

Training for the position of long-term observer in EU EOMs

Brussels, 13-17 April 2015

Notice

The Election Observation and Democratic Support project (EODS) is organizing a training for potential long-term observers in EU Election Observation Missions from **Monday 13 until Friday 17 April 2015**. The training is for a maximum of **20** participants, and will take place at the EODS office, located at 82 Rue de la Loi, 1040 Brussels, Belgium.

This training is intended for participants with some long term election observation experience in international organisations or with substantial STO experience in EU EOMs only, who have not yet undertaken any other long term observer training, and who are fluent in English and at least in one other EU EOM language.

- The language of the training is **English**. However, **some of the exercises** during the **training** can be completed in **French** or **Spanish** for participants fluent in any of these two languages.
- The EODS project will **cover the travel and living expenses** attached to participation in the training.
- **Candidates for the LTO training will be selected from proposals submitted by the national focal points for election observation.**
- Focal points are asked to propose a **maximum of three** candidates.
- The **deadline for reception of proposals from the focal points is 17 March 2015**. A Selection committee is to be convened within 10 days of the deadline. Candidates will be informed of their selection or non-selection shortly afterwards by email.

I. Application procedures

- Interested individuals **fulfilling the requirements for application** detailed in Paragraph II of this notice should **contact their national focal point** to express their interest to participate in the training, **and follow their procedures for application**. A list of the national focal points is available **here**.

- **EODS will not consider individual applications for this training.**

II. Requirements for application

1) General requirements for all training participants

- **Be a national of an EU Member State.**
- **Be registered in the EU Roster of International Election Observers.** It is recommended to all applicants for EODS trainings to make sure that their CV in the roster is up to date before applying.
- **Fulfill the minimum requirements to become an EU election observer as defined in the EU Guidelines on Common Criteria for the Selection of Electoral Observers.**

2) Specific requirements for candidates to the EODS training for Long term observers in EU EOMs.

- **University degree, preferably in** social and political sciences, law or international relations.
- Participation in **between one and three international election observation missions as a long-term observer.** Alternatively, **substantial experience** as short-term election observer in EU EOMs.
- **Fluency in English (written and spoken).**
- **Fluency in either French, Spanish or Portuguese,** since this will be a necessary qualification for EU EOMs in French, Spanish and Portuguese speaking countries.

3) Other considerations

- **Readiness and availability** to join EU Election Observation Missions for a period of two to five months at short notice.
- The selection committee takes into consideration the **nationality and gender balance** among selected candidates, as well as **performance in EU EOMs** for candidates with previous EU mission experience.

III. Performance and Evaluation

Performance at the training is continuously evaluated, and participants are given feedback at the end of the training on their readiness to participate in an EU EOM as a long term observer. EODS feedback follows criteria which include:

- Understanding of the course content,
- Understanding of the role of an LTO,
- Report writing skills,
- Language skills.

The EODS evaluation of training participants mirrors the Guidelines for EU EOM Observer Evaluation. Thus, participants' performance will be assessed by three scores:

- **Recommended:** Good performance. The participant demonstrates to fulfil all the criteria set above in a satisfactory manner and is ready to participate in EU EOMs in the position for which the training has been conducted.
- **Recommended with qualifications:** Same as above, but with some weaknesses to be mentioned in fulfilling the evaluation criteria. Taking into account the identified areas for improvement, the participant is ready to participate in EU EOMs in the position for which the training has been conducted.
- **Not Recommended:** Inacceptable behaviour or misconduct during the training.

Evaluations will be posted on the participant's Roster CV after the training, to assist the Focal Points and the European Commission in the selection process for EU Election Observation Missions. EODS will inform participants when their evaluations are posted.

Once the evaluation is posted on the Roster, training participants have five calendar days to officially appeal their evaluation by email to the EODS project director. Upon reception of the appeal, the EODS project director has five working days to send his/her final decision to the observer, with a copy to the European Commission FPI. The appellant can then appeal that decision within 10 calendar days to the European Commission FPI. Upon receipt of the observer's complaint, the FPI has 6 weeks to reply.

If the evaluated training participant refuses to accept the final decision of the EC/FPI on his/her evaluation, the evaluation will be uploaded to the roster with a comment 'observer did not accept the evaluation'.

IV. Indicative Terms of Reference of long-term observers in EUEOMs

Under the supervision of the Observer Co-ordinator and in coordination with the Service Provider's team of experts and liaison officers, the Long Term Observers shall carry out the following specific tasks:

1. Familiarise themselves with the methodology of EU EOMs, respective roles and duties of EU EOM members, as outlined in the EU Handbook for European Union Election Observation;
2. Sign and abide by the (Code of conduct for Election observers and by the instructions of the Core Team, the security and logistics experts. Failure to follow the code of conduct and instructions may result in an anticipated termination of the observer's assignment, immediate repatriation to the place of residence and non-recommendation for future EU EOMs;
3. Attend training sessions, briefing and debriefing sessions, as required by the European Commission relevant services, the Core team and the security and logistics expert;
4. Familiarise themselves with the applicable International standards for elections, and the relevant country specific election rules, regulations and procedures;
5. Establish the presence of the EU EOM in their assigned Area of Observation (AoO);
6. Report to the Observer coordinator, the Security expert and the Logistics expert, as requested by Core team and Service provider's instructions;
7. Under the guidance of the logistics and security experts of the service provider, gather security and logistics information on their AoO including road conditions, food and water availability, and accommodation facilities;
8. Establish good working relations with the electoral and civil administration, political parties, NGOs, International Organisations and other election stakeholders in the AoO; Liaise with local domestic and international observers deployed in the AoO;
9. Follow on electoral disputes, complaints and appeals;
10. Monitor local media in accordance with the methodology specified by the Media Analyst (if required);
11. Monitor pre-electoral environment, the election campaign and administrative preparations in the AoO; Observe election day procedures, counting and tabulation operations; Monitor post-electoral developments;
12. Coordinate and manage the deployment of Short Term Observers in the AoO;
13. Train, brief and debrief (if applicable) Short Term Observers and Member of the European Parliament Delegation deployed in the AoO, as requested by the Core Team;
14. Evaluate the performance of Short Term Observers in conjunction with the Observer Coordinator;

15. Ensure that report forms used by Long Term and Short Term Observers in the AoO are sent back to headquarters as soon as feasible;
16. Submit an End of Mission report, based on the template provided by the Core Team;
17. Participate in an evaluation meeting with the Observer coordinator at the end of the mission;
18. Perform any additional duties and comply with any additional requests deemed necessary to the good functioning of the EU EOM.