



EUROPEAN COMMISSION

Service for Foreign Policy Instruments

EU Foreign Policy Regulatory Instruments & Election Observation (FPIS)
Head of Unit

Brussels, 12/01/2017

NOTE TO MEMBER STATES

CALL FOR CANDIDATURES FOR LONG-TERM OBSERVERS

FOR AN ELECTION OBSERVATION MISSION (EU EOM) TO TIMOR-LESTE

The European Commission wishes to initiate the selection procedure for Long Term Observers for the EOM to observe the Presidential and Legislative Elections in Timor-Leste, tentatively scheduled to take place on 20th March 2017 with a possible second round on 20th April 2017 (Presidential Elections) and 8th July 2017 (Legislative elections).

1. MAXIMUM 26 LTOs (LONG-TERM OBSERVERS). INDICATIVE AVAILABILITY DATES:

Date (Tentative)	EU EOM to Timor-Leste - Tentative timetable
General Elections	
18-Feb	LTO departure from home base
20-Feb	LTO arrival in Dili
20-22 Feb	LTO Briefing / Training in Dili
23-Feb	LTO Deployment in the AoR
20-Mar	E-DAY Presidential Elections 1st Round - tbc
20-Apr	E-DAY Presidential Elections 2nd Round - tbc
25-Apr	LTOs return back to Dili for 25 th evening
27-Apr	LTO Debriefing in Dili
28-Apr	LTOs leave Dili
29-Apr	LTO arrival to home base
Legislative	
8-Jun	LTO departure from home base
10-Jun	LTOs arrive in Dili
11-12-Jun	LTO Briefing / Training in Dili
13-Jun	LTO Deployment in the AoR
16-17-Jul	LTOs return back to Dili, all LTOs in Dili for 17 th
18-19 Jul	LTO Debriefing in Dili
20-Jul	LTO return to Europe
21-Jul	LTO arrival to home base
In case of only one round for Presidential	
25-Mar	LTO return to Dili
27-Mar	LTO Debriefing in Dili
28-Mar	LTO return to Europe
29-Mar	LTO arrival to home base

Further information on the exact dates of the training session as well as final decision on the exact dates of deployment will be communicated to selected observers at a later stage.

In order to ensure the recruitment of observers, the European Commission invites Member States to submit candidates' names via the ROSTER at the latest **by 30/01/2017 (12:00 CET 12:00 am)**.

- **Up to 4** candidates by EU member states for the position of Long-Term Observers (LTOs)

Language:

The working language of the mission will be English, but Portuguese proficiency will be considered a strong asset. The reporting language of the mission will be English. Knowledge of Tetum or Bahasa Indonesia will also be considered an asset. Member States should ensure a fair balance among the gender, professional and linguistic background of shortlisted candidates.

Any applicant evaluated as 'not recommended for future missions' will not be taken into account by the selection committee for 5 years counted from the 'election date' of the mission in the roster for which the person was negatively evaluated.

IMPORTANT REMARK:

16 LTOs would be deployed twice (both for the Presidential and the Legislative elections). (20th February/28th April max + 10th June/20th July 2017)

10 more LTOs (to increase the mission to 26 LTOs) would join and be deployed only for the Legislatives. (10th June/20th July 2017)

2. CANDIDATE PROFILE

Applicants' references and professional experience might be checked and language knowledge tested through phone interviews by European Commission officials during the selection process.

1. Language proficiency: written and spoken proficiency in English (B1 level)¹ is a must and proficiency in Portuguese will be considered a strong asset. Knowledge of a local language (Tetum, Bahasa Indonesia) will also be considered an asset.
2. Previous experience in Timor-Leste, in the region or in a similar context will be considered an asset.
3. Previous electoral observation experience and/or other relevant experience including electoral training, technical assistance or experience in the region in relevant fields:

Minimum one (1) observation mission as an observer or Core Team member (this may include EOMs organised by other organisations) or relevant electoral training (preferably by EODS/NEEDS).

A number of LTO positions will be reserved for newcomers with relevant skills. Member States are invited to propose one newcomer LTO (necessary to have experience as STO in EU EOMs).

¹ B1 according to the Council of Europe languages levels available at http://www.coe.int/t/dg4/education/elp/elp-reg/Source/Key_reference/Overview_CEFRscales_EN.pdf

4. Previous experience of work as a civilian in a large scale international mission or in a human rights monitoring mission is an asset.
5. Demonstrated commitment to democracy and human rights.
6. Computer and IT (Microsoft Office Word, Excel, Access, Adobe Acrobat, Outlook, Android) and internet browser and web mail software. Familiarity with use of satellite phones, GPS, BGAN.
7. Excellent physical conditions and good health, which can afford long working hours and potential demanding physical efforts. Candidates should consult their government's health advisories.
8. Living conditions: observers should be willing to accept very difficult living conditions when deployed in some duty stations.
9. Full flexibility is required from the candidates in terms of mission timetable in case of changes and delays.

LTOs who apply for the Presidential elections must be available as well for the Legislatives. It is not foreseen to observe only the Presidential. Those who observe the Presidential have to observe the Legislatives.

4. SELECTION OF SUCCESSFUL CANDIDATES AND INFORMATION TO BE PROVIDED TO SHORTLISTED OBSERVERS

1. The Commission will proceed with the selection of observers in the framework of the criteria outlined in the European Union Council Decision “**EU Guides for the Selection of the electoral observers**” **Council Decision 8728/99 - PESC 165 - COHOM 4** and will inform the Member States of the final list of selected observers.

<u>Tentative date</u> by which the Commission plans to inform MS and selected/non-selected LTO	<u>02/02/2017</u>
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2. Previous evaluations during EU EOMs and EODS/NEEDS training sessions will also be taken into account.
3. The Commission will use for the Mission the data already existing in the ROSTER system: http://eeas.europa.eu/eueom/become-an-observer/election-roster/index_en.htm

Applications sent by email will not be taken into account.

5. THE COMMISSION INVITES THE MEMBER STATES:

- to only propose candidates certifying their full availability for the entire period of the mission; keeping in mind that 16 LTOs will have two deployments to Timor-Leste (Presidential + Legislatives) while 10 LTOs will have only one deployment (Legislatives).
- to ensure an appropriate balance between the observers' past professional experiences (various types of public or civilian background);
- to remind pre-selected observers to update their personal data in the ROSTER before the submission of their candidatures. For the entire selection process and the preparations for fielding, the Commission will only take into consideration the data entered in the CV in the Roster (departure airport, passport data, e-mail addresses, telephone numbers, etc.). Should a

CV not include all the required information, the applicant may be rejected. Further communication by the candidate (for example concerning new departure airport, changed e-mail, etc.) will not be taken into consideration.

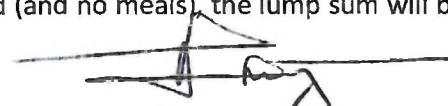
- to rank in each category all shortlisted observers by order of suggested preference;
- to inform the observers of the information and Terms of Reference detailed in the annex to the present Note (in particular regarding deployment dates & forfeit (lump sum));
- to inform the observers that proficiency in English and Portuguese may be tested through phone interviews by European Commission officials during the selection process.
- to inform the observers to follow respectfully and at any time during their assignment as observers the EU Code of Conduct for Election Observers as well as the European Commission and EU EOM Core Team and Service Provider instructions, particularly security and safety instructions, upon deployment and throughout the mission.

Failure to follow the Code of Conduct (attached) and instructions may result in an early termination of the observer's assignment, immediate repatriation to the place of residence and non-recommendation for future EU EOMs

- to inform observers of the security instructions and health precautions and requirements as published on the websites of their respective Ministries and Embassies. More information on health precautions and requirements will be communicated by the Service Provider to selected candidates at a later stage.

6. INFORMATION ABOUT THE FORFEIT (LUMP SUM) FOR OBSERVERS:

- Travelling days for mobilisation and demobilisation of LTOs will be eligible for the payment of the lump sum, as long as Observers are spending the night outside of their place of residence.
- In the event that full board accommodation (i.e. all meals included) is provided by the EU EOM, the lump sum will be reduced to 30%. This rate also applies in case of a night flight.
- If lunch and dinner are provided and no accommodation, the lump sum will be reduced to 80%. (Lunch = Dinner = 10% of the forfeit in this respect). If meals including breakfast are provided, then the lump sum is reduced to 75%. (Breakfast = 5% of the forfeit in this respect).
- If accommodation including breakfast is provided (and no meals), the lump sum will be reduced to 50%.
- If accommodation without breakfast is provided (and no meals), the lump sum will be reduced to 55%.



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Cc: J. Costedoat-Miossec (FPI)
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Annexes: - Observers' recruitment information and Terms of Reference;
- Health Declaration

EUROPEAN UNION ELECTION OBSERVATION MISSION (EU EOM)

TIMOR-LESTE 2017

Election Date	Presidential Elections: 20 th March 2017 with a possible second round on 20 th April 2017 Legislative Elections: 8th July 2017
Country	Timor-Leste
Deadline for submission of CVs from Member States	Monday 30/01/2017 (12:00 CET) 12:00am Brussels

LTOs

16 Long Term Observers (Presidential) and 26 Long Term Observers (Legislatives) 16 LTOs would observe both elections, 10 LTOs would observe only the Legislatives	
Each Member State is invited to submit the following number of possible LTOs:	Up to 4
Indicative Deployment Date of LTOs	20/02/2017 – 28/03/2017 (16 LTOs) 20/02/2017 – 28/04/2017 (if 2 rounds; 16 LTOs) 10/06/2017 – 20/07/2017 (26 LTOs)
Availability requested for selected Observers	18/02/2017 – 29/04/2017 (16 LTOs) 08/06/2017 – 21/07/2017 (26 LTOs)
Compulsory pre-deployment awareness training:	None
Briefing will take place in Dili upon arrival:	20,21,22 of February (Presidential) 10,11,12 of June (Legislatives)
Forfeit (lump sum) ¹	280 € per day
Risk Allowance	0 € per day

STOs

No Short Term Observers are foreseen to EU EOM Timor-Leste No positions reserved for applications of Focal Points are foreseen to EU EOM Timor-Leste

Important remarks about the forfeit (lump sum):

- Travelling days for mobilisation and demobilisation of LTOs will be eligible for the payment of the lump sum, as long as Observers are spending the night outside of their place of residence.
- In the event that full board accommodation (i.e. all meals included) is provided by the EU EOM, the lump sum will be reduced to 30%. This rate also applies in case of a night flight.
- If lunch and dinner are provided and no accommodation, the lump sum will be reduced to 80%. (Lunch = Diner = 10% of the forfeit in this respect). If meals including breakfast are provided, then the lump sum is reduced to 75%. (Breakfast = 5% of the forfeit in this respect).
- If accommodation including breakfast is provided (and no meals), the lump sum will be reduced to 50%.
- If accommodation without breakfast is provided (and no meals), the lump sum will be reduced to 55%.

¹ According to the procedures set out the Commission implementing decision of 29.10.2014 adopting the Implementing Arrangements for Election Observation Missions, C(2014) 7782 final.

Terms of Reference
Long Term Observer (LTO)

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 Observation²;
2. Sign and abide by the (attached) Code of conduct for Election observers and by the instructions of the Core Team, the security and logistics experts. Failure to follow those 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 elections³, and the relevant country specific election rules, regulations and procedures;
5. Establish the presence of the EU EOM in their assigned Area of Responsibility (AoR);
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 AoR 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 AoR; Liaise with local domestic and international observers deployed in the AoR;
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 AoR; Observe election day procedures, counting and tabulation operations; Monitor post-electoral developments;
12. Coordinate and manage (if applicable) the deployment of Short Term Observers in the AoR; No STO are foreseen for the mission to Timor-Leste.
13. Train, brief and debrief (if applicable) Short Term Observers and Member of the European Parliament Delegation deployed in the AoR, as requested by the Core Team;
14. Evaluate the performance of Short Term Observers (if applicable) in conjunction with the Observer Coordinator;
15. Ensure that report forms used by Long Term and Short Term Observers (if applicable) in the AoR 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.

² https://ec.europa.eu/sites/ceas/files/handbook_for_eu_eom_2016.pdf

³ http://www.eucem.eu/files/dmfile/compendium-of-int-standards-for-elections_en.pdf

GUIDELINES - EU POLICY ON ELECTORAL OBSERVATION

"..."

"Code of Conduct

The following guidelines will apply to nationals of any country participating in EU observation missions decided by the EU unless specifically agreed otherwise. The guidelines will not apply to EU nationals participating in e.g. OSCE or UN missions, in which case those organisation's own codes will apply.

All official EU observers should adhere to the following guidelines:

- Respect the laws of the land. Observers enjoy no special immunities as an international observer, unless the host country so provides;
- Observers will participate in all pre-election briefings with their supervising officers;
- Observers will be subject to the direction and management of the observer team leadership, carrying out their written terms of reference and covering the geographical schedules specified by team leaders;
- Observers should be aware of the presence of other electoral monitoring teams, and liaise with them under the direction of the leader of the EU observer team;
- Observers will carry prescribed identification issued by the host government or election commission, and will identify themselves to any interested authority upon request;
- Observers shall maintain strict impartiality in the conduct of their duties, and shall at no time express 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 not display or wear any partisan symbols, colours or banners;
- Observers will undertake their duties in an unobtrusive manner, and will not disrupt or interfere with the election process, polling day procedures, or the vote count,
- Observers may bring irregularities to the attention of the election officials, but will not give instructions or countermand decisions of the election officials;
- Observers will base all conclusions on well documented, factual, and verifiable evidence, and will keep a record of the polling stations and other relevant places that they visit;
- Observers will refrain from making any personal or premature comments about their observations to the media or any other interested persons, but should provide, through a designated liaison officer or spokesperson, general information about the nature of their activities as observers;
- Observers will participate in post election debriefings with their supervising officers and will contribute fully towards appropriate EU reports on the elections monitored;
- Observers must comply with all national laws and regulations. Where these limit freedom of assembly or movement about the country, they must note where such rules prevent them from carrying out their duties;
- At all times during the mission, including during private time away from work, each election observer should behave blamelessly, exercise sound judgement, and observe the highest level of personal discretion."

"..."

HEALTH DECLARATION – LTO

European Commission – DG FPI

Please fill in each question.

Name:	
Date of birth:	ID/Passport No.:

1. MEDICAL HISTORY

Do you suffer from or have you ever suffered from, had symptoms of, been examined for or been treated for any of the following ailments, or anything related to them? Consider the examples as help - they do not cover all conditions. Any other symptoms or ailments must also be stated, and a clarification and further details should be written on the last page.

If your state of health changes after you have submitted your health information, you are required to notify EC/SP of this immediately for an assessment of new information.

Please state numbers for the following	Blood type: Blood pressure: Pulse: BMI: Waist:	
Diabetes, metabolic diseases, respiratory diseases, gastrointestinal diseases, and diseases of the musculoskeletal system	If yes; what and when: What was the outcome of the treatment ? Is the treatment ongoing, completed or recurrent?	
Cardiac and circulatory diseases Blood clots, pain/tightness in the chest, high blood pressure, varicose veins, phlebitis, swollen ankles, heart rhythm disorders, pacemaker, elevated cholesterol. Other cardiovascular disorders	Yes:	No:
	If yes; what and when: What was the outcome of the treatment ? Is the treatment ongoing, completed or recurrent?	
Cancer, other tumors/growths, immune system-related disorders Any type of cancer or cancer precursor/suspected cancer. Polyps in the bowel, benign tumors/growths	Yes:	No:
	If yes; what and when: What was the outcome of the treatment ? Is the treatment ongoing, completed or recurrent?	
Neurological disorders Epilepsy, migraine and headache disorders, multiple sclerosis, stroke, alcohol-related disorders, dementia, brain injury, infections and genetic diseases, Parkinson's disease, chronic pain and other neurological	Yes:	No:
	If yes; what and when: What was the outcome of the treatment ?	

	Is the treatment ongoing, completed or recurrent?	
Psychiatric and behavioral disorders Nervousness, anxiety, psychosis, depression, mania, insomnia, or disorders related to addiction to alcohol or drugs, or other addictions. Dementia. Developmental and behavioral disorders, compulsive behaviors (ADHD, OCD, etc.). Other psychiatric disorders and symptoms?	Yes:	No:
	If yes; what and when:	
	What was the outcome of the treatment ?	
	Is the treatment ongoing, completed or recurrent?	
Alcohol and intoxicating substances/narcotics(?) Do you currently or have you at any time for a period of more than six months, consumed more than 14 units of alcohol (men)/ 7 units of alcohol (women) per week? Do you currently or have you at any time for a period of more than six months used intoxicating substances?	Yes:	No:
Allergies Drugs: Foods: Other:	Yes:	No:
	If yes, what kind?	
Do you presently take any kind of medicine	Yes:	No:
	If yes, what kind of medicine and for what reason:	
Previous hospital admissions	Yes:	No:
	If yes; for what and when?	
	If yes, is the treatment ongoing or are you cured?	
ECG (only for applicants over 45 years)	Please state numbers here:	
Other comments	Please state comments here:	

I certify, that (name): _____ has been examined on the date indicated above and has been found to be in good health, without any medical limitations and therefore medically fit to travel and work abroad in an international mission in post conflict areas and often under stressful conditions with long working hours.

Place:

Date:

Doctor's name, signature, phone number, e-mail and stamp