



EUROPEAN COMMISSION

Service for Foreign Policy Instruments

Public Diplomacy and Election Observation (FP14)
Head of Unit

Brussels, 9 September 2013

FPI/ON/PB (2013)

NOTE TO MEMBER STATES

CALL FOR CANDIDATURES FOR LONG TERM AND SHORT TERM OBSERVERS FOR AN ELECTION OBSERVATION MISSION (EU EOM) TO KOSOVO¹ MUNICIPAL ELECTIONS – 3 NOVEMBER – 1 DECEMBER 2013

Acting upon the decision of the High Representative/Vice President of Commission to deploy a European Union Election Observation Mission (EU EOM) to Kosovo, and without pre-judging the final format of the mission, the European Commission wishes to initiate the selection procedure for the Observers for the EOM to observe the forthcoming Municipal Elections scheduled to take place on 3 November and 1 December 2013.

The European Commission wishes to begin the procedures for the recruitment of:

1. MAXIMUM 20 LTOs (LONG TERM OBSERVERS). INDICATIVE AVAILABILITY DATES:

- The pre-deployment training and Core Team briefing for LTOs is tentatively scheduled in Pristina on 10-11 October 2013 for the municipal elections. A mid-term briefing is tentatively scheduled in Pristina on 15 November, prior to the run-off.
- Tentative **deployment dates** in country are **9 October to 11 December 2013**.

2. MAXIMUM 42 STOs (SHORT TERM OBSERVERS). INDICATIVE AVAILABILITY DATES:

- The pre-deployment training and Core Team briefing for STOs is tentatively scheduled in Pristina on 29 October for the first round and 28 November for the run-off.
- Tentative **deployment dates** in country: **from 28 October to 7 November 2013 AND from 27 November to 5 December 2013 for the run-off. Observers must be available for both rounds.**
- **The number of STOs will be reduced to 32 for the run-off** (the teams of observers who will return to Kosovo will depend on the municipalities having run-off).

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 Monday 23 September 2013 (midnight Brussels time).**

- **Up to 3** candidates for the position of Long Term Observers (LTOs)
- **Up to 3** candidates for the position of Short Term Observers (STOs)

¹ This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of Independence

Language: All observers **must be fluent in English** (reporting language). Member States should ensure a fair balance among the gender, professional and linguistic background of shortlisted candidates.

3. 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: very good written and spoken proficiency in English (C1 level)² is a must.
2. Previous experience in Kosovo and/or in the region is 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:
 - LTOs: 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).
 - STOs: 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) or relevant previous work experience.

A limited number of STO positions will be reserved for newcomers with relevant skills. Member States are invited to propose one STO without experience.

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, Acrobat writer, Outlook) and internet browser and web mail software. Familiarity with use of Satellite phones, GPS.
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 difficult living conditions when deployed in some duty stations in Kosovo.
9. Full flexibility is required from the candidates in terms of mission timetable in case of changes and delays.

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>26 September 2013</u>
<u>Tentative date</u> by which the Commission plans to inform MS and selected/non-selected STO	<u>26 September 2013</u>

2. Previous evaluations during EU EOMs and EODS/NEEDS training sessions will also be taken

² C1 according to the Council of Europe languages levels available at http://www.coe.int/t/dg4/portfolio/?m=/main_pages/levels.html

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;
- 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 will be rejected. Further communication by the candidate (for example concerning new departure airport, changed e-mail, etc.) shall 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, per diem and compensatory allowance, if applicable);
- to inform the observers that proficiency in English 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 anticipated 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.

[Signed]

Oliver Nette
Head of Unit - FPI 4

Annex: Observers' recruitment information and Terms of Reference

Cc: Mr Margue, Mr Tsitsopoulos, Mr Bartholmé, Ms Monmarchon, Ms Cirakli (FPI)
Mr Giaufret, Ms Skowron (EEAS)