



Office for Democratic Institutions and Human Rights

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

**PARLIAMENTARY ELECTIONS  
REPUBLIC OF KAZAKHSTAN  
18 August 2007**

At the invitation of the government of the Republic of Kazakhstan, the OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the elections to the Majilis (lower chamber of Parliament) on 18 August 2007. Ambassador Lubomir Kopaj has been appointed Head of the OSCE/ODIHR EOM. The core team consists of 19 members based in Astana and Almaty, and 36 long-term observers (LTOs) deployed to 16 locations. A total of 27 participating States are represented.

The OSCE/ODIHR now requests the 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 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 a better gender balance in its activities, the OSCE/ODIHR encourages OSCE participating States to continue to second female STOs.

For the purposes of accreditation of observers by the Central Election Commission (CEC) of the Republic of Kazakhstan, the attached accreditation form must be filled in (English or Russian) and a scanned version sent to the OSCE/ODIHR.

Seconding States should confirm visa requirements for their STOs. Visas must be obtained at an embassy or consulate of Kazakhstan and can only be issued at the airport in the event an STO resides in a State without an embassy of Kazakhstan. Details are provided below.

The OSCE on-line registration form must be completed no later than **3 August 2007**.

The STOs are required to arrive in Astana at the latest on 14 August and depart at the earliest on 20 August (after 15:00 hours). Details are provided below.

Observers should strictly abide by the OSCE/ODIHR Observer Code of Conduct, security guidelines and deployment plan provided by the 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 will be 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; simultaneous translation in Russian will be provided for the central STO briefing and debriefing. During the observation interpreters will work in local languages/English. STOs must have a good working knowledge of both written and spoken English. Kazakh and/or Russian language ability is an asset.

The OSCE/ODIHR EOM Office is situated in Astana:  
37, Kabanbai Batyra, Office Number 3, Astana, Republic of Kazakhstan  
Tel: (+7 3172) 245 140, 245 141, 245 142  
Fax: (+7 3172) 245 143  
E-mail: [office@odihr.kz](mailto:office@odihr.kz)

EOM Kazakhstan Website:  
[www.osce.org/odihrelections/item\\_12\\_25488.html?code=aca7d80363](http://www.osce.org/odihrelections/item_12_25488.html?code=aca7d80363)

## 1. **Deployment Timetable**

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

Tuesday, 14 August	Last date for arrival in Astana
Wednesday, 15 August	STO briefing
Thursday, 16 August	Deployment to the areas of observation
Friday, 17 August	Familiarisation with area of observation
<b>Saturday, 18 August</b>	<b>Election day</b>
Sunday, 19 August	Regional debriefings; Press Conference; STO return to Astana; STO reception hosted by EOM
Monday, 20 August (after 15:00 hours)	STO departure

## 2. **Logistics**

### a) **Contact details**

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

Logistics Expert, Ranko Vukcevic  
[ranko.vukcevic@odihr.kz](mailto:ranko.vukcevic@odihr.kz) ; mobile phone: +7 701 2720588

Logistics Expert: Vafo Mamadnazarov  
[vafo.mamadnazarov@odihr.kz](mailto:vafo.mamadnazarov@odihr.kz); mobile phone: +7 701 2720589

### b) **Transportation/Accommodation**

All STOs will be met at Astana International Airport by the OSCE/ODIHR representative upon their arrival in Astana and transported to their accommodation. Transport and accommodation in Astana and in the areas of observation will be arranged by the EOM. **Due to the limited availability of accommodation in Astana and the observation areas, STOs should be aware that double occupancy per room of observers of the same gender is likely, and relatively modest conditions may be expected in the observation areas.**

For safety reasons and to prevent problems with transportation, observers are required to use the accommodation arranged for them by the EOM. The EOM will also make all arrangements for in-country travel to deployment areas and for on-site drivers, cars and interpreters.

However, should any of the observers choose not to stay in the accommodation arranged by the EOM, the seconding States should indicate this while registering on-line. If OSCE/ODIHR is not notified, STOs or the respective OSCE participating States will be charged for the cost regardless of whether the accommodation provided is used. It should also be noted that the EOM cannot provide in-city transportation for STOs who choose to stay outside the designated accommodation.

The EOM will make necessary arrangements for the STOs to return to Astana on 19 August, as well as arrange accommodation in Astana. The EOM will arrange transfers to the airport for all observers.

### 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 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:

- torch/flashlight with spare bulb and battery;
- all necessary medication (case-specific).

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

### e) Communication

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

### f) Flights Timetable

Local time in Astana is UTC or GMT +5 hours. The arrival times for international flights to Astana are mainly in the evening/early morning. Flight connections can also be made via Almaty; this would require STOs to go through immigration and customs in Almaty before transferring to a domestic flight to Astana.

Due to the limited number of scheduled flights to Astana, the EOM strongly encourages participating States to make early flight bookings. Many STOs will deploy from Astana to the regions by air. Due to the possibility of domestic flight delays, the participating States are advised to book changeable tickets for the return from Kazakhstan, if possible.

## 3. Interpreters and Drivers

All observers will be organized in multinational teams of two persons under a deployment plan prepared by the EOM. Each team will have an interpreter and a car/driver. Even in cases where one team member speaks Kazakh and/or Russian, 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 on their observation duties.

## 4. Costs

Costs in Kazakhstan have increased considerably since the time of last election observation mission in December 2005. It is projected that, while in the Republic of Kazakhstan, **each STO** will incur the following costs, although some STOs may not require the full amount indicated below:

<b>Operational/Transportation Cost</b>	<b>USD</b>
Airport transfers	<b>40</b>
Transportation (movement to and from STO briefing/de-briefing)	<b>20</b>
In-Country Transportation (to and from deployment area)	<b>430</b>
Communication (SIM card/mobile phone use)	<b>25</b>

Briefing costs (Briefing, Debriefing, Briefing pack, meals)	<b>135</b>
<b>Estimated cost to be incurred by ODIHR on behalf of STOs</b>	<b>650 USD</b>
Visa cost (if issued upon arrival)	<b>10</b>
Driver/Car (USD 40 per day @ 4 days per observer)*	<b>160</b>
Fuel (USD 20 per day @ 4 days per observer )*	<b>80</b>
Interpreter (USD 40 per day@4 days per observer)*	<b>160</b>
Faxing of observation forms per observer	<b>20</b>
Accommodation (6 nights @ max USD 175/per night )	<b>1050</b>
Meals & Incidentals (approx. USD 50 per day @ max 7 days)	<b>350</b>
Accommodation and meals for Interpreters and Drivers if needed (USD 80 per night @ 2 nights per observer)*	<b>160</b>
<b>Costs paid directly by the observers</b>	<b>1990 USD</b>
<b>Total cost per observer:</b>	<b>2640 USD</b>

\* 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 **2640 USD** (two thousand six hundred forty USD), including **1990 USD** (one thousand nine hundred ninety USD) which the participating States should supply to each observer in cash prior to their departure to Astana.

**USD 650** (six hundred fifty USD) is the projected cost per each STO to be incurred by OSCE/ODIHR. After closure of the EOM each seconding State will be billed by 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 or US dollars. The US dollar is the foreign currency most widely exchangeable in Kazakhstan, although other currencies can also be exchanged. While there are cash machines (ATMs) in Astana and Almaty, they do not dispense foreign currency and are not available in some areas of deployment. Hotels outside of Astana and Almaty may not accept credit cards. STOs should be prepared to pay hotel bills outside Astana and Almaty in cash, in local currency and upon check-in. Travellers cheques must not be used.

## **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 Republic of Kazakhstan prior to their arrival in Kazakhstan. For STOs without an Embassy or Consulate of the Republic of Kazakhstan in their country of residence, seconding States are requested to inform the OSCE/ODIHR office in Warsaw (Sylwia Zwolinska or Anna Krzysztofik), as soon as possible in order to receive support for issuance visa upon arrival at the airport. Visas can only be issued at the airport in the event an STO resides in a State without an embassy of Kazakhstan.

**IMPORTANT:** For the issuance of visa upon arrival in the Astana or Almaty (if required), the seconding States should send by e-mail to Sylwia Zwolinska or Anna Krzysztofik the following:

- a scanned passport-size picture (format .JPEG), and
- a scanned first page of the passport (picture and data page) (format .PDF).

STOs receiving a visa at the airport must have two passport-size photographs with them. Issuance of the visa at the airport costs 10 USD or 10 EUR.

**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 sending STOs should submit a **list of names** (first name, last name, passport number) of seconded STOs to the OSCE/ODIHR to the attention of Sylwia Zwolinska or Anna Krzysztofik.

Ms. Sylwia Zwolinska, Senior Administrative Assistant,  
telephone number: +48 22 520 06 00, ext. 2148; fax number: +48 22 520 06 02  
e-mail: [sylwia.zwolinska@odihr.pl](mailto:sylwia.zwolinska@odihr.pl)

Ms. Anna Krzysztofik, Administrative Assistant,  
telephone number: +48 22 520 06 00, ext. 2147; fax number: +48 22 628 69 67  
e-mail: [anna.krzysztofik@odihr.pl](mailto: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:

[www.osce.org/odihr-elections/item\\_12\\_25488.html?code=aca7d80363](http://www.osce.org/odihr-elections/item_12_25488.html?code=aca7d80363)

**This on-line Registration Form will be available between 17 July and 03 August 2007.**

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.

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

### **Accreditation of STOs**

For the purposes of accreditation of observers through the Central Election Commission of the Republic of Kazakhstan, the attached accreditation form of the Central Election Commission must be filled in and signed by each STO. **The Central Election Commission has notified the OSCE/ODIHR EOM that this document is required.** Either the English or Russian language version of the form may be filled (it is not necessary to submit both versions). The

seconding States should scan and send these forms by email to Sylwia Zwolinska or Anna Krzysztofik.

**IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, UNDER NO CIRCUMSTANCE WILL THE OSCE/ODIHR ACCEPT ANY APPLICATION FOR REGISTRATION AFTER 3 AUGUST 2007.**

**7. Other Information**

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

Specific information on the EOM to the Republic of Kazakhstan is available on the EOM website: [www.osce.org/odihr-elections/item\\_12\\_25488.html?code=aca7d80363](http://www.osce.org/odihr-elections/item_12_25488.html?code=aca7d80363)

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

A copy of this information sheet is available on the OSCE/ODIHR website and should be made available to all seconded STOs.

**POST DESCRIPTION**  
**SHORT-TERM OBSERVER (STO)**  
**PARLIAMENTARY ELECTIONS**  
**REPUBLIC OF KAZAKHSTAN**  
**18 August 2007**

**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, 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.

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. Kazakh/Russian 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. An accreditation form for each STO must be submitted in advance of arrival.

**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/publications/odihr/2005/04/14004\\_240\\_en.pdf](http://www.osce.org/publications/odihr/2005/04/14004_240_en.pdf).

### **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.

### **De-briefing**

A de-briefing 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 elections 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.



## 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.

**ВЫБОРЫ ДЕПУТАТОВ МАЖИЛИСА ПАРЛАМЕНТА  
И МАСЛИХАТОВ РЕСПУБЛИКИ КАЗАХСТАН**

18 августа 2007 года

**АНКЕТА**

Фамилия \_\_\_\_\_  
Имя (Отчество) \_\_\_\_\_  
Дата рождения \_\_\_\_\_ Пол муж. жен.  
Номер паспорта \_\_\_\_\_ Дата выдачи \_\_\_\_\_  
Кем выдан \_\_\_\_\_

Место работы \_\_\_\_\_  
\_\_\_\_\_

Занимаемая должность \_\_\_\_\_

Страна/организация, которую вы представляете МИССИЯ ПО НАБЛЮДЕНИЮ  
ЗА ВЫБОРАМИ ОБСЕ/БДИПЧ

Гражданство \_\_\_\_\_  
Опыт наблюдения за выборами (страна, год) \_\_\_\_\_  
\_\_\_\_\_

В каких населенных пунктах Вы намерены осуществлять наблюдение в день  
голосования? **ВО ВСЕХ**

Телефон/мобильный телефон/факс/электронная почта МИССИЯ ПО  
НАБЛЮДЕНИЮ ЗА ВЫБОРАМИ ОБСЕ/БДИПЧ  
\_\_\_\_\_  
\_\_\_\_\_

Дата прибытия в Республику Казахстан \_\_\_\_\_  
Дата убытия из Республики Казахстан \_\_\_\_\_

Отзывалась (отменялась) ли ранее у вас аккредитация? Да Нет  
Если да, то по какой причине? \_\_\_\_\_

Имеются ли у Вас политические, экономические или другие интересы в  
Республике Казахстан, которые могут повлиять на объективность и  
беспристрастность осуществления наблюдения за выборами? Да Нет

Подпись \_\_\_\_\_ Дата \_\_\_\_\_

*Примечание: проведение аккредитации завершается 12 августа 2007 года.*

**ELECTIONS OF DEPUTIES OF MAZHILIS OF THE PARLIAMENT AND  
MASLIKHATS OF THE REPUBLIC OF KAZAKHSTAN**

18 August 2007

**Application Form**

Family Name \_\_\_\_\_

First Name \_\_\_\_\_

Date of birth \_\_\_\_\_ Sex Male Female

Passport No. \_\_\_\_\_ Date of issue \_\_\_\_\_

Issued by \_\_\_\_\_

Place of work \_\_\_\_\_

Position \_\_\_\_\_

Country/organization, which you represent **OSCE/ODIHR Election Observation Mission**

Citizenship \_\_\_\_\_

Election observation experience (country, year) \_\_\_\_\_

In which settlements are you going to observe elections on Voting Day? \_\_\_\_\_

**All**

Telephone/mobile/fax/e-mail **OSCE/ODIHR Election Observation Mission** \_\_\_\_\_

Date of arrival to the Republic of Kazakhstan \_\_\_\_\_

Date of departure from the Republic of Kazakhstan \_\_\_\_\_

Have your accreditation been recalled (cancelled) previously? Yes No

If yes, what were the reasons? \_\_\_\_\_

Do you have political, economic or other interests in the Republic of Kazakhstan,  
which may affect on objectivity and impartiality of election observation?

Yes No

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Note: Deadline of accreditation of observers 12 August 2007.*