



EUROPEAN COMMISSION
SERVICE FOR FOREIGN POLICY INSTRUMENTS

PUBLIC DIPLOMACY AND ELECTION OBSERVATION

Brussels, 19 April 2012

FPI/GT/ah D(2012)

NOTE TO THE MEMBER STATES

CALL FOR CANDIDATURES FOR LONG TERM AND SHORT TERM OBSERVERS

FOR AN ELECTION OBSERVATION MISSION (EU EOM)

DEMOCRATIC REPUBLIC OF TIMOR LESTE – LEGISLATIVE ELECTIONS

7 JULY 2012

Acting upon the decision of the High Representative/Vice President of the European Commission to deploy a European Union Election Observation Mission (EU EOM) to the Democratic Republic of Timor Leste, and without pre-judging the final format of the mission, the European Commission wishes to initiate the selection procedure for the Core Team for the EOM to observe the forthcoming Legislative Elections scheduled to take place on 7 July 2012.

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

1. MAX. 28 LTOs (LONG TERM OBSERVERS). INDICATIVE AVAILABILITY DATES:

- § Tentative deployment dates: **from 8 June to 17 July 2012** including travel days.;
- § The pre-deployment training and Core Team briefing for LTOs is tentatively scheduled on 10-12 June 2012.

2. MAX. 12 STOs (SHORT TERM OBSERVERS). INDICATIVE AVAILABILITY DATES:

- § Tentative deployment dates: **from 30 June to 12 July 2012** including travel day.
- § The pre-deployment training and Core Team briefing for STOs is tentatively scheduled on 02-04 July 2012.

More 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 the observers, the European Commission invites the Member States to submit candidates' names via the ROSTER, at the latest **by 13 May 2012 (at midnight)**.

- **Up to 3** candidates for the position of Long Term Observers (LTOs)
- **Up to 2** candidates for the position of Short Term Observers (STOs)

Member states should ensure a fair balance regarding the gender and the professional background of shortlisted candidates.

3. CANDIDATE PROFILE

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

- (1) Language proficiency: good written and spoken proficiency in English (level 3 = fluent) is a must. Knowledge of Portuguese, Tetum or Bahasa-Indonesia would be useful.
- (2) Previous experience in Timor Leste 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 missions as an observer or core team member (this may include EOMs organised by other organisations).
 - § 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 NEEDS) or relevant previous work experience. A limited number of STO positions may be reserved for new comers 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, HF, VHF, 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. **All selected candidates are expected to provide a Fit for Work Certificate prior to their deployment.**
- (8) Living conditions: observers should be willing to accept harsh living conditions when deployed in Timor Leste, including very basic hygiene and accommodation, lack of power supply and very poor road conditions.
- (9) Full flexibility is required from the candidates in terms of mission timetable in case changes and delays might occur.

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

1. The Commission will proceed with the selection of the 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 the selected observers.

<u>Tentative date</u> by which the Commission hopes to inform MS and selected/non-selected LTO	<u>18 May 2012</u>
<u>Tentative date</u> by which the Commission hopes to inform MS and selected/non-selected STO	<u>18 May 2012</u>

2. Previous evaluations during EU EOMs and 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.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 inform 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 as 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 or (like for example 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 English proficiency might 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 observer as well as the European Commission and EU EOM Core Team and Service Provider instructions, in particular security and safety instructions, upon deployment and throughout the mission. Due to both security and reputational risks, Observers are strongly discouraged from staying in the country, for personal reasons, outside their deployment period. Service Providers are instructed not to modify mission travel tickets.

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]

Georgios Tsitsopoulos
Head of Sector - FPI 4

Annex:

§ Observers' recruitment Information and terms of reference

CC: Mr. Margue, Mr. Nette, Ms. Bougrine, Ms. Lisiecka (FPI)
Ms. Wasilewska, Mr. Roux, Ms. Skowron (EEAS)