



Office for Democratic Institutions and Human Rights

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

**EARLY PARLIAMENTARY ELECTIONS  
REPUBLIC OF KAZAKHSTAN  
15 JANUARY 2012**

At the invitation of the Ministry of Foreign Affairs of the Republic of Kazakhstan, OSCE/ODIHR has established an Election Observation Mission (EOM) to observe the early parliamentary elections scheduled for 15 January 2012. Miklós Haraszti has been appointed Head of the OSCE/ODIHR EOM. The core team consists of 15 members based in Astana and Almaty and 28 long-term observers (LTOs) deployed to 14 locations. A total of 24 OSCE participating States are represented.

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 OSCE/ODIHR EOM. In the interest of a broad and balanced representation among participating States, 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, OSCE/ODIHR encourages OSCE participating States to second equal numbers of female and male STOs.

For the purposes of accreditation of observers with the Central Election Commission (CEC) of the Republic of Kazakhstan, the attached *Application Form for an Observer of Foreign State and International Organization* must be filled in and a scanned version sent to OSCE/ODIHR.

Seconding States should confirm visa requirements for their STOs. Visas must be obtained at an embassy or consulate of the Republic of Kazakhstan. In exceptional cases, visas can also be issued on arrival at the airport in Astana. Details are provided below. However, it is strongly recommended to obtain all visas before departure.

To facilitate accreditation of observers with the CEC and the issuance of visas (if required) for the Republic of Kazakhstan, the OSCE/ODIHR online Registration Form, as well as the *Application Form for an Observer of Foreign State and International Organization* must be completed **no later than Wednesday, 28 December 2011 until 12:00 noon CET**. All STOs are required to arrive in Astana by **Tuesday, 10 January** and to depart (at the earliest) on the morning of **Wednesday, 18 January**. The STO activity schedule is provided below.

Observers should strictly abide by the OSCE/ODIHR Observer Code of Conduct, security instructions 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 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. Although simultaneous interpretation will be provided in Russian for the central STO briefing and debriefing, all STOs must have a good working knowledge of both written and spoken English. During the observation, interpreters will work in relevant local languages and English.

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

The OSCE/ODIHR EOM Office is situated in Astana:

Address: 13, Imanov street, 5th floor, 010000 Astana, Republic of Kazakhstan  
Tel.: +7 (7172) 901 771  
Fax: +7 (7172) 901 772  
E-mail: office@odih.kz

OSCE/ODIHR EOM to the Republic of Kazakhstan website:

<http://www.osce.org/odih/elections/86201>

## **1. Deployment Timetable**

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

Tuesday, 10 January	Last date for arrival in Astana
Wednesday, 11 January	STO briefing
Thursday, 12 January	Deployment to the areas of observation for most STOs
Friday, 13 January	Deployment to the areas of observation for remaining STOs
Saturday, 14 January	Familiarization with areas of observation;
<b>Sunday, 15 January</b>	<b>Election day</b>
Monday, 16 January	Observation of tabulation; regional debriefing of STOs; some STOs return to Astana
Tuesday, 17 January	Remaining STOs return to Astana; STO debriefing; Reception
Wednesday, 18 January	STO repatriation begins

## **2. Logistics**

### **a) Contact details**

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

**Kyle Bowers**, Operations Expert  
kyle.bowers@odih.kz; mobile phone: +7 701 929 3419

**Ahmad Rasuli**, Operations Expert  
ahmad.rasuli@odih.kz; mobile phone: +7 701 929 3416

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

All STOs will be met at Astana International Airport by an OSCE/ODIHR representative upon their arrival and transported to their accommodation. Transport and accommodation in Astana and in the areas of observation will be arranged by the OSCE/ODIHR 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 possible, and relatively modest conditions may be expected in 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 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 OSCE/ODIHR EOM cannot provide in-city transportation for STOs who choose to stay outside the designated accommodation.

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

The OSCE/ODIHR EOM will make necessary arrangements for the STOs to return to Astana on Monday, 16 and Tuesday, 17 January, as well as arrange accommodation in Astana. 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 EOM will not be covered by the mission's security arrangements.**

#### **d) What to bring**

**Due to extremely cold winter conditions throughout the country** and potentially modest conditions in the regions, STOs are advised to bring with them the following items:

- **Very warm clothing, including hats, gloves, scarves, etc (also for sleeping):**
- appropriate attire for election day observation – business casual is recommended
- torch/flashlight with spare bulb and battery;
- all necessary medication (case-specific);
- electric plug adapters and converters (if needed) – Kazakhstan is 220 V, Europlug.

The EOM strongly recommends that STOs, while travelling by airplane, put items of importance into their 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. Please note that using the mobile phones for international calls and SMSs should be completely avoided. Such usage is very expensive from Kazakhstan and will very quickly deplete phone credit.

#### **f) Flights Timetable**

Local time in Astana is GMT/UTC +6 hours. The arrival times for international flights to the Republic of Kazakhstan are primarily in the late evening and early morning.

Due to the limited number of scheduled flights to Astana, the 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 persons under a deployment plan prepared by the OSCE/ODIHR EOM. Each team will be provided with an interpreter and a car/driver by the OSCE/ODIHR EOM. Even in cases where one team member speaks the 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**

Costs in the Republic of Kazakhstan have not changed considerably since the time of last Election Observation Mission in 2011. 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>EUR</b>
Airport/Railway station transfers (Astana and regions)	<b>30</b>
In-city transportation (movement to and from STO briefing/de-briefing)	<b>15</b>
In-country transportation (to and from the area of observation)	<b>315</b>
Communication (SIM card/mobile phone use)	<b>10</b>
Briefing costs (briefing, debriefing, briefing pack, meals)	<b>205</b>
<b>Estimated cost to be incurred by ODIHR on behalf of STOs</b>	<b>575 EUR</b>
Driver/car (EUR 30 per day @ 5 days per observer)*	<b>150</b>
Fuel (EUR 15 per day @ 5 days per observer )*	<b>75</b>
Interpreter (EUR 30 per day @ 5 days per observer)*	<b>150</b>
Transmission of observation forms per observer	<b>15</b>
Accommodation (9 nights [includes the payment for early arrival in Astana if applicable] @ max. EUR 110/per night)	<b>990</b>
Meals & Incidentals (approx. EUR 50 per day @ max. 9 days)	<b>450</b>
Accommodation and meals for interpreter if needed (EUR 35 per night @ 4 nights per observer)*	<b>140</b>
Accommodation and meals for driver if needed (EUR 35 per night @ 4 nights per observer)*	<b>140</b>
<b>Costs paid directly by the observers</b>	<b>2110 EUR</b>
<b>Total cost per observer:</b>	<b>2685 EUR</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 **EUR 2685** (Two thousand six hundred eighty-five Euro). The participating States should supply **EUR 2110** (Two thousand one hundred ten Euro) to each observer in cash prior to their departure to Astana.

**EUR 575** (Five hundred seventy 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 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 Euro. The Euro and the U.S. Dollar are both widely exchangeable in the Republic of Kazakhstan, although other currencies can

also be exchanged. There are many cash machines (ATMs) throughout the country – and certainly in Astana, Almaty and other major cities – but they do not dispense foreign currency. ATMs may not be available in some areas of deployment. Hotels outside Astana and Almaty may not accept credit cards. STOs should at least be prepared to pay hotel bills outside Astana and Almaty in cash or in local currency and sometimes upon check-in. Travellers cheques cannot be used. The local currency in Kazakhstan is the Kazakhstani Tenge (KZT). The exchange rate is approximately 1 EUR = 195 KZT or 1 USD = 148 KZT.

## **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 arrival.

In exceptional cases, it is possible for observers to obtain the visa at the airport upon arrival. If such a need arises, seconding States are requested to inform the OSCE/ODIHR office in Warsaw (Sylwia Zwolinska or Anna Krzysztofik) in advance in order to facilitate the visa issuance process with the Ministry of Foreign Affairs. Visas can only be issued at the airport in the event that a STO resides in a country without a diplomatic representation of the Republic of Kazakhstan. **STOs getting a visa at the airport must have two passport-sized photographs with them.**

**IMPORTANT:** All short-term observers should ensure that they arrive with adequate health, accidental/life disability, property, theft and accident insurance, as this will not be provided by 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 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 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. 5676; fax number: +48 22 520 0606  
e-mail: [sylwia.zwolinska@odihr.pl](mailto:sylwia.zwolinska@odihr.pl)

Ms. Anna Krzysztofik, Administrative Assistant,  
telephone number: +48 22 520 06 00, ext. 5677; fax number: +48 22 520 0606  
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 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 16 December 2011 to 28 December 2011, 12:00 noon CET.**

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

All seconding States 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 Sylwia Zwolinska or 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 Central Election Commission (CEC) of the Republic of Kazakhstan, each STO application **must** include a scanned electronic version of a fully, carefully and correctly completed and signed **Application Form for an Observer of Foreign State and International Organization**, attached hereto. Either the English or Russian language version of the form may be filled in (it is not necessary to submit both versions). **The forms must be completed neatly and legibly or they will be refused by the CEC.**

**IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, UNDER NO CIRCUMSTANCE WILL OSCE/ODIHR ACCEPT ANY APPLICATION FOR REGISTRATION AFTER 28 DECEMBER 2011, 12:00 noon CET.**

### **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: <http://www.osce.org/odihr/elections/86201>

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

**POST DESCRIPTION**  
**SHORT-TERM OBSERVER (STO)**  
**EARLY PARLIAMENTARY ELECTIONS**  
**REPUBLIC OF KAZAKHSTAN**  
**15 January 2012**

**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 teams of two 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 and/or Russian language ability is an asset. STOs must not have any concurrent commitments that could produce a conflict of interest with the EOM.

**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 <http://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 elections to present its preliminary findings and conclusions. A comprehensive final report will be issued by 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 electoral 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 electoral 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.

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

**15 января 2012 года**

**АНКЕТА  
НАБЛЮДАТЕЛЯ ИНОСТРАННОГО ГОСУДАРСТВА,  
МЕЖДУНАРОДНОЙ ОРГАНИЗАЦИИ**

Фамилия \_\_\_\_\_

Имя, отчество \_\_\_\_\_

Дата рождения \_\_\_\_\_ Пол муж. жен.

Номер паспорта \_\_\_\_\_ Дата выдачи \_\_\_\_\_

Кем выдан \_\_\_\_\_

Место работы \_\_\_\_\_

Занимаемая должность \_\_\_\_\_

Страна/организация, которую Вы представляете \_\_\_\_\_

Гражданство \_\_\_\_\_

Вы будете осуществлять наблюдение за выборами в составе международной Миссии?

Да Нет

Если да, то укажите наименование международной Миссии \_\_\_\_\_

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

Телефон \_\_\_\_\_ Мобильный телефон \_\_\_\_\_ Факс \_\_\_\_\_

Электронная почта \_\_\_\_\_

Дата прибытия в Республику Казахстан \_\_\_\_\_

Дата убытия из Республики Казахстан \_\_\_\_\_

Подпись \_\_\_\_\_ Дата \_\_\_\_\_

*Примечание: проведение аккредитации завершается 9 января 2012 года.*

**OF THE PARLIAMENT AND REGULAR ELECTION OF DEPUTIES  
TO THE MASLIKHATS OF THE REPUBLIC OF KAZAKHSTAN**

**15 January 2012**

**APPLICATION FORM  
FOR AN OBSERVER OF FOREIGN STATE,  
INTERNATIONAL ORGANIZATION**

Given names \_\_\_\_\_

Surname \_\_\_\_\_

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

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

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

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

\_\_\_\_\_

Position \_\_\_\_\_

Country/organization, which you represent \_\_\_\_\_

Citizenship \_\_\_\_\_

Will you observe elections within the framework of international mission?            Yes    No

If yes, please specify the name of international mission \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

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

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

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

*Note: Conduct of accreditation is to be completed on 9 January 2012.*