on **15 August 2024**.

The seconding States that have not requested access to the Election Expert Database as a national Focal Point yet or require additional guidance on the observers' registration process should contact Sylwia Zwolinska or Anna Krzysztolik; e-mail: sylwia.zwolinska@odihr.pl, anna.krzysztolik@odihr.pl.

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 Krzysztolik (e-mail: sylwia.zwolinska@odihr.pl, anna.krzysztolik@odihr.pl) **by 15 August 2024**.

IN ORDER TO ENSURE THAT ALL LOGISTICAL ARRANGEMENTS ARE ON TIME, NO APPLICATIONS WILL BE CONSIDERED BY ODIHR UNDER ANY CIRCUMSTANCES AFTER 15 AUGUST 2024.

STOs must not have any concurrent commitments that could result in 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 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>.

All STOs will receive by email a copy of the ODIHR EOM Observer Guide before their departure to Azerbaijan.

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.



Organization for Security and Co-operation in Europe

LIABILITY RELEASE FORM

I, the undersigned, recognize that my participation in the event, named below, does not create an employment relationship between the OSCE and myself. The costs for my travel to, and participation in, the event are covered by the OSCE solely for my convenience and benefit. I accept all conditions of travel and further:

- a) release the OSCE and all of its officials, agents and consultants/experts from liability for loss, damage, injury, illness or death that may be sustained by me during such travel, and/or participation in the event, named below;
- b) agree for myself as well as for my dependants, heirs and estate to hold harmless the OSCE and its officials agents and consultants/experts from any claims or actions on account of any such loss, damage, injury, illness or death;
- c) agree to submit receipts and other relevant supporting documentation, evidencing that the funds have been used for the purpose for which they have been provided;
- d) agree to reimburse the OSCE all funds paid in advance, including but not limited to transportation costs, Daily Subsistence Allowances (DSAs) and Terminal Allowances (TAs) within fourteen (14) days of the cancellation should I not be able to travel as originally planned.
- e) Acknowledging that the proposed travel outlined in the ToR is to a region the WHO has designated as affected by COVID-19, agree to acquaint myself prior to travel with the latest information about the level of infection and preventative measures to take by consulting WHO's website at time of offer to be found at <https://www.who.int/emergencies/diseases/novel-coronavirus-2019> and to keep abreast of local developments in this regard and adhere to the guidelines provided by ODIHR for the duration of the assignment.
- f) agree that in the event that potential restrictive measures are imposed by state or local authorities due to the COVID-19 pandemic the OSCE shall not be liable for any such restrictive measures and may take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including but not limited to reducing the risk to the safety and security of the undersigned

Name of event

Name of participant

Date(s) of event

Signature of participant

Venue of event

Date of Signature