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An Roinn Gnóthaí
Eachtracha agus Trádála
Department of
Foreign Affairs and Trade

Roster

Volunteer Handbook

October 2019

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1. Introduction

International election observation plays an important role in the promotion and protection of democracy, the rule of law and human rights. Genuine elections allow different groups to compete for political office, thereby providing for the peaceful transfer of political power. They also allow voters the opportunity to make an informed choice about political alternatives.

A genuine election presupposes respect for fundamental freedoms, such as freedom of expression, association and assembly; adherence to the rule of law; equal rights for all citizens, including minorities; the right to freely establish political parties and compete for office; and freedom of the media. International election observation provides a comprehensive, independent and impartial assessment of an electoral process, thereby enhancing transparency and promoting public confidence in the electoral process. This helps to mitigate the potential for election-related conflicts.

The Department of Foreign Affairs and Trade (DFAT, the Department) maintains a roster of suitably skilled individuals who are available to deploy to election

observation missions organised mostly by the European Union (EU) and the Organisation for Security and Cooperation in Europe - Office for Democratic Institutions and Human Rights (OSCE-ODIHR). In recent years rosters have been valid for a 5 year term. A new roster was established in January 2019 and it is expected that it will remain valid until 31 December 2023. Participation in the roster is undertaken on a voluntary basis and carries no entitlement to, nor does it confer, any employment obligations. The roster selection process is now highly competitive; membership of a roster does not guarantee membership of its successor.

The purpose of this handbook is to set out how the Election Observation Roster (Roster) operates. The handbook is a living document, which is updated as and when required. The most recent and applicable version is available on the DFAT website at the link below. Please continue to check this website link for updates and other important documents and information related to the Roster:
www.irishaid.ie/get-involved/election-observation/

2. Role of an Election

Observer

The Roster operates on a volunteer basis. Membership of the Roster is conditional upon your acceptance that you have agreed to partake in election observation missions (EOMs) in your capacity as a volunteer.

As a Roster member, you are not an employee, agent, officer or representative of DFAT or of the EU or OSCE-ODIHR. You do not have diplomatic status and are not entitled to diplomatic privileges or immunities. Before joining the Roster or deploying on a mission, it is important that you understand this classification and accept the corresponding implications and responsibilities. The Department does not provide cover for any Roster member selected to participate in a mission and has no role in arrangements between a Roster member and her/his employer.

Volunteer observers operate under the auspices of the requesting organisation – primarily, the OSCE-ODIHR or the EU - when on mission. While observers are not officially representing Ireland, as you are nominated by the State you are expected to behave in a professional and impartial

manner, to do nothing which could reflect negatively on Ireland and to respect the sovereignty and laws of the host state at all times, both on and off duty.

Ireland nominates a combination of Long-Term (LTO) and Short-Term observers (STO) to participate in election observation missions. OSCE missions take place in OSCE participating States, while EU missions are mostly in Africa and, from time to time, in Latin America or Asia.

2.1 Role of a Long-Term Observer

The practical field tasks of an election observation mission can be divided into four distinct phases: the pre-election phase, the Election Day, the immediate post-election phase and the extended post-election phase. LTOs are generally deployed for periods of up to 8 weeks, and occasionally more, to cover all election phases.

The role of LTOs is to acquire first-hand knowledge about the effectiveness and impartiality of the pre-election administration; the implementation of the election law and regulations; the nature of the campaign; and the political environment prior to voting day. LTOs

are also responsible for coordinating STOs.

2.2 Role of a Short-Term Observer

STOs normally arrive shortly before Election Day, and are deployed to provide a broad presence throughout the country on Election Day. STOs mainly cover the Election Day and the immediate post-election phase and can on average be deployed for periods of between 8 to 14 days, and occasionally longer.

The objective of short-term observation is to provide a broad presence throughout the country to assess the closing days of the campaign, Election Day and the vote count. The election phase can be broken down into three stages: the closing days of the campaign; Election Day; the vote count.

2.3 Observer obligations

Each STO or LTO must comply with the codes, rules and regulations of the deploying agency, and with the Code of Conduct of the Roster.

On return from mission, observers will complete a report and submit it to the DFAT Elections Desk.

2.4 Frequency of missions

Generally, observers may be contacted regarding approximately 14 missions each year, though this number can go down or up. In view of the high level of interest among Roster members and the need to meet standards of mission specific criteria set out by ODHIR and the EU, it should be noted that selection for missions is highly competitive.

Observers can reasonably expect to be nominated for an average of one to two deployments over the five year duration of the Roster. It is important to note while the Department may nominate an observer for a particular mission, the sending organisation may not select the Irish nominee to participate in a given election monitoring mission.

Selection on a mission is therefore not guaranteed. While the Department generally seeks to nominate the observer(s) whose skills are most suited to a particular mission, we also aim for gender balance, rotation within the Roster, sustainability of the Roster and overall fairness. There is no entitlement to Roster membership or to any individual deployment. Decisions to circulate Calls for Nominations are taken on a case-by-case basis, and it is not possible for the Department to confirm

whether it will circulate any individual Call.

2.5 Databases

Volunteers on the Roster must complete and keep up-to-date their profiles on the OSCE-ODIHR and EU databases.

In order for the Department to nominate a volunteer for an observer position with the OSCE-ODIHR or the EU, a fully completed and up-to-date profile must be available in order for the Department to submit the names of proposed observers to the relevant organisation. **It is the Observer's responsibility to ensure that all necessary data is kept up-to-date, and the Department may refrain from nominating any Roster member whose profile is not up-to-date**

The time frame between the call for applications and the nomination being submitted to the relevant sending organisation - the OSCE-ODIHR or EU - is usually very narrow. Therefore, please have your database profile up-to-date **prior to** submitting an application to partake in an EOM.

If the profile of a volunteer is not available or up-to-date, the Department may not be able to proceed with that volunteer's

nomination for that election observation mission.

The Department does not administer or manage these databases and cannot set up or amend/update an observer's profile.

The link to the **EU Election Roster database** is available at: <https://webgate.ec.europa.eu/europeaid/applications/eom/index.cfm>

The link to the **OSCE-ODIHR Election Expert Database** is available at:

<https://electionexpert.odihir.pl/Home/HomeIndex>

2.6 Expenses

Members of the Roster are volunteers and are not paid remuneration.

Those selected to serve on election observation missions receive a daily stipend, as set out and published by the EU or OSCE-ODIHR as appropriate, to cover the cost of food, accommodation and other relevant out-of-pocket expenses, while abroad. This daily stipend may also be required to cover non-discretionary payments to local interpreters and in-country transport

costs (including local drivers if provided). A return air ticket from Dublin Airport and insurance cover is also provided for selected volunteer observers. Flights are arranged to suit the dates of the mission. It is not possible to tailor flights to individual circumstances. For nominated volunteers based overseas, flights may be arranged from their country of residence if the cost of the flight equals or is less than the cost of the flight from Dublin.

In the case of the OSCE-ODIHR EOMs the payments of the set allowances will be undertaken by the DFAT. In the case of the EU EOMs, the EU are responsible for the payments of the set allowances and will liaise directly with the selected observer. No additional allowances will be provided.

2.7 Pre-Departure Expenses

Volunteers on the Roster who are nominated by the Department and participate in missions, will receive an expense payment of €600 to cover all pre-departure expenses. These include medical visits, medical certificates, and vaccinations, travel to and from Dublin for

any briefing/debriefing, visas or travel documents, travel to/from Dublin Airport, any necessary accommodation etc. This is paid once in any twelve-month period regardless of the number of missions undertaken.

The Department reserves the right to amend the conditions and/or amount of the Pre-Departure Expenses payment at any time.

Any changes in the Pre-Departure Expenses payment will be communicated to all volunteers on the Roster and reflected in an updated version of this Handbook on the Department's election observation webpage:

<https://www.irishaid.ie/get-involved/election-observation/>

2.8 Tax

Volunteers will be required to provide a tax clearance certificate issued by The Revenue Commissioners in respect of all payments. This applies to all volunteers, whether resident in the State or otherwise.

2.9 Health

Observers need to be in excellent physical condition and have good health so that they can withstand the demands of

missions including long working hours and potentially demanding physical conditions. Observers should be willing to accept very difficult living conditions when deployed.

Observers need to be aware that on some missions, conditions may range from very difficult to harsh and may include shortages of power supply and drinking water, limited medical services, limited dietary options, poor road conditions and/or mobility challenges.

Prior to each deployment, Roster members are required to provide the DFAT with a doctor's certificate declaring them medically fit to travel and to participate in the mission to which they are being assigned. Additional medical health checks may be required by the deploying agency. The cost of this medical visit is covered in the pre-departure expenses.

2.10 Good Character and Reasonable Behaviour

Observers must be of good character and must sign and adhere to the [Department of Foreign Affairs and Trade's Roster Code of Conduct \(Annex I\)](#).

In addition, Roster members are expected to behave in a reasonable and professional manner to the staff of the Elections Desk and wider Departmental staff. The Department does not expect that a disproportionate amount of time and resources should be committed to responding to any one, or a series of requests, regarding participation in a mission or on the operation of the Roster more broadly. The Department also expects that its staff behave in a professional manner to all Roster members.

2.11 Conditions of membership of the Roster

Given the intense competition for Roster places, it is only fair to all candidates who applied to join the Roster that Roster members actively apply for observation missions. As a condition of membership of the Roster, volunteers are required to apply for at least two election observation missions issued by the Department between January 2019 and 31 December 2020. If a Roster member has not applied for at least two observation missions in this time, they may be deemed to have forfeited their place on the Roster. In such an event, they may be removed from the Roster and will be informed of this fact by

email. This condition is to ensure the Roster remains current.

While it is intended that this Roster will be in place for a five year period, please note that the lifetime of the Roster may be amended at the discretion of the Minister of Foreign Affairs and Trade.

2.12 Training

Both the OSCE and EU have developed E-Learning Modules on election observation. All Roster members are required to complete both E-Learning Courses and provide a copy of certificate of completion to the Election Observation Desk.

The OSCE/ODIHR e-learning course is located here:

<https://www.odihrobserver.org/>

EODS has developed two E-Learning courses on the role of STOs and a Safety and Security Course:

<http://www.eods.eu/posts/elearning>

Additionally, we strongly encourage all members to complete the Safety and Security online course <http://www.eods.eu/posts/elearning>

3 Applying for an Election Observation Mission

3.1 Call for observers to participate in an Election Observation Mission

When a request is received from the EU or OSCE-ODIHR for the nomination of election observers for a particular mission, and a decision is taken to deploy observers, all relevant Roster members are contacted by e-mail notifying them of the call for observers and the process on how to apply for consideration to participate in the EOM.

Volunteers are requested to submit a fully completed official application form (an example of what may be sent is provided in [Annex II](#)) by email to the DFAT Elections Desk on or before the specified deadline. No applications received after the deadline will be reviewed, and decisions will be made based solely on the details in the application form.

Based on previous experience, each observer can expect to be contacted regarding approximately 14 missions each year, though this number can go up or down. In view of the high level of interest among Roster members and the need to meet mission specific criteria, selection for missions is highly

competitive and participation on a mission is not guaranteed.

If a Roster member is also a member of a Roster operated by another EU Member State, and if you are applying for participation in the same mission via the two Rosters, we ask that you inform us of this fact in your application.

Roster members with a disability who wish to know whether an accommodation can be made to facilitate their participation in a mission are asked to contact us on this matter as soon as possible so that the accommodation required can be discussed with the relevant sending agency. Consideration will be given to the specific skills and needs of the individual concerned, along with the particular conditions on the grounds, including logistics, security and infrastructure, and whether the arrangement sought can reasonably be provided. The final decision will be taken by the EU or OSCE-ODIHR.

3.2 Mission Selection Criteria

The Department will draw up a list of suitably skilled nominees from the applications submitted, taking into account the following:

1. The specific conditions and requirements as set out by the EU and OSCE including relevant experience and relevant language requirements;
2. Gender balance – OSCE, EU and DFAT commitment to gender balance;
3. The length of time since serving on a previous election observation mission;
4. Overall rotation within the Roster;
5. Sufficient level of security clearance, including with regard to periods of residence overseas; and
6. Ongoing reasonable and professional engagement with, and in regard to, other members of the Roster and the personnel of the Elections Desk.

The Department nominates the observer, however the final decision is taken by the EU or the OSCE-ODHIR, as appropriate.

Given the high number of applications received for each mission, the tight nomination deadlines which usually apply and the need to safeguard the personal information of Roster members, the Department is not in a position to provide feedback on individual

applications. It is our experience that applicants who have never served on an election observation mission are unlikely to be selected by the EU unless they have very specific skills, such as fluency in a relevant language or highly relevant country experience.

Canvassing for nomination to an EOM will automatically result in the removal of the individual concerned from the Roster. Please do not ask elected representatives or others to provide support for your application. This is regarded as canvassing and will result in your removal from the Roster.

4 Pre-Deployment

Preparations:

Once a Roster volunteer has been selected for deployment on an OSCE-ODIHR or EU EOM, the following will take place:

4.1 For OSCE-ODIHR Missions

The Department will contact you, via email, to advise that you have been selected to partake in the OSCE-ODIHR EOM.

The Department will provide you with the following information:

- The Terms of Reference of the election observation mission;
- A copy of the Insurance Policy;
- A blank Payee Form (bank detail form);
- Personal Information Form;
- A blank Fitness to Travel note;
- Return flights, departing from Dublin to the destination.

The Department requires the following information from the selected Roster volunteer prior to deployment. This information must be returned to the election observation desk by email promptly:

- A fully completed Payee Form;
- A fully completed Personal Information Form;
- A copy of your valid Irish passport (with at least 6 months validity from date of return);
- Fitness to Travel note completed by you and your doctor;
- Fully completed Accreditation form (if requested by OSCE-ODIHR);
- Any other documents as may be specified by the external body.

As many of the documents are required by the OSCE-ODIHR to process the arrival and accreditation of observers, the Department requests the full cooperation of observers in the provision of any requested documents in a timely manner. Failure to do so may result in the withdrawal of your selection.

4.2 For EU Missions

The Department will contact you, via email, to advise if you have been nominated for an EU election observation mission.

The EU then takes the final decision on who participates. If you are selected, the EU will contact you directly and liaise

with you regarding all necessary arrangements regarding the EOM.

The Department will also contact you and provide you with the following information:

- The Terms of Reference of the EOM;
- A copy of the Insurance Policy;
- Personal Information Form;
- A blank Payee Form/bank detail form, if required.

The following information must be returned to the election observation desk promptly:

- A fully completed Payee Form/bank detail form, if required;
- A fully completed Personal Information Form;
- Fitness to Travel note from your doctor – the same as the one you submit to EU;
- Final flight details once issued by the EU.

The Department requests the full cooperation of volunteers in the provision of any requested documents in a timely manner. Failure to do so may result in the withdrawal of your selection.

4.3 Obtaining a Visa

For EOMs, you may need to obtain a visa prior to departure or upon arrival in the country of deployment. For EU EOMs, the EU will make all necessary arrangements regarding your visa.

For OSCE-ODIHR EOMs, the Department will liaise with you, the OSCE and when necessary the relevant Embassy/Mission of the country of deployment to facilitate the issuance of the required visa.

If a visa is required, volunteer observers may need to apply directly to the relevant Embassy/Mission to obtain their visa. The country of deployment will often have an accredited Embassy in Dublin or London or in your current country of residence. You may be required to complete a visa application and submit it to the Embassy.

4.4 Insurance

Insurance cover will be provided to volunteers undertaking a mission as per the terms of the current insurance policy (which is subject to annual renewal). Please note that the insurance will cover treatment while abroad, it does not cover medical expenses upon return to Ireland, or in your country of domicile if you live

abroad. Depending on the terms of the insurance policy it may be that persons are not insured for certain missions and would therefore be deemed ineligible (on a post-by-post basis). The onus is on each individual volunteer to read the insurance policy and decide if they comply.

We have a dedicated insurance policy, covering 01 December 2018 to 30 November 2019, for Roster members on deployment:

Ace Insurance Policy Number

IEBBB015785118

Please note the contact information and procedures to be followed in the event of requiring our Insurer's **Emergency Assistance Services (EAS)**, which are available 24 hours a day, every day of the year. **A call must be logged with the EAS before, or as soon as possible following your need for medical services to ensure that you are correctly advised and that insurance cover is confirmed.**

**Injury & Travel Helpline: +353 1
440 1761**

***(whether you are calling from within or
outside Ireland)***

4.5 Flights

The Department arranges and books return air flights for Roster volunteers, selected to partake in **OSCE-ODIHR** EOMs. Flights will depart from Dublin and will be economy class. For nominated volunteers based overseas, flights may be arranged from their country of residence if the cost of the flight equals or is less than the cost of the flight from Dublin.

The **travel dates are set by the OSCE EOM**. The Department will not facilitate requests from observers to amend travel arrangements. This is for logistical, costs, security and insurance reasons.

Please do not request any such amendments or make any alternative arrangements as these will not be approved by the Department.

Rules regarding the use of public funds require that flights are sourced at the most commercially competitive rates and demonstrate value for money.

Election Roster volunteers are not permitted to book their own flights. Requests for indirect flights to/or on return from deployment are not permitted.

At no time should you liaise directly with the Department's travel agent, except in cases of a genuine emergency, in which case you should also inform the Elections Desk.

If you are selected for an EU EOM, the EU will arrange your flights. For volunteers based overseas, you should select the appropriate departure airport in your country of residence on their EU Election Expert Database profile. Please provide the Department with your final flight details once issued by the EU.

4.6 Passport

Roster volunteers must travel on their personal Irish passport and ensure that their passport is in date, with at least 6 months validity from date of return from the mission or longer if the country in which they will be based requires same. For OSCE EOMs an e-copy should be provided to the Department beforehand. The onus is on the volunteer to ensure that their passport is valid for the requisite amount of time.

4.7 Register with Embassy

It is advisable to register with the Embassy of Ireland that is in, or

accredited to the country of deployment before departure via the following link: <https://www.dfa.ie/travel/citizens-registration/>

Country-specific travel and security advice is also available at:

<https://www.dfa.ie/travel/travel-advice/>

4.8 Tips before you Travel

Volunteer observers may wish to consider the below suggestions and tips before they travel.

4.8.1 Medical

As a Roster member you may wish to have a **dental check-up** before you go on deployment, as dental care can be expensive in some countries of deployment, if available at all. The Department will not reimburse this check-up expense and we do not pay for any treatment recommended as a result.

If you wear **glasses**, you should take a spare pair on deployment. We also advise you to take the prescription with you and to leave a spare prescription with your point of contact in Ireland/normal country of residence. This allows another pair to be made up in-country or sent from Ireland/country of residence, if necessary. The same applies to **contact lenses**.

Wearers of contact lenses should also be advised to take their glasses overseas, as lenses may be uncomfortable because of dust or pollen. Contact lens fluid, if available, may not be obtainable outside capital cities.

Any immunisation and vaccinations if required are covered by the Pre-Departure Expenses Payment as outlined in [Section 2.6](#)

In advance of deploying, observers may consider preparing a personal first aid kit to bring on deployment. Items that could be included in such kits include medication, basic over the counter medicines to treat common ailments and first-aid items which may not be easily purchased while on assignment. Such items may include wound dressings, plasters, paracetamol and other over-the-counter analgesics or pain relief medicines, over-the counter medications for the treatment of acute stomach infection and diarrhoea such as Imodium, and Motilium to treat nausea, a thermometer etc.

All pre-deployment expenses are covered by the Pre-Departure Expenses Payment as outlined in [Pre-Departure Expenses](#)

4.8.2 Packing

It is advisable to pack essential items into your hand luggage such as appropriate clothing for Election Day, in case luggage gets misplaced when travelling.

We suggest that you do not do not bring expensive jewellery or unnecessary personal belongings and to ensure that any money and documents are kept safe.

4.8.3 Documentation

Please ensure that you bring all necessary documentation with you when you travel. Please follow the guidance of the election observation desk and that of the OSCE or EU. As noted above, please ensure that you keep all documents safe.

5 While on Deployment

Volunteer election observers operate under the auspices of the requesting organisation (the OSCE-ODIHR or the EU) when on mission.

All volunteers are required to operate to and to adhere to their procedures, rules and regulation while on a mission, and to respect the sovereignty and laws of the host state.

5.1 Allowances

All information regarding expenses is covered in [Section 2.6](#)

5.2 Expenses

Expenses incurred while on deployment are already covered by the expense payment provided, and therefore are not reimbursable.

All pre-deployment expenses are covered by the Pre-Departure Expenses payment as outlined in [Section 2.7](#)

6 Post Deployment Procedures

6.1 Debriefing with the Department

At the end of a deployment, the Department will contact each observer requesting that they complete an Observer Report (an example is provided in [Annex IV](#)).

The Department requests that each Roster member promptly completes and returns this form to the election observation desk.

From time to time, the relevant Department Unit or Desk may request to discuss the observation mission with observers. The election observation desk requests that observers facilitate any such requests from the Department.

Any costs incurred relating to any meetings, discussions or debriefing sessions are covered by the Pre-Departure Expenses Payment detailed in [Section 2.7](#)

6.2 Disclosure of Information

In the interests of transparency and public interest, where possible the Department aims to publish the following data relating to the Roster:

- Names of all members of the current Roster; and
- Details of election observation missions supported including: EOM Organisation (EU or OSCE); number of observers deployed per mission; Names of observers deployed per mission; costs associated with the EOM and observer

This information is published in the responses issued to parliamentary

questions and, on occasion on the following websites:
<https://www.irishaid.ie/get-involved/election-observation/> and where possible on <https://data.gov.ie/>

The Roster Declaration of Consent and Data Privacy Notice for the Roster is annexed to this document (See [Annex V](#)).

The Data Privacy Notice for the Roster is available on the Department's website at: <https://www.dfa.ie/about-us/our-commitments/privacy-policy/election-observation-Roster-privacy-notice/>

7 Frequently Asked Questions

7.1 Selection for an Election Observation Mission

I applied for an observer position on an EU/OSCE election observation mission, why was I not selected?

The criteria for selection of observers is set out in [this Handbook](#) that accompanied the call for applications to join the Roster. See [Section 3.2](#)

In general, for EU missions, the EU requests each Member State to nominate a set number of volunteers to each mission. The EU takes the final decision on who participates. For OSCE-ODIHR missions, from the applications received from Roster members for a particular mission the Department nominates observers to the OSCE-ODIHR. In short, while the Department nominates observers, the final decision on participation is taken by the EU or the OSCE-ODHIR, as appropriate.

Selection as an observer on an election observation mission is a very competitive process with the number of applications for a particular election observation mission typically exceeding the number of spaces available. For example, in 2018 the election observation desk received over 340 applications from volunteers to participate in EU and OSCE election observation missions and supported the deployment of 58 volunteers.

Volunteer observers can reasonably expect to be nominated for an average one to two deployments over the five-year period. It is important to note while the Department may nominate a volunteer observer for a particular mission, the sending organisation may not select the Irish nominee. Participation on a mission is therefore not guaranteed.

7.2 Flights

I am nominated to go on an EOM, can I fly out early or extend my stay?

The Department arranges flights for OSCE EOMs only.

Observers volunteer to take part in EOMs and are nominated and deployed on the understanding that their sole purpose of applying is to fulfil their role as a member of the Irish Roster.

Due to administrative, logistical, security and insurance reasons extension or amendments to the travels arrangements of an observer, for non-mission related reasons, is not possible.

As my flight departs early in the morning, will the Department cover the cost of my accommodation in Dublin?

Members of the Roster who are nominated and participate in missions, will receive a grant of €600. This covers all pre-departure expenses including medical visits, medical certificates, vaccines, medicines, travel to and from Dublin for any briefing/debriefing, visas or travel documents, travel to/from Dublin Airport, any necessary accommodation, etc. **This grant is paid once in any twelve-month period regardless of the number of missions undertaken.**

7.3 Training

How do I find out about training related to election observation? Will the Department provide financial and/or logistical support for me to participate in such training?

Numerous organisations and institutions organise training relating to election observations and those interested in gaining further training are advised to consider the value of participating in a particular course. From time to time, the election observation desk is advised of training organised by the Election Observation and Democracy Support (EODs)¹ and by institutes/organisations associated with other EU Election Focal Points. The election observation desk endeavours to circulate any relevant information to the volunteer Roster. However, the Department does not fund the participation in such training courses.

¹ More information can be found about EODS here: <http://www.eods.eu/about>

Both the OSCE and EU have developed E-Learning Modules on election observation. All Roster Members are requested to complete both E-Learning Courses and provide a copy of certificate of completion to the election observation desk. See [Section 2.12](#).

7.4 Expenses

Will the Department pay a higher stipend for the EOM?

All information regarding expenses is covered in [Section 2.6](#)

Members of the Roster are volunteers and are not paid remuneration.

Those selected to serve on election observation missions receive a daily stipend, as set out and published by the EU or OSCE-ODIHR as appropriate, to cover the cost of food, accommodation and other relevant out-of-pocket expenses, while abroad. This daily stipend may also be required to cover non-discretionary payments to local interpreters and in-country transport costs (including local drivers if provided). A return air ticket from Dublin Airport and insurance cover is also provided for selected volunteer observers.

In the case of the OSCE-ODIHR EOMs the payment of the set allowances will be undertaken by Department.

In the case of the EU EOMs, the EU is responsible for the payments of the set allowances and will liaise directly with the selected observer.

No additional allowances will be provided.

8 General Contact Information

Election Observation Desk
Civil Society & Development Education Unit
Development Cooperation & Africa Division
Department of Foreign Affairs and Trade



electionobservation@dfa.ie

Annex I: Department of Foreign Affairs and Trade's Roster Code of Conduct



**An Roinn Gnóthaí
Eachtracha agus Trádála**
Department of
Foreign Affairs and Trade

Election Observation Roster

Volunteer's Code of Conduct

I am aware that as a member of Election Observation Roster that I hold a voluntary position. I am not an employee nor do I accrue any employment rights with the Department of Foreign Affairs and Trade or the Civil Service. In addition to the below Code, I agree to adhere to the *Code of Conduct for EU Election Observers* and the *Code of Conduct for ODIHR Election Observers*.

I confirm that:

- I will respect and comply with all national laws and regulations of the host country;
- I will participate in all required activities relating to the Election Observation Mission as requested;
- I accept that I am subject to the direction and management of the Election Observation Mission Team Leadership and agree to act under their direction;
- I agree to abide by all lawful instructions given by the Election Observation Desk, Department of Foreign Affairs and Trade;
- I will maintain strict impartiality in the conduct of my duties;
- I will at all times act with the highest levels of professionalism and integrity, treat people with respect and fairness and exercise sound judgement;
- I will avoid actions or behaviour which may constitute poor practice or disrespectful or potentially abusive behaviour;
- I will not knowingly conceal any other person's breaching of this Code or the aforementioned *Code of Conduct for EU Election Observers* and the *Code of Conduct for ODIHR Election Observers* and will immediately report concerns of abuse in accordance with appropriate procedures;
- I will show due regard for Government of Ireland resources to ensure proper, effective and efficient use of public money, including the demands on the staffing resources of the DFAT Elections Desk.
- I will adhere to the guidelines as set out in the most up-to-date published version of the *Election Observation Roster 2019-2023 Volunteer Handbook*;

- I will not canvass support for my nomination to election observation missions;
- I am aware that I may be removed from the roster in the event that I breach this Code of Conduct.

I have read and understood the above and agree to observe the Department of Foreign Affairs and Trade *Election Observation Roster Volunteer's Code of Conduct*. I am aware that any breach of the code may result in the cessation of my services and removal from this Election Observation Roster.

Signature: _____

Date:

Print Name:

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Annex II: Election Observation Official Application form

Department of Foreign Affairs and Trade

Election Observation - Application form

Insert Election Observation Mission Details

Please tick (X) which position you wish to apply for.

Long Term Observer	
Short Term Observer	
Both	

Personal details

Surname	
First Name	
Profession	
Please confirm your passport validity (a minimum of 6 months validity on re-entry to Ireland is required)	
Citizenship	
Date of Birth	
Telephone Landline Mobile	
Email	

Election Observation experience to date

Total number of Missions as a member of the Department of Foreign Affairs Roster	
LTO Missions, when and where – OSCE as a member of the Department of Foreign Affairs Roster	Year-Month of Departure-EOM-Country
LTO Missions, when and where – EU as a member of the Department of Foreign Affairs Roster	Year-Month of Departure-EOM-Country

STO Missions, when and where – OSCE as a member of the Department of Foreign Affairs Roster	Year-Month of Departure-EOM Country
STO Missions, when and where – EU as a member of the Department of Foreign Affairs Roster	Year-Month of Departure-EOM- Country
Election observation missions with sending bodies other than the Department of Foreign Affairs Roster	
Relevant country experience	
Regional Experience	
Level of Other Required Language as per EOM Requirements.	
Confirmation that you can serve for the required period of the mission in the event of a second round of elections	
Relevant training	
Other relevant information	

Annex III: Personal Information Sheet

Department of Foreign Affairs and Trade

Election Observation

Personal details

Surname	
First Name	
Passport Number	
Passport Expiry Date	
Passport Date and Place of Issue	
Citizenship	
Date of Birth	
Address	
Telephone Landline Mobile	
Email	
Blood Type	
Contact person in case of Emergency	
Relationship to this person	
Telephone Number	

Annex IV: Election Observation Desk-Observer Report

The Department of Foreign Affairs and Trade

Election Observation Roster

OBSERVER REPORT

Name

Mission

Country: Dates: STO/LTO

We would be grateful for your comments on the following in relation to the Election Observation Mission you undertook recently.

- **Pre-departure**

- Mobilisation by the Department of Foreign Affairs and Trade

- **Travel**

- **Arrival/briefing (In Country)**

- Arrangements (physical)

- **Pre-Election**

- Observations

- Atmosphere

- Preparations

- **Election Day**

- Mechanics/opening/all necessary documents available?

- Views on organisation

- Your reading of events

- Interpreter/driver

- Problems

- **Close of Polling Stations**

- Observations of collection/delivery of ballots/count

- **In-country debriefing**

- Local

- National

- **Return home/demobilisation**

- Arrangements

- **Political situation**

- Your reading/observations

- **Overall view of exercise**

- **Any other remarks?**

On behalf of the Department of Foreign Affairs and Trade, we would like to thank you for undertaking the Election Observation Mission.

Please note we may share your report internally within the Department to desks covering the region.

Regards

The Election Observation Desk

Annex V: Declaration of Consent Data Privacy Notice for the Roster



An Roinn Gnóthaí
Eachtracha agus Trádála
Department of
Foreign Affairs and Trade

Declaration of Consent

Data Privacy Notice for the Election Observation Roster

I,.....understand and agree that the information I provide to the Election Observation Desk of the Department of Foreign Affairs and Trade will only be used as set out in the Data Privacy Notice for the Election Observation Roster.

I hereby consent/do not consent [*please delete as appropriate*] to the disclosure of my name on the list of roster members. This list becomes part of the public record by way of a parliamentary question response and/or in material provided by the Department to the Oireachtas Joint Committee on Foreign Affairs and Trade and/or in material provided by the Department to the Oireachtas Committee of Public Accounts.

I hereby consent/do not consent [*please delete as appropriate*] to the disclosure of my name as a participant in any election observation mission(s) which I participate as a member of the DFAT Election Observation Roster established in January 2019.

Signature of roster member

Date

Signing this form is voluntary. If at any time, you would like to retract your declaration of consent, please contact us at electionobservation@dfa.ie

Data Privacy Notice for the Election Observation Roster

Information specific to the personal data being collected

The following data is specific information in relation to the personal data processed for the Election Observation Roster.

1. Specified purpose:

The Election Observation Desk will process your information for the following purposes:

- Establishment of a new Election Observation Roster to run from 01 January 2019 to 31 December 2023. As set out in the Election Observation Volunteer Information Booklet:

"When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature." (p. 7 Election Observation Volunteer Information Booklet)

- Operation of the Election Observation Roster which will run from 01 January 2019 to 31 December 2023 including communicating calls for expressions of interest to participate in Election Observation Missions (EOMs); assessment and selection of applications from members of the Election Observation Roster to participate in Election Observation Missions; provide information to other parties primarily the Organisation for Security Co-operation in Europe (OSCE) and European Union (EU) to nominate and deploy Election observers;
- Report on the activities of the Election Observation Roster including the publication of following data relating to the Election Observation Roster:
 - Names of all members of the current Roster;
 - Details of Election Observation Missions supported including: EOM Organisation (EU or OSCE); number of observers deployed per mission; Names of observers deployed per mission; total costs associated with the EOM and observer (excluding Insurance).

The Election Observation Desk will collect and retain the following data on members of the Election Observation Roster:

- Name, Date of Birth, Gender, Address, Contact telephone number(s), contact email address(s); applications to specific Election Observation Missions and related correspondence; Garda Vetting Disclosures and, where applicable, Police Reports; deployment on specific missions and related correspondence.

In addition, the following information may be requested if a member of the Election Observation Roster is nominated to participate in an EOM:

- Name and contact details of emergency point of contact; passport details and scanned copy of passport; other details relevant to the observers travel arrangements such as dietary

requirements scanned passport photograph, bank details, tax clearance certificate, blood type; letter from doctor; additional information as requested by the Election Observation Mission.

The personal data will be held electronically and in hard copy and will be processed by the Department of Foreign Affairs and Trade for the above purposes.

It should be noted that the list of names of those on the Roster is a matter of public record and may be provided in responses to requests for such information from the Oireachtas. Equally, the list of names of those who have participated in election observation missions and the relevant mission is also a matter of public record.

2. Lawful basis:

The legal basis for processing personal data is normally based on relevant legislation. We are permitted by law to process information to administer our schemes and core functions. In addition, the Irish Constitution, Bunreacht na hEireann (article 28(2)) and the Ministers & Secretaries Acts 1924 to 2017 bestows overall powers on the Government to collect and process data.

We administer both statutory schemes and administrative schemes. The legal basis for statutory schemes is the relevant legislation for each statutory scheme. Where there is no statutory basis then we will request your consent at the time that the information is collected.

The basis for retaining and processing the personal data of candidates for membership of the Election Observation Roster is set out in the Election Observation Volunteer Booklet and associated application form. Candidates may withdraw their consent at any time by emailing the Election Observation Desk.

3. Recipients:

The Department of Foreign Affairs and Trade will receive personal data for the specified purpose as set out in paragraph 1. This information is shared with the National Vetting Bureau, Insurance Provider, Travel Management Company, the EU and the OSCE in order to nominate and deploy Volunteers for Election Observation Missions.

4. Transferred outside the EU:

On occasion data may be transmitted outside of the EU by third parties (EU, OSCE) for the purposes of observer accreditation and immigration clearance.

5. Retention Period:

The data collected will be held by the Department only as long as there is a business need to do so in line with the purpose(s) for which it was collected as set out in paragraph 1.

6. Data provision being statutory or contractual obligation:

Not Applicable.

7. Automated Decision Making:

No automated decision making is carried out during the process.

8. Information from Third Party:

The Election Observation Desk receives information from the European Union and the Organisation for Security Co-operation in Europe in relation to feedback on observers. The OSCE provides an evaluation of long-term observers, which includes the name of the observers, nationality, gender, deployment details, and review of the observer's performance and conduct. The European Union provides an evaluation of an observer via the EU's election observer database.

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