**Ukrainian World Congress International Observation Mission**

**to Ukraine’s 2019 Elections**

**Application Package**

**Submission Deadline for LTOs – 7 February 2019**

**Submission Deadline for STOs – 10 March 2019**

The Ukrainian World Congress will deploy observers to monitor Ukraine's 2019 Presidential and Parliamentary Elections in both Ukraine and diplomatic missions around the world. This Application Package includes the information and forms that must be completed in application to serve as a volunteer with the Ukrainian World Congress International Observation Mission to Ukraine’s 2019 Elections during the Presidential Elections in Ukraine with the first round scheduled to take place on 31 March 2019 and second round taking place on 21 April 2019 if necessary. A similar Application Package will be made available separately (with a different submission deadline) in the run-up to Ukraine’s 2019 Parliamentary Elections scheduled to take place on 27 October 2019.

In this Application Package:

- “Ukrainian World Congress” is sometimes referred to as **“UWC”**

 - “Ukrainian World Congress International Observation Mission to Ukraine’s 2019 Elections” is referred to as the **“Mission”**

- Long-term observers are referred to as **“LTOs”** while short-term observers are referred to as **“STOs”**

Enclosed in this Application Package are the following documents:

**Part I:** **Instructions** on applying to serve as a volunteer with the Ukrainian World Congress International Observation Mission to Ukraine’s 2019 Elections

**Part II:** **Application** **Form** to serve as a volunteer with the Ukrainian World Congress International Observation Mission to Ukraine’s 2019 Elections

**Part III:** **Volunteer** **Applicant** **Questionnaire** for the Ukrainian World Congress International Observation Mission to Ukraine’s 2019 Elections

**Part IV:** **Declaration** of an applicant to the Ukrainian World Congress International Observation Mission to Ukraine’s 2019 Elections

**Part V:** **Letter of Representations and Code of Conduct** for volunteer

**Part VI:** **Document Check List**

Please **carefully read** all of this information and:

* complete **in full** the Application on pages four (4) and five (5),
* complete the Questionnaire on pages six (6) and seven (7);
* sign and date the Declaration on page eight (8) of this document;
* initial, sign and date the Letter of Representations and Code of Conduct on pages nine (9) and ten (10) of this document;
* attach supporting documents, and
* return to the Mission representative at elections@ukrainianworldcongress.org **NO LATER THAN 7 February for LTOs and 10 March 2019 for STOs**.

Please direct any questions to Ms. Maryna Iaroshevych, Advisor to the Head of Mission at m.iaroshevych@ukrainianworldcongress.org or +32 489 629 049 (Belgium).

**PART I: Instructions on applying to serve as a volunteer with the Ukrainian World Congress International Observation Mission to Ukraine’s 2019 Elections (the Mission)**

***Please read carefully the important information outlined below before completing the Application.***

**COMPLETING THE APPLICATION AND QUESTIONNAIRE**

All applicants wishing to serve as a UWC International Election Observer must complete, clearly and in full, the Application Form and Volunteer Applicant Questionnaire to serve as a UWC International Election Observer.

Personal information must be completed **exactly** as it appears on your passport. Any slight deviation from the information on your passport will result in the rejection of your application by Ukraine’s Central Election Commission (CEC). ***The*** ***UWC does not take responsibility in the event that the CEC rejects your application for any reason. Any travel arrangements made before the CEC's decision to grant or reject your application shall be at your own risk.***

Your application must include a reference from a senior official of a recognized Ukrainian local/regional/national/international community organization in your country of residence.

**DECLARATION**

Applicants must read, sign and date on page 8 the Declaration of an applicant to the Ukrainian World Congress International Observation Mission to Ukraine’s 2019 Elections to serve as a UWC International Election Observer.

**LETTER OF REPRESENTATIONS AND CODE OF CONDUCT**

Applicants must read, initial on page 9, and sign and date on page 10, the Letter of Representations and Code of Conduct for a volunteer of the Ukrainian World Congress International Observation Mission to Ukraine’s 2019 Elections. Election Observers will be required to respect the Letter of Representations and the Code of Conduct. Failure to adhere to the Letter of Representations and the Code of Conduct may result in Observers being stripped of their accreditation and removed from the Mission.

**SUPPORTING DOCUMENTATION**

Applicants must include with this Application a clean scanned copy of the pages of their valid passport with the passport holder’s photo, personal data and issuance data. Passport photo, personal data and issuance data MUST BE CLEARLY RECOGNIZABLE AND ABSOLUTELY LEGIBLE. Please ensure that your passport is valid for at least six months from the date you intend to travel back to your country of residence following the Mission.

**TIME COMMITMENT**

Accredited Long-term Observers with the Mission are required to participate in online training in mid-February 2019 and to dedicate a few hours weekly in the run-up to Ukraine’s 2019 Presidential Elections to do media-monitoring. Both Long-term Observers and Short-term Observers are required to participate in training sessions before the Election Days in Kyiv, Ukraine(date, time and location will be provided upon confirmation of your selection as an UWC International Election Observer). For your safety, CEC accreditation will be distributed only ***after*** completing the UWC training session.

Please be aware that the Presidential Election may not be decided in the first round of voting. In the Questionnaire you will be asked about your availability and intentions with respect to any additional rounds of voting. According to the Election Law of Ukraine, and if required, the second round of the Presidential Election is scheduled to be held on the third Sunday following the first round of voting, specifically 21 April 2019. Should you wish to only observe the second round of the Presidential Election should it take place, the deadline for submitting your Application Package is 7 April 2019.

You will be required to serve until the conclusion of a debriefing session in Kyiv after the Election Day. In the case of a second round of the Presidential Election, your mandate will be prolonged until a debriefing session taking place in Kyiv after the Election finishes.

**TRAVEL INSURANCE**

UWC requires that each UWC International Election Observer obtain travel insurance before departing to take part in the Mission.

**PLEASE NOTE:**

* Incomplete applications **will not** be submitted for accreditation to the CEC of Ukraine.
* **UWC does not cover any expenses related to participation in the Mission.** All expenses, including travel to/from and within Ukraine, accommodations, meals, medical expenses and insurance related to serving as a volunteer with the Mission are the sole responsibility of the UWC International Election Observer. The Mission will try to raise funds to cover limited expenses for travel within Ukraine, but provides no guarantee to applicants that this will be the case.
* Tax receipts are available for Canadians if requested with proper receipts for expenses associated with an Observer’s travel and accommodations. For further information please contact Ms. Maryna Iaroshevych.

**PART II: Application to serve as a volunteer with the Ukrainian World Congress International Observation Mission to Ukraine’s 2019 Elections (the Mission)**

|  |  |
| --- | --- |
| Last Name (as written in passport):  |  |

|  |  |
| --- | --- |
| First Name (as written in passport): |  |

|  |  |
| --- | --- |
| Middle Name (as written in passport): |  |

|  |  |
| --- | --- |
| Patronymic (as written in passport):  |  |

|  |  |
| --- | --- |
| Citizenship:  |  |

|  |  |
| --- | --- |
| Date of Birth: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Passport Number: |  | Passport issued by (country):  |  |
| Passport issuance date: |  | Passport expiration date:  |  |

|  |  |
| --- | --- |
| Profession: |  |
|  |  |

|  |  |
| --- | --- |
| Place of employment: |  |
|  |  |

|  |
| --- |
| Name of international organization from which you will be serving as an International Election Observer: |
| **Ukrainian World Congress** |

|  |
| --- |
| Type and date of the election, for which monitoring of the electoral process is expected: |
| **Presidential Elections, 31 March 2019 and 21 April 2019 (if need be)** |

|  |  |
| --- | --- |
| Election observation experience (country, year): |  |
|  |  |
|  |  |

|  |
| --- |
| Address:(street, state/province, zip/postal code, country): |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone: |  | Fax: |  |
| E-mail: |  |  |  |

|  |  |
| --- | --- |
| Date of entry to Ukraine: |  |
| Date of departure from Ukraine: |  |

**PART III: Questionnaire for an applicant to the Ukrainian World Congress International Observation Mission to Ukraine’s 2019 Elections (the Mission)**

In order to be considered as a volunteer UWC International Election Observer, you must answer all of the questions below.

1. Knowledge of languages (please check in appropriate box):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Fluent** | **Good command** | **Limited** | **No knowledge** |
| **Ukrainian** |  |  |  |  |
|  Reading |  |  |  |  |
|  Writing |  |  |  |  |
|  Speaking |  |  |  |  |
|  |  |  |  |  |
| **English** |  |  |  |  |
|  Reading |  |  |  |  |
|  Writing |  |  |  |  |
|  Speaking |  |  |  |  |

|  |  |
| --- | --- |
| **Other languages**:  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. a) If selected as a member of the Mission do you agree to monitor the Presidential Elections in any electoral districts to which you are deployed by the Mission?

(please circle) YES / NO

b) If the UWC is able to accommodate your choice of city or oblast for monitoring the Presidential Elections, please list your top two preferred locations:

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |

**Note:** UWC will make every effort to accommodate your choices but **reserves the right to deploy you where needed**, guided by the principle that your safety is our first priority.

3. If selected as a volunteer UWC International Election Observer and there is a second round of voting are you willing to exercise your duties during the second round of voting?

(please circle) YES / NO / DON’T KNOW

4. Applicant’s reference:

I confirm that the applicant is known to me and that he or she is a member in good standing of Ukrainian local/regional/national/international community organization in (name of city, town):

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: (please print) |  |  |  |
| Position in organization: |  |  |  |
| Name of organization: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

5. Would you like the UWC to assist you with arranging in-country travel (i.e., train/plane/bus tickets for travel to/from another oblast outside of Kyiv)?

(please circle) YES / NO

6. Would you like the UWC to provide you with recommendations regarding the hotels in an oblast outside Kyiv where you will be deployed?

(please circle) YES / NO

**PART IV: Declaration of an applicant to the Ukrainian World Congress International Observation Mission to Ukraine’s 2019 Elections (the Mission)**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the undersigned, solemnly declare that the information provided on this application form and any attachments is, to the best of my knowledge, correct in every respect. I understand that only those applicants approved by the Ukrainian World Congress (UWC) will be permitted to participate in the Mission and that the UWC reserves the right to reject any applicant.

I understand that I am solely responsible for **all** personal expenses related to the Mission, including travel to/from and within Ukraine, accommodations, meals, medical expenses and insurance. As such, I also understand that in case I choose to proceed with travel arrangements before any CEC decision regarding my registration is made, it will be at my own risk and in the event of rejection, no expenses can be claimed for reimbursement.

If selected to become a member of the UWC International Election Observation Mission to Ukraine’s 2019 Elections, I declare that I will abide by all the rules established by the Mission and accept that the Mission and its agents, the Mission organizers and their associates are not liable for any loss, damage claim or unauthorized expense, which may arise as a consequence of my participation in the Mission.

I understand that the UWC may require me to provide further relevant information in support of my application.

I agree to comply with the date and time commitments set out under TIME COMMITMENT on page three (3) of this Application Package, and any other terms and conditions for participation in the Mission.

I understand that, if selected, I will be asked to execute additional documentation governing my participation in the Mission.

I understand and agree that the information collected in this application will be used by the UWC for the purpose of selecting Election Observers for Ukraine’s 2019 Presidential Elections and for future elections in Ukraine; to advise me of UWC activities and projects; and may be retained permanently by the UWC unless I direct otherwise in writing.

|  |  |  |  |
| --- | --- | --- | --- |
| Name (Please Print): |  |  |  |
| Signature:  |  | Date: |  |

**PART V: Letter of Representations and Code of Conduct for a volunteer of the Ukrainian World Congress International Observation Mission to Ukraine’s 2019 Elections (the Mission)**

Observers will maintain strict impartiality in the conduct of their duties and will, at no time, publicly express or exhibit 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 undertake their duties in an unobtrusive manner and will not interfere in the electoral process. Observers may raise questions with election officials and bring irregularities to their attention, but they must not give instructions or countermand their decisions.

Observers will remain on duty throughout Election Day, including observation of the vote count and, if instructed, the next stage of tabulation.

Observers will base all conclusions on their personal observations or on clear and convincing facts or evidence.

Observers will not make any comments to the media on the electoral process or on the substance of their observations, and any comment to the media will be limited to general information about the observation mission and the role of the observers.

Observers will not take any unnecessary or undue risks. Each Observer’s personal safety overrides all other considerations.

Observers will carry any prescribed identification issued by Ukraine’s Central Election Commission and will identify themselves to any authority upon request.

Observers will comply with all national laws and regulations.

Observers will exhibit the highest levels of personal discretion and professional behaviour at all times.

Observers will attend all required Mission briefings and debriefings and adhere to the deployment plan and all other instructions provided by the Ukrainian World Congress International Election Observation Mission to Ukraine’s 2019 Elections.

Observers shall be responsible for **all expenses** related to their participation in the Ukrainian World Congress International Observation Mission to Ukraine’s 2019 Elections, including travel to and from Ukraine, in-country travel, accommodations, meals, medical expenses and insurance.

The Ukrainian World Congress and the Ukrainian World Congress International Observation Mission to Ukraine’s 2019 Elections shall **bear no responsibility and assume no liability** whatsoever in relation to the 2019 Presidential Elections in Ukraine and the Ukrainian World Congress International Observation Mission to Ukraine’s 2019 Elections, including, without limitation, for any expense incurred by any Observer.

|  |  |
| --- | --- |
|  *Please initial that you have read this page* |  |

Observers understand that the situation in Ukraine may be volatile and can deteriorate into one of significant danger and unpredictability due to incremental Russian aggression. Observers are fully aware of the situation and ongoing events in Ukraine, particularly the illegal occupation of Crimea and ongoing aggression of the Russian Federation in Eastern Ukraine, and are participating with the understanding that they are responsible for their own safety.

**I confirm that I have read, understood and will comply with the Letter of Representations and Code of Conduct for a volunteer of the Ukrainian World Congress International Observation Mission to Ukraine’s 2019 Elections.**

|  |  |
| --- | --- |
| Name (Please Print): |  |
| Signature:  |  |
| Date: |  |

**PART VI: Document Check List**

|  |
| --- |
| **Document Check List****Submission Deadline for LTOs – 7 February 2019****Submission Deadline for STOs – 10 March 2019**Please ensure that you are attaching all of the documents listed below. Otherwise your application will not be considered. |
|  | Completed **Application** Form to serve as a volunteer with the Ukrainian World Congress International Observation Mission to Ukraine’s 2019 Elections(pages 4-5) |
|  | Completed Volunteer Application **Questionnaire** for an applicant to the Ukrainian World Congress International Observation Mission to Ukraine’s 2019 Elections (pages 6-7) |
|  | Signed and dated **Declaration** of an applicant to the Ukrainian World Congress International Observation Mission to Ukraine’s 2019 Elections (page 8) |
|  | Initialed (on page 9), and signed and dated (on page 10) **Letter of Representations and Code of Conduct** for a volunteer of the Ukrainian World Congress International Observation Mission to Ukraine’s 2019 Elections |
|  | Scanned copy of applicant’s passport (with photo, personal and issuance data) |
| **Please submit the completed forms with supporting documentation to the Mission’s representative via e-mail to** **elections@ukrainianworldcongress.org****.** **Should you have any questions or need additional information, please do not hesitate to contact Advisor to Head of the Mission Ms. Maryna Iaroshevych at** **m.iaroshevych@ukrainianworldcongress.org** **or +32 489 629 049 (Belgium).** |