



Office for Democratic Institutions and Human Rights

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

**PRESIDENTIAL ELECTION
MONGOLIA
26 June 2013**

At the invitation of the government of Mongolia, the OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the presidential election scheduled for 26 June 2013. Ambassador Audrey Glover (United Kingdom) has been appointed Head of the OSCE/ODIHR EOM. The mission consists of 13 core team members based in Ulaanbaatar and 24 long-term observers (LTOs) deployed throughout the country. The core team and LTOs come from a total of 24 OSCE participating States.

The OSCE/ODIHR requests participating States to second **three hundred (300)** short-term observers (STOs) to observe election day procedures. 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 in the EOM, the OSCE/ODIHR requests that individual participating States nominate only up to 10 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.

For the purposes of accreditation of observers with the General Election Commission (GEC) of Mongolia, the attached accreditation form must be filled in and a scanned version sent to the OSCE/ODIHR. In addition to the accreditation form, the GEC requires a digital photo and a scanned copy of the passport.

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at the nearest embassy or consulate of Mongolia prior to their arrival. Only for those seconding States where Mongolia does not have an embassy or consulate, visas can be issued upon arrival at the airport in Ulaanbaatar.

To facilitate the accreditation of observers by the General Election Commission (GEC) of Mongolia and the issuance of visas (if required), the OSCE/ODIHR online registration form must be completed **no later than 7 June 2013**. All STOs are required to arrive in Ulaanbaatar by Friday, 21 June, and to depart (at the earliest) on Saturday, 29 June, in the morning. The STO activity schedule is provided below.

Observers should strictly abide by the OSCE/ODIHR Observer Code of Conduct and the 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 requested to strictly comply with security instructions.

The working language of the EOM is English. All briefings de-briefings and reporting will be conducted in English, and all interpreters will work in local languages/English. All STOs must 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.stoelearning.org/

A COPY OF THIS INFORMATION SHEET IS AVAILABLE ON THE OSCE/ODIHR WEBSITE AND SHOULD BE MADE AVAILABLE TO ALL SECONDED STOs.

The OSCE/ODIHR EOM Office is situated in Ulaanbaatar:
87 Narnii zam, 4th floor, 1st khoroo, Sukhbaatar District,
15141 Ulaanbaatar, Mongolia
tel: +976 70 009010, fax: +976 70 008010
e-mail: office@odihr.mn
website: <http://www.osce.org/odihr/elections/101349>

1. Deployment Timetable

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

Friday, 21 June	Last date for arrival in Ulaanbaatar
Saturday, 22 June	STO briefing
Sunday 23 and Monday 24 June	Deployment to the Areas of Observation
Tuesday, 25 June	Familiarization with the Areas of Observation
Wednesday, 26 June	Election Day
Thursday, 27 June	STO return to Ulaanbaatar
Friday, 28 June	STO return to Ulaanbaatar, central STO debriefing, reception
Saturday, 29 June	STO repatriation

2. Logistics

a) Contact details

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

Ranko Vukčević, Operations Expert
ranko.vukcevic@odihr.mn; mobile phone: **+976 95 403 850**

and

Ahmad Rasuli, Junior Operations Expert
Ahmad.rasuli@odihr.mn; mobile phone: **+976 95 403 851**

b) Transportation/Accommodation

All STOs will be met at Chinggis Khaan International Airport (IATA: ULN) by an OSCE/ODIHR representative upon their arrival and transported to their

accommodation in Ulaanbaatar. Transport and accommodation in Ulaanbaatar and in the areas of observation will be arranged by the OSCE/ODIHR EOM. **Due to the limited availability of accommodation in Ulaanbaatar and especially in the observation areas, STOs should be aware that double occupancy per room of observers of the same gender is likely, and modest conditions may be expected in some of the observation areas.**

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 OSCE/ODIHR EOM will also make all arrangements for in-country travel to deployment areas and for on-site drivers, cars, and interpreters.

However, should any 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 State will be charged for the cost, regardless of whether the accommodation provided is used.** It should be noted that the OSCE/ODIHR EOM cannot provide in-city transportation for STOs who choose to stay outside the designated accommodation.

STOs will deploy from Ulaanbaatar to the regions by different means of transportation: bus, car, train, and plane.

The OSCE/ODIHR EOM will make necessary arrangements for the STOs to return to Ulaanbaatar on Thursday, 27 June, and Friday, 28 June, as well as arrange accommodation in Ulaanbaatar. 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

Due to potential modest conditions in the regions, STOs are advised to bring with them the following items:

- Appropriate attire for election day observation – business casual is recommended;
- Warm clothing (also for sleeping);
- torch/flashlight with spare bulb and battery;
- all necessary medication (case-specific);
- electricity converters (if needed) – Mongolia has 220V, European style plug.

The OSCE/ODIHR EOM strongly recommends that STOs, while travelling by airplane, put items of main importance into their hand luggage, in case of late arrival of their luggage in Ulaanbaatar.

e) Communication

STO teams will be provided with a mobile phone and a local SIM card with credit. Please note that using the mobile phones for international calls and SMSs should be

completely avoided. Such usage is very expensive and will quickly deplete phone credit.

f) Time zone/Flight bookings

Local time in Ulaanbaatar is UTC/GMT+8 hours. The arrival times for international flights to Ulaanbaatar are mainly in the early morning and late evening. Due to the high demand and very limited number of scheduled flights to Ulaanbaatar, 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

All observers will be organized in multinational teams of two under a deployment plan prepared by the OSCE/ODIHR EOM. The EOM will provide each STO team with an interpreter and a car with driver. Even in cases where one team member speaks local languages, it will still 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 country, **each STO** will incur the following costs, although some STOs may not require the full amount indicated below:

Operational/Transportation Cost	EUR
Airport/Railway station transfers (Ulaanbaatar and regions)	30
In-City Transportation (movement to and from STO briefing/de-briefing)	20
In-Country Transportation (to and from deployment area)	250
Communication (SIM card/mobile phone use)	15
Briefing costs (briefing, debriefing, briefing pack, meals)	150
Estimated cost to be incurred by ODIHR on behalf of STOs	EUR 465
Driver and 4WD vehicle (EUR 30 per day @ max. 5 days per observer)*	150
Fuel for 4WD vehicle (EUR 35 per day @ max. 5 days per observer)*	175
Interpreter (EUR 30 per day @ max 5. days per observer)*	150
Transmission of observation forms per observer	10
Accommodation (9 nights [includes the payment for early arrival in Ulaanbaatar if applicable] @ max. EUR 120/per night)	1,080
Meals & Incidentals (approx. EUR 35 per day @ max. 9 days)	315

Accommodation and meals for interpreter, if needed (EUR 35 per night @ max. 4 nights per observer)*	140
Accommodation and meals for driver, if needed (EUR 35 per night @ max. 4 nights per observer)*	140
Costs paid directly by the observers	EUR 2,160
Total cost per observer:	EUR 2,625

* 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., per each STO).

The total cost per one observer is estimated at **EUR 2,625** (two thousand six hundred and twenty five Euro), including **EUR 2,160** (two thousand one hundred and sixty Euro) which the participating States should supply to each observer in cash prior to their departure to Ulaanbaatar.

EUR 465 (four hundred and sixty five 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 local currency (MNT) or EUR. The US Dollar and Euro are widely exchangeable in Mongolia, although other currencies can also be exchanged. While there are cash machines (ATMs) in Ulaanbaatar, they may not be available in some areas of deployment. Hotels outside Ulaanbaatar may not accept credit cards or foreign currency. STOs should be prepared to pay hotel bills outside Ulaanbaatar in cash and upon check-in. Travellers cheques must not be used. The local currency in Mongolia is the Mongolian TÖGRÖG (MNT). The exchange rate is approximately 1 EUR = 1,860 MNT.

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 Mongolia prior to their arrival

Only for those seconding States where Mongolia does not have an embassy or consulate, visas can be issued upon arrival at the airport in Ulaanbaatar. If such a need arises, seconding States are requested to inform the OSCE/ODIHR office in Warsaw (Sylvia Zwolinska or Anna Krzysztofik – see below) in advance in order to facilitate the visa issuance process with the Ministry of Foreign Affairs of Mongolia.

STOs receiving a visa at the airport must have two passport-size photographs with them. The Ministry of Foreign Affairs may charge a fee for issuance of the visa at the airport.

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 and Accreditation Process

Registration of STOs

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

Ms. Sylwia Zwolinska, Senior Administrative Assistant
Telephone number: +48 22 520 0600, ext. 5676; fax number: +48 22 520 0606
e-mail: sylwia.zwolinska@odihr.pl

Ms. Anna Krzysztofik, Senior Program Assistant
Telephone number: +48 22 520 0600, ext. 5677; fax number: +48 22 520 0606
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 seconding 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 23 May until 7 June 2013.

Before using the on-line registration system, the seconding State should contact the OSCE/ODIHR, Ms. Sylwia Zwolinska or Ms. 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 UNDER ANY CIRCUMSTANCES AFTER 7 JUNE 2013.

All seconding States/organizations should be aware that after the registration deadline, they will not be able to modify, complete or withdraw the participation of an STO online. They should contact Ms. Sylwia Zwolinska or Ms. Anna Krzysztofik at the OSCE/ODIHR Election Department to make changes.

Accreditation of STOs

For accreditation to be completed in accordance with the requirements of the General Election Commission of Mongolia, each STO application **must** include:

- An electronic version of her/his passport-type photo in JPG format;
- An electronic version of her/his passport page with a photo in JPG or PDF format;

- A scanned electronic version, in JPG or PDF format, of the signed and fully completed ***Form for Foreign Observer to Observe the Election of Mongolia's President***, attached hereto.

7. Other Information

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

Specific information on the EOM to Mongolia is available on the EOM website:
<http://www.osce.org/odihr/elections/101349>

POST DESCRIPTION
SHORT-TERM OBSERVER (STO)
PRESIDENTIAL ELECTION
MONGOLIA
26 June 2013

Post title: Short-Term Observer (STO)

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

STOs are deployed throughout the country in multinational two-person teams to assess the close of the campaign and voting. 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.

Knowledge of the country and surrounding region 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. Local language ability is an asset. 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

Accreditation

STOs require accreditation from the relevant authority before they can undertake their observer duties. The EOM will forward the names of STOs to the relevant authority in advance to facilitate the accreditation process.

Briefing

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

- OSCE/ODIHR observer 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 in co-operation with other international observation groups to avoid duplication of observation efforts. 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 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.

**Form for Foreign Observer to Observe the Election of
Mongolia's President**

3x4 photo

Date: 2013

1	Last name	
2	First name	
3	Age and gender	
4	Citizenship	
5	Occupation and current position	
6	Profession	
7	Names of the country and organization the observer represents	OSCE Office for Democratic Institutions and Human Rights (OSCE/ODIHR)
8	Organization that invited the observer	Government of Mongolia
9	Contact address and phone number	Narnii zam 87, 4th Floor, 1st Khoroo, Sukhbaatar District, Ulaanbaatar, Mongolia Tel: +976 70 009010 Fax: +976 70 008010 office@odihr.mn
10	Name, address, and phone number of the interpreter or assistance of the observer	n/a

Form filled out by:

Signature: