



Copenhagen, 16 December 2019

**Memorandum on the OSCE PA Observation of the
9 February 2020 Parliamentary Elections in AZERBAIJAN**

OSCE PA Election Observation Mission

Early parliamentary elections will be held in the Republic of Azerbaijan on 9 February 2020, and the OSCE PA has received an invitation from the Chairman of the Parliament of the Republic of Azerbaijan, H.E. Ogtay Asadov to observe these elections. Our partners in the OSCE/ODIHR are planning to deploy a Needs Assessment Mission to Azerbaijan this week to consider any deployment of observation activity. Subject to the results of this pending mission, the OSCE PA President, considering the short timeframe and following appropriate communication with the OSCE PA Bureau, has decided to initiate preparations in anticipation of a possible election observation mission. Delegates will be immediately informed in case of any changes in the status or planning for a mission.

Nomination and Appointment of Parliamentary Observers

In anticipation of a possible observation mission and in accordance with the attached OSCE PA Election Observation Guidelines, national Delegations wishing to nominate their members to participate in a mission are kindly asked to complete and return to the International Secretariat at (eom@oscepa.dk) as soon as possible, but no later than **Friday 10 January 2020** the following:

1. The Delegation Nomination Form,
2. An Individual Observer Nomination Form for each nominated observer,
3. A signed CEC Accreditation Form for each nominated observer,
4. A signed Statement of Nominated Election Observer for each nominated observer,
5. A signed Code of Conduct for each nominated observer,
6. A copy of the photograph page from each nominated observer's passport, and
7. A digital photo of each nominated observer.

Please note that in accordance with the Guidelines nominated observers are not part of an observation mission until they have been appointed by the OSCE PA President. The International Secretariat will communicate the list of observers to delegations that have forwarded nominations following appointment by the OSCE PA President. Due to registration procedures, we may not be able to accommodate those who register after the deadline.

Members are encouraged to consider observing with colleagues from other parliaments, to make a multi-national team. We also encourage Members of Parliament to consider deployment outside of the capital.

Accommodation

Parliamentary briefings will be held in Baku on 7-8 February 2020. The Temporary OSCE PA Headquarters will be located in Baku as well. The International Secretariat of the OSCE Parliamentary Assembly will distribute the details on the recommended hotel for accommodation in Baku as soon as possible.



Preliminary Programme

Thursday, 6 February 2020

All day

Arrival of observers

Friday, 7 February 2020

12:00- 12:30 (TBC)	Briefing on the Mission for new OSCE PA observers
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Afternoon (TBC) Parliamentary briefings

Saturday, 8 February 2020

All Day	Parliamentary briefings (<i>cont.</i>)
	Regional Deployment
	Meeting with Drivers and Interpreters

Sunday, 9 February 2020

All Day	Observation at Polling Stations
<p>1. Preparation:</p> <ul style="list-style-type: none"> Check the weather forecast and dress accordingly. Bring a valid ID and a list of names of people you are observing. Bring a notebook and pen for recording observations. 	<p>1. Arrival:</p> <ul style="list-style-type: none"> Arrive at the polling station early to avoid long queues. Observe the security measures in place.
<p>2. Observation:</p> <ul style="list-style-type: none"> Observe the behavior of voters and staff. Record any irregularities or suspicious activities. Take notes on the overall atmosphere and any comments from voters. 	<p>2. Queueing:</p> <ul style="list-style-type: none"> Observe the order of the queue and any favoritism shown. Record the time taken to reach the polling booth.
<p>3. Recording:</p> <ul style="list-style-type: none"> Record the names of voters and any comments. Record the time taken to complete the voting process. 	<p>3. Exit:</p> <ul style="list-style-type: none"> Observe the exit process and any security measures. Record any final observations or comments.

Monday, 10 February 2020

08:00	De-Briefing for PA observers in Baku
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Afternoon Press-Conference in Baku

Suggested departures of observers

Briefing on Mission for new OSCE PA observers

We kindly invite new members to attend the Briefing on the Mission aimed at providing useful information on the general framework of PA observation missions. The briefing is open to all OSCE PA observers, but participation is expected for new observers.

Election Day and Deployment

On Election Day, Members will generally work in teams of two. The OSCE/ODIHR does not consider questionnaires filled in by one-person observer teams. The International Secretariat will circulate a draft deployment plan taking into consideration personal wishes by the observers, but also the requirements for a meaningful observation mission.

We kindly ask you to mark your preferences regarding deployment in the individual observer nomination form. We also kindly encourage to consider deployment outside the capital, including in a location with overnight stay. Please note that additional locations may be suggested depending upon developments in coming weeks. **Therefore, we ask observers NOT to make specific travel arrangements (transportation/hotels) within Azerbaijan without first consulting with the International Secretariat.**

Interpreter / Driver on Election Day

Further information on arrangements for cars/drivers and interpreters for our teams for Election Day will be communicated in due time. Please let the Secretariat know if your Embassy in Azerbaijan will provide Members with a car or/and an interpreter during the Election Day.

Visa Information

We strongly advise observers to apply and obtain a visa well in advance of departing for Azerbaijan by contacting the relevant consulate. Attached is the invitation to the OSCE Parliamentary Assembly, welcoming an observation mission.

We would like to remind you that national parliaments are responsible for their own Member's expenses, including any hotel cancellations, as well as the fees for driver, interpreter and fuel. **We also urge Members to have health and travel insurance that is valid in Azerbaijan.**