

EUROPEAN UNION ELECTION OBSERVATION MISSION (EU EOM)

LEBANON 2018 – PARLIAMENTARY ELECTIONS

Election Date	6 May 2018
Country	Lebanon
Deadline for submission of CVs from Member States	13/03/2018, 12h00 Brussels time.

LTOs

24 Long Term Observers	
Each Member State is invited to submit the following number of possible LTOs:	Up to 3
Indicative Deployment Date of LTOs	03/04/2018 – 17/05/2018
Availability requested for selected Observers	45 days
Compulsory pre-deployment awareness training:	None
Briefing will take place upon arrival:	In Beirut, 04-06 April 2018
Lump sum (<i>Forfait</i>)¹	280 € per day
Risk Allowance	0 € per day

STOs (PLEASE ALSO SEE THE SECTION FOR "OCV STOs")

36 Short Term Observers (34 EU Observers + 2 Member State Focal Points)	
Each Member State is invited to submit the following number of possible STOs:	Up to 3
Indicative Deployment Date of STOs	25-30 April 2018 (Out of Country Voting – please see the OCV section below) 1 – 10 May 2018 (deployment in Lebanon)
Availability requested for selected Observers	10 days
Compulsory pre-deployment awareness training:	None
A 2-day briefing will take place upon arrival:	In Beirut: 01-02 May 2018
Forfeit (lump sum)²	240 € per day
Risk Allowance	0 € per day

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.

² 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.

OUT OF COUNTRY VOTING (OCV) STOs (25 – 30 April 2018)

Out of the total of 36 STOs, 26 STOs will be deployed to 13 locations over 10 EU Member States plus Switzerland to observe the Out of Country Voting (OCV) that is scheduled to take place on **29 April**, one week prior to STO deployment to Lebanon.

Areas of observation include 11 Embassies and 2 Consulates, respectively in **Berlin; Paris ; Marseilles; London; Stockholm; Brussels; Berne; Rome ; Milan; Madrid; Bucharest; The Hague; and Athens.** One team of two STOs are to cover one Embassy/Consulate each. Accordingly, **the following Member States are requested to mark their STO nominations for their availability to observe the OCV processes:**

- Germany: 2 STOs to be allocated for OCV in Berlin.
- France: 2 STOs to be allocated for OCV in Paris and 2 STOs for Marseilles.
- UK: 2 STOs to be allocated for OCV in London.
- Sweden: 2 STOs to be allocated for OCV in Stockholm.
- Belgium: 2 STOs to be allocated for OCV in Brussels.
- Italy: 2 STOs to be allocated for OCV in Rome and 2 STOs for Milan.
- Spain: 2 STOs to be allocated for OCV in Madrid.
- Hungary: 2 STOs to be allocated for OCV in Budapest.
- The Netherlands: 2 STOs to be allocated for OCV in The Hague.
- Greece: 2 STOs to be allocated for OCV in Athens.

OCV STOs should be selected according to their country and city of residence to reduce costs. OCV STOs are to be deployed to the 13 Embassy/Consulate AoOs one day before OCV operations, unless they reside in or close to the Embassy/Consulate city, and can reach the site by 6h30 in the morning.

In total, **the 26 observers will be contracted for an additional 5 days of work.** Their contract will cover the period **starting from 4 days before the OCV operations and until one day after.** They will have **two days of home-based preparatory work, including two three-hours webinars with the CT in Lebanon,** as well as one provided by LADE (Lebanese Association for Democratic Elections), to familiarize themselves with OCV procedures and form filling, one day of familiarization before polling and one day after of forms filling. OCV STOs will be required to read Law 44, the Joint MOIM/MOFA decree on OCV, the ExM Final Report, and the CT LTO Briefing Pack. STOs should also receive a PDF version of the IDEA Handbook on Voting Abroad.

They will complete paper-based forms while observing OCV and will transfer the content into the web based platform E-Day upon return to their place of residence. They will have one day to enter their results onto the provided link. Paper Observation forms for polling are near identical to in-country forms and can be fine-tuned by the EU EOM Electoral Analyst.

Upon completion of the process, the OCV STOs will follow the regular deployment schedule to Lebanon.

Important remarks about the lump sum (*Forfait*):

1. EU Election Observer is a volunteer activity.
2. During the training days including briefings and debriefings when observers will be given accommodation and meals, they will be granted a reduced lump sum (84 € for LTOs and 72 € for STOs.)
3. A lump sum (280€ for LTOs, 240€ for STOs) should be paid per day spent serving as an observer deployed in the field within the Election Observation Mission, in order to ensure daily subsistence (accommodation, food, laundry, etc.).
4. Travelling days for mobilisation and demobilisation of LTOs will be eligible for the payment of partial or full lump sum, as long as Observers are spending the night outside of their place of residence.
5. The following rules will apply, from the day of mobilisation until the day of demobilisation, including for travelling days:
 - 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 the case of night flights.
 - If lunch and dinner are provided, the lump sum will be reduced to 80% of the lump sum. Each meal (lunch or dinner) represents deduction of 10% of the lump sum.
 - The breakfast represents deduction of 5% of the lump sum.
 - If only accommodation, including breakfast, is provided, the lump sum received will be reduced to 50%.
 - If the accommodation without breakfast is provided the lump sum will be reduced to 55%.
6. Public transportation from the place of residence (as recorded in the EOM Roster at the time of the submission of the application) to the closest or economically most advantageous airport (and back) will be reimbursed, on top of the lump sum received.

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 Observation³;
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 elections⁴, 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;
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.

³ https://eeas.europa.eu/sites/eeas/files/handbook_for_eu_eom_2016.pdf

⁴ http://www.eueom.eu/files/dmfile/compendium-of-int-standards-for-elections_en.pdf

Terms of Reference Short Term Observer (STO)

Under the supervision of the Observer Coordinator and the relevant Long Term Observers of the Area of Observation, and in coordination with the Service Provider's team of experts, the Short 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^[1];
2. Sign and abide by the Code of Conduct for Election observers and by the instructions of the Long Term Observers, Core Team, the Security and Operations experts. Failure to follow this 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, the Long Term Observers and the Security and Operations expert;
4. Familiarise themselves with the applicable International standards for elections^[2], and the relevant country specific election rules, regulations and procedures;
5. Report to the Long Term Observers; the Observer coordinator, the Security expert and the Operations expert, as requested by Core team and Service provider's instructions;
6. Monitor immediate pre-electoral environment, the election campaign and administrative preparations in the AoO; Observe election day procedures, counting and tabulation operations; Monitor immediate post-electoral developments;
7. Participate in an evaluation meeting with the Long Term Observers and the Observer coordinator at the end of the mission;
8. Submit an End of Mission report, based on the template provided by the Core Team;
9. Perform any additional duties and comply with any additional requests deemed necessary to the good functioning of the EU EOM.

[1] http://www.eueom.eu/files/dmfile/manuel-d-observation-electorale-de-l-ue_fr.pdf

[2] http://www.eueom.eu/files/dmfile/compendium-of-int-standards-for-elections_en.pdf

GUIDELINES - EU POLICY ON ELECTORAL OBSERVATION

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"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."

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