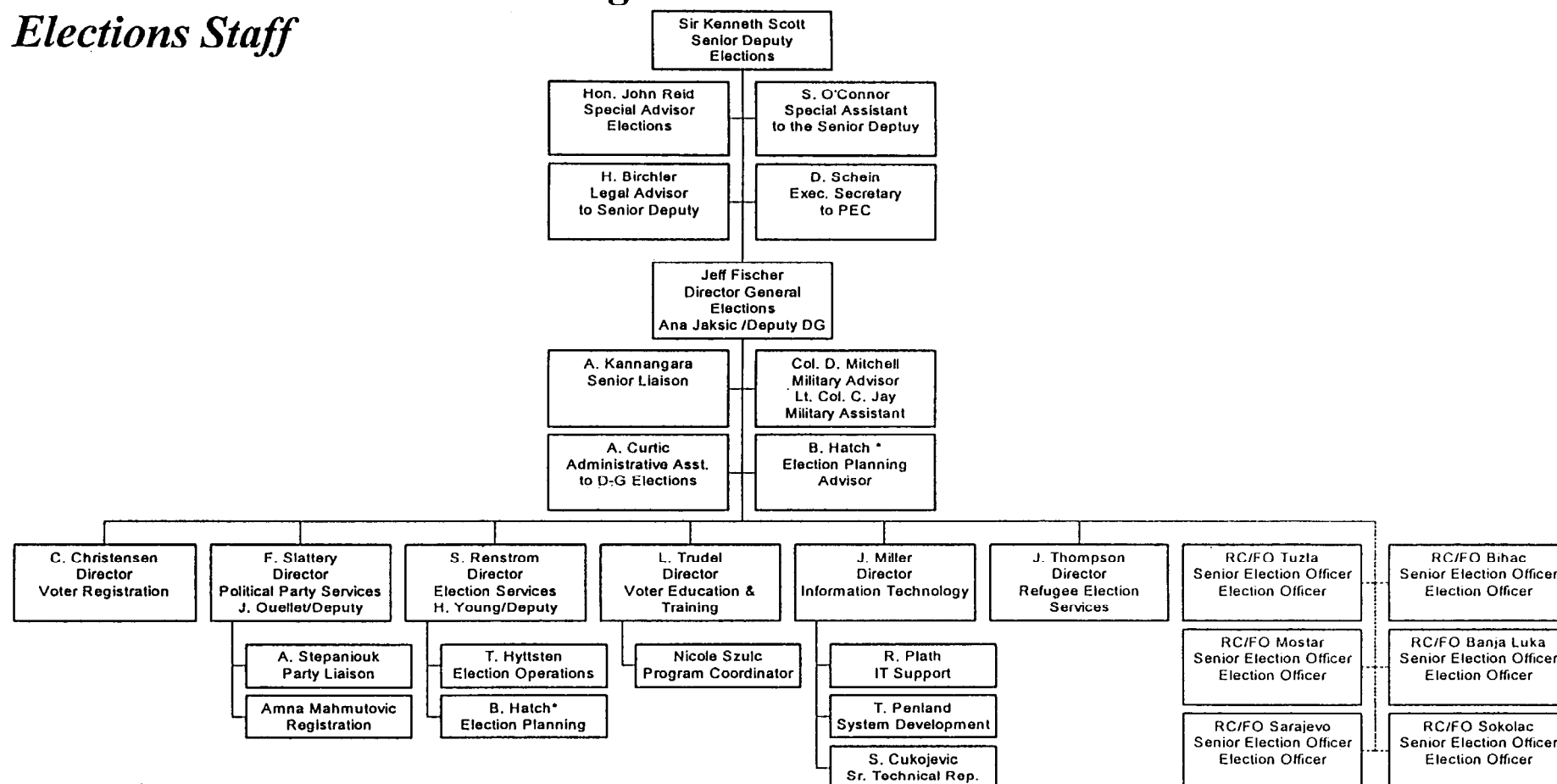


OSCE Mission to Bosnia-Herzegovina Elections Staff

16 July 1996



* Dual-Hatted

Tuzla

L. Levesque-SEO
C. Rohde-EO
4 Field EOs
V. Mileov
V. Novikau
M. Hehn

Mostar

F. Nielson-SEO
F. Kristensen-EO
6 Field EOs
M. Hornett-Twigg
I. Mitchell
J. Landry
P. Skarvik
R. de Rosiere
J. Schemner

Sarajevo

S. Obrenovic-SEO
S. Morozov-EO
1 Field EO
J. White

Bihac

J. Graham-SEO
T. Riess-EO
6 Field EOs
A. Nilsson
R. Podgoreanu
A. Dale
I. Undheim
C. Piazza

Banja Luka

R. Dreyer-SEO
F. Blank-EO
6 Field EOs
M. Ioradche
P. Weyden
S. Gausland
S. Moeckli
E. Dawson-Damer
D. Nider

Sokolac

F. Stroenen-SEO
A. Smorgrav-EO
8 Field EOs
V. Salagean
D. Pittman
R. Barbarulo
I. Tiezel
R. Decheva
M. Golschinski
D. Gemsch

Elections Directorate

Director-General Elections

Deputy Director-General Elections

Military Advisor to Director-General Elections

Military Assistant

Administrative Assistant to Director-General Election

Secretary-Translator

Secretary-Interpreter

Director-General Elections

- Chief programmatic administrator responsible for the management of the elections
- Manage six operational and one technical unit (Election Services, Political Party Services, Political Party Registration, Voter Education and Training, Refugee Election Services, Elections Field Operations, and Information Technology) in support of the elections
- Provide advice and guidance to election related activities at the six Regional Centers and Field Offices
- Provide operational advice and guidance to election field personnel located at the regional centers and their subordinate field offices
- Liaison with National government representatives, Governmental Organizations, UN Agencies, Non-Governmental organizations, and Private Volunteer Organizations

Deputy Director-General Elections

- Assist the D-G in the organization of the election
- Insure that the Local Election Commissions have a clear understanding of their roles and responsibilities in the election process
- Insure that an adequate number of polling places are selected and established in each municipality
- Insure the Polling Station Committees are properly appointed and trained
- Provide advice/guidance on election worker training and voter information messages
- Provide technical background to the elections staff on the previous election administration and law
- Assist the D-G on other matters as requested

Military Advisor to Director General Elections

- Advise the Director-General for Elections and other OSCE officials on OSCE-military relationships.
- Advise OSCE on military issues related to military planning for support of the elections.
- Oversee coordination with IFOR Elections Planning Team
- Serve as the senior CJ-CIMIC officer working with OSCE and act as Officer-In-Charge of CJ-CIMIC personnel working with OSCE headquarters.
- Attend COMIFOR daily briefing
- Attend DCOMIFOR weekly elections briefing
- Review requirements for military personnel support to OSCE
- Prepare long range plans for IFOR support to OSCE programs
- Assist in preparing OSCE International Seconded Staff and local hires to assume responsibilities in election planning.

Military Assistant - Office of the-D-G Elections

- Assist the Director-General of Elections in the organization of the elections component
- Provide public administration advice
- Review and provide advice on personnel assignments
- Review and provide advice on internal elections component logistic support requirements
- Serve as the elections component central point of contact for personnel and building management issues for coordination with the Chief Administrative Officer, Personnel Officer and Building Manager
- Assist in preparing OSCE International Seconded Staff and local hires to assume administrative and logistical responsibilities
- Serve as acting senior CJ-CIMIC officer in the absence of the incumbent.

Administrative Assistant to D-G Elections

- Organises paper flow for D-G and for whole elections - (distribution of the Election weekly reports, Weekly Reports of HoM, PEC papers and other important documents)
- Sort/files papers and documents in respective files
- Performs all secretarial jobs for D-G and DD-G (typing, answering phone, faxing, copying, scheduling meetings, interpreting)
- Provides secretarial support to all election staff when a division secretary is not available
- Organises and supervised secretarial work flow in the elections organization
- Organises and prioritizes interpretation and translation requirements

Secretary/Translator - Elections Directorate

- translating received letters and faxes for these two divisions;
- translating at meetings with the political party representatives and independent candidates;
- secretarial duties such as typing documents, letters, faxes and all what division needs;
- help international staff with the local visitors of all kind (voters, independent candidates, political party representatives);
- organizing meetings with the political party representatives and independent candidates;
- creating all kind of documents, letters, etc. in WORD and EXCEL computer programs;
- keep the files off various documents;
- organizing translation of documents;
- coordinate with the Regional Centres and Field Offices;
- organizing transportation for the Divisions members.

Secretary/Interpreter - Elections Directorate

- Provides the following Secretarial/Interpreting support:

- prepares letters, faxes, memorandums
- interprets (telephone and written)
- copying office documentation
- process incoming/outgoing documentation
- scheduling/coordinating meetings

- Provides the following administrative support:

- distribution of daily, weekly and monthly reports
- distribution of the PEC minutes

Political Party Services

Director, Political Party Services

Deputy Director, Political Party Services

Elections Officer

Registration Officer

Election Appeals Coordination Officer

Verification Clerk

Director, Political Party Services

- Serve as the principal point of contact for political parties and independent candidates for all questions involving PEC.
- Prepare a Code of Conduct for Registered Political Parties and Candidates
- Prepare a rules for registration of political parties and candidates
- Plan and supervise the development of a computerized system for recording information related to registered political parties and candidates registration and the recording of political party candidates lists which will be used to produce the ballots, the booklets of candidates and the posters of candidates to be used in the polls..
- Direct the receipt, verification, and processing of applications to register political parties and independent candidates and recommending acceptance or rejection to the PEC.
- Develop a system to dispense campaign financial support to registered political parties and registered independent candidates and oversee the disbursement of the funds during elections.
- Provide accreditation of party and independent candidate agents to serve as monitors of the voting at the polling stations and at the counting centers.
- Design forms and procedures to enact the responsibilities of the division
- Submit regular reports to DG Elections and the PEC on matters related to the responsibility of the division.
- Supervise the Political Party Services organization

Deputy Director, Political Party Services

- Provides support to Director, Political Party Services
- Act as the representative of the Director, Political Party Services, as directed
- Provides information to prospective political parties and independent candidates on the Rules and Regulations of the PEC, and specifically those processes dealing with registration.
- Assist in the receipt and verification of applications for registrations of political parties and independent candidates, as well as the political parties' lists of candidates to ensure compliance with the Rules and Regulations of the PEC.
- Ensure the accuracy of recorded information on computerized databases
- Work on special projects as assigned by the Director, Political Party Services
- Monitor/track the status of Political Party Services projects

Election Officer- Political Party Services

- Prepare and-maintain a list of current political parties in both entities at the Federal, Canton and Municipal levels.
- Liaise with political parties to provide information concerning the rules prepared by PEC which impact on the work of the parties.
- Attend meetings and conferences of political parties as required.
- Report on regular basis to the Director Political Party Services on important contacts with political parties representatives and independent candidates with particular emphasis on potential problems that may impact on their ability to compete at the elections.
- Visit Regional Centres and some Field Offices to know local potential problems that may impact parties and independent candidates ability to compete at the elections.
- Provide registration for&s to interested political parties and independent candidates.
- Provide periodic reports to the Director Political Party Services on the mass media information concerning political parties and coming elections.
- Provide information concerning rules and regulations for registration of parties, independent candidates and possible party coalitions.
- Receive applications for registration of parties, independent candidates and party coalitions.

Registration Officer - Political Party Services

- Receive applications for registration of parties and independent candidates.
- Verify applications submitted to ensure compliance with the Rules issued by the PEC.
- Record information on registration form in computerised data base.
- Provide periodic reports on status of registration.
- Process the entering and collecting data about Local Elections Commissions.
- Transfer the procedure of verification of the applications into the database.

Election Appeals Coordination Officer - Political Party Services

- Develop procedures for the establishment of the Office of Election Resolution
- Process all election related queries, complaints, and appeals
- Conduct liaison with various OSCE Directorates, NGO's and OSCE affiliated staff members to ensure clear communication with regard to appeals coordination
- Assist Director, Refugee Election Services in refugee voting matters
- Assist with the tracking and shipping of refugee election related supplies
- Review materials and conduct on-site registration office inspections to ensure compliance with election rules and regulations concerning refugees and displaced person.
- Supervise two secretary-interpreters supporting the election appeals process
- Submit weekly reports on IFES/USAID contractors activities to IFES, headquarters

Verification Clerk - Political Party Services

- Process applications for registration from political parties and independent candidates
- Review and enter political party data in accordance with Elections rules
- Prepare letters to inform political party or independent candidate what is not in accordance with Election rules
- Electronically process lists of candidates from political parties
- Review and enter candidate data in accordance to Elections rules
- Electronically process lists of candidates.
- Review names from lists of candidates in accordance to Elections rules
- Create List of Verification of Application with Registration Officer
- Create Political Party Services letter templates with Registration Officer.

Voter Registration

Director, Voter Registration

Registration Office;

Registration Assistant

Director, Voter Registration

- The overall design, organisation and implementation of the voter registration program.
- Establishing a timetable for the conduct of the voter registration program.
- The design of forms and procedures to conduct the registration.
- Compiling a list of locations where the Provisional Voter's List will be posted for claims and objections.
- Overseeing the updating activity and the production of the Voter's List.
- Supervising all staff associated with the registration.
- Identifying the number and type of staff skills required to complete the registration task.
- Providing support to the Director General of Elections.
- Acting as the representative of the Director General of Elections, as and when directed.
- Providing information to the Regional Centres and Field Offices and Local Election Commissions on the Rules and Regulations of the Provisional Election Commissions, especially those dealing with voter registration.
- Liaison with the PEC Appeals Subcommittee regarding decisions made by the LEC.

Registration Officer - Voter Registration

- Provides support to the Director of Voter Registration.
- Acts as the representative of the Director of Voter Registration, as and when directed.
- Provides information to the regional and field offices and Local Election Commissions (LEC) on the Rules and Regulations of the Provisional Election Commission (PEC), specifically those dealing with Voter Registration.
- Liaison with the LEC regarding Voter Registration.
- Assist in the receipt and verification of applications for changes to Provisional Voters List to ensure compliance with the Rules and Regulations of the PEC.
- General supervision of Voter Registration process.
- Ensure accuracy of recorded information on computerized databases.
- Liaison with the PEC Appeals Subcommittee regarding decisions made by the LEC.
- Liaison with the Systems Development Unit regarding Voter Registration and Provisional List of Electors.
- Work on special projects as assigned by the Director of Voter Registration.
- Report to the Director of Voter Registration on the status of ongoing tasks.

Registration Assistant - Voter Registration

- Check and account for all registration forms that arrive in the Voter Registration Office
- Keep a tally of all registration forms that have come in for Statistics
- Remove all Form 3s (Appeals) as they arrive from the batches
- Check Form 3s against the '91 Census' Database
- Account for Form IVs and file
- Any other duties as tasked

Election Services

Director, Election Services

Deputy Director, Election Services

Election Operations Manager

Elections Officer

Logistic Officer

Election Planning Manager

Planning Officer (Operations)

Planning Officer (Operations and Logistic)

Planning Officer (Civil Information)

Secretary-Interpreter

Director, Elections Services

- Prepare rules and regulations required to conduct effective and efficient operations.
- Use these rules to establish procedures for all phases-of each election
- Establish a timetable to ensure that all required actions are completed in a timely manner.
- Work closely with the Director, Voter Registration, Director, Political Party Service and the Director Education and Training to ensure that required actions are coordinated.
- Work closely with the procurement staff at OSCE HQ Vienna and the Mission to ensure that all required election supplies and materials are in place.
- Work closely with the Mission logistics staff to ensure that secure warehousing is available for election supplies and materials.
- Work with Mission logistics staff and IFOR personnel to coordinate the sorting, packaging and deliver of election supplies and materials to the user level.
- Work with Mission logistics staff and IFOR personnel to coordinate the secure transportation of ballots and associated material, through the required stages, prior to the elections and from polling stations to counting centres after the elections.
- Provide assistance as required to the senior administrators of the Supervisor and observer programs.
- Provide assistance as required to the Regional Centres.
- Provide support to the Director General of Elections.
- Supervise assigned staff to help ensure all goals are achieved in a timely manner.

Deputy Director, Election Services

- Prepare, draft and edit rules and regulations required to conduct effective and efficient elections in Bosnia and Herzegovina;
- Establish, draft and edit procedures for all phases of each election;
- Establish a timetable to ensure that all required actions are completed in a timely manner;
- Establish procedures for the identification of polling stations;
- Establish procedures for future servicing of the polling stations;
- Co-ordinate the efforts of all parties working on the various phases of polling station identification, supply and service;
- Liaise with other units of OSCE, IFOR-AARC, Regional Offices, Field Offices, LEC's and ECMM;
- Monitor decisions by the Provisional Election Commission with respect to LEC's, polling stations, and the Elections;
- Provide assistance to Regional Centres and Field Offices as required;
- Provide support to the Director Election Services;
- Co-acts on behalf of the Director, Election Services during his absence.

Election Operations Manager - Election Services

- Responsible for managing the election polling and counting processes.
- Responsible to develop:
 - the procedures and regulations for polling.
 - divide the tasks at the polling station between the polling officials, and define the tasks.
 - issue instructions for the officials.
 - design the polling stations.
 - the procedures and regulations for counting.
 - define the tasks at the Counting Centres.
 - issue instructions for the officials dealing with each task.
 - design the Counting centres.
 - develop a few Counting Centres of different sizes, with different capacities.
 - procedures for the total process of absentee voting, refugee voting, sorting, polling counting and reporting, design the forms necessary for the process. Make the process simple and secure up to reasonable standards.

Elections Officer - Election Services

- Participating in compilation of rules and regulations and elections procedures for B&H elections
- Analyzing the progress of preparatory activities for the elections, drafting relevant memos on situation update for the Director, Election Services and Director General
- Taking part in strategic planning for the elections implementation campaign
- Ensuring constant data collection and assessment of numbers of voters in the municipalities for appropriate ballot papers distribution
- Establishing liaison with IFOR and ECMM, other agencies and B&H government structures for the above- mentioned tasking
- Assisting Logistics officers in providing for reliable and secure procurement, transportation and storage of ballot papers and elections materials
- Aiding the PEC staff on various matters upon the request of the Director
- Cooperating with the B&H authorities and LECs on different subjects related to the elections following the Director's instructions
- Collaborate with other branches and services within the Mission on Election Services-related issues (under instructions of the Director)
- Participate in the Mission-guided efforts to manage successful conduct of elections and their results' processing

Logistic Officer - Election Services

- Obtain a Warehouse for the storage, sorting and distribution of Election supplies and Ballots.
- Advise warehouse manager in the setup and operation of Ballot warehouse.
- Determine ballot warehouse staffing requirements
- Determine ballot warehouse logistical support requirements
- Develop a facility plan for the organization of the warehouse
- Responsible for the receiving of all Election supplies and the assembling of voters kits and the arraigning for the shipping of same to final destination.
- Insure security for the ballot paper coming into the country and delivery of same to final destination is under the umbrella of the IFOR security network.
- Assist Election Services with form development and processing for elections.

Election Planning Manager - Election Services

- Responsible for the logistical support required to operate the election polling booths and election counting processes.
- Responsible for supervising the acquisition of:
 - the OSCE ballot warehouse
 - equipment needed to operate warehouse
 - personnel required to operate warehouse
 - packaging material for polling booth operation
 - packaging material for shipment of ballots
- Responsible for organization of warehouse
- Coordinate shipment of polling booth materials
- Coordinate shipment of ballots
- Conducts liaison with IFOR on the logistical planning process
- Supervises the review of OSCE logistical support requests to IFOR
- Serves as Special Advisor to D-G Elections on logistical planning matters

Plans Officer (Operations) - Election Management Planning Cell - Election Services

- Advise and assist the cell director on planning and arranging military support for the elections
- Oversee OSCE coordination with IFOR Planning Team
- Assist cell director in obtaining OSCE information needed for IFOR support planning
- Serve as the senior military member of the planning cell
- Coordinate with OSCE operations
- Prepare weekly tasking letter to Operations for Regional Centres and European Community Monitoring Mission
- Attend the weekly Operation; tasking meeting
- Attend interagency meetings on the elections as required
- Review security issues related to the OSCE and the elections.
- Provide weekly HOM report, PEC reports, and other OSCE reports of interest to the IFOR and CJ-CIMIC
- Assist OSCE International Seconded Staff and local hires to assume planning responsibilities

Plans Officer (Operations and Logistic) - Election Management
Planning Cell - Election Services

- Advise and assist in planning and military support to the elections
- Coordinate daily with Operations
- Receive requests from OSCE elements for IFOR support for the elections
- Maintain records of OSCE requests for support from IFOR
- Provide advice to OSCE and IFOR for maximizing efficient use of resources
- Attend weekly CJ-CIMIC Operations Meeting

Plans Officer (Civil Information) - Election Management
Planning Cell - Election Services

- Support the education and information program elections program.
- Maintain close coordination with OSCE information offices (Education and Training, Public Affairs, and Media Development) with IFOR information elements (PAO, IIC, and CJ-CIMIC Civil Information)
- Review and assist in coordinating education and information activities among OSCE, IFOR, and other agencies.
- Advise and assist on developing information messages in support of the elections; identify duplication of effort, inconsistency of messages, and voids in information coverage.
- Attend CPIC news briefings and provide feedback on matters related to OSCE elections
- Prepare weekly fact sheet that contains recent and upcoming events and current status of election-related statistics and programs.
- Attend Joint Information Coordinating Committee and Perceptions Group Meeting to assist with the development of themes, identify target audiences and coordinate voter messages.
- Assist in preparing OSCE International Seconded Staff and local hires to assume information-related responsibilities

Secretary/Interpreter - Election Management Planning Cell -
Election Services.

- In addition to regular Secretary-Interpreter tasks, incumbent is required to perform:
 - Maintain the Master Election Matrix, produce reports from the matrix
 - Maintain the election milestone timeline, publish updates on weekly basis

Voter Education and Training

Director, Voter Education and Training'

Program Coordinator

Executive Producer

Production Director

Training Officer

Director, Voter Education and Training

- develop and implement the OSCE voter education plan
- production of printed and electronic voter education material
- liaise with other OSCE Units, Regional Centres, IFOR Information Task Team, international NGO on voter education and training
- develop and implement training plan for core trainers, Regional Centres staff, Local Election Commissions, Polling Committees and other groups as required
- develop training material
- supervise the international trainers work

Program Co-ordinator - Voter Education and Training

- supervise the Radio and TV production team
- produce Radio and TV-voter education messages and information programs
- conduct coordination and liaison with OSCE Press Office, Media Development, UN, IFOR and other groups as required on voter education and open broadcast network
- monitor the impact and effectiveness of the voter education campaign
- monitor NGO on Democracy Projects throughout the country who are working on elections

Executive Producer - Voter Education and Training

- research, produce and supervise filming/editing of :
 - voter education-materials
 - OSCE news spots
 - voter education commercials
 - voter education public service announcements
- coordinate and supervise logistical support required to produce above products
- supervise conversion of NTSC material to PAL format
- develop and supervise post production actions of above products
- oversee the distribution of above products in three languages

Production Director - Voter Education and Training

- shoot and edit voter education production materials
- maintain equipment
- provide electronic news gathering field equipment support
- provide electronic field production field equipment support
- maintain field equipment
- provide production support

Training Officers - Voter Education and Training

- prepare training and briefing material on the electoral process (registration, voting and-counting procedures)
- conduct comprehensive training of core trainers
- supervise and monitor the work of core trainers
- liaison with and assist Regional Centres on training
- brief other groups as required (OSCE staff, core supervisors, IPTF, IFOR, election supervisors and election monitors)

Refugee Election Services

Director, Refugee Election Services

Director, Refugee Election Services

- Supervise all elections matters pertaining to refugee and displaced person
- Supervise the tracking and shipping of refugee election related supplies
- Review refugee election materials to ensure documents are appropriate for refugee voting
- Conduct on-site registration office inspections to ensure compliance with election rules and regulations concerning refugees and displaced person.
- Coordinate shipment of voting materials (ballots, etc.) to refugees
- Coordinate refugee voting process
- Coordinate refugee vote counting process

Information Technology

Director, Information Technology

IT Support Manager

IT Officer

Database Programmer

Network Administrator

System Design Manager

Director, Information Technology (IT)

- Responsible to provide oversight and direction for all Information Technology requirements needed at the OSCE Mission to BiH. Primary areas of concern include:

- Network Infrastructure
- Database Application Development
- Computer Help Desk Support
- Voter Registration Forms Handling
- Electronic mail (with Internet access)
- Data Entry (Statistical Institute)
- Operations Management (Statistical Institute)

IT Support Manager - IT

- Supervise and coordinate activities of Hqs and Regional IT Officers and Hqs Help Desk Technicians

- Develop staff performance standards-

- Train staff to meet performance standards

- Perform help desk support as required

- Research and implement intra/inter-net email system of OSCE Hqs buildings

- Research and implement internet (WWW, ftp, telnet, etc.) access for OSCE staff

Information Technology Officer - IT

- Supervise and assist with help desk operations
- Review and prioritize computer requests
- Provide reports of computer distribution
- Advise on departmental computer requirements
- Distribute incoming computer equipment
- Maintain inventory of computer equipment
- Collect inoperable computer equipment (from Hqs and Regional Centres)
- Test and prepare reports on inoperable equipment
- Prepare and ship inoperable equipment to OSCE HQS (Vienna)

Database Programmer - IT

- Provide software support for OSCE
- Develop databases in support of elections operations (Voter Registration, Candidate Validation, Polling Station Listing, War Criminal Listing, and Party Registration)
- Design applications, codes and test databases
- Use Microsoft Access and SQL Server to manipulate record sets and store databases
- Perform application installation, database administration, user training, and other tasks in support of database operations
- Liaison between military and civilian elections components

Network Administrator - IT

- Administer OSCE Novell and Windows NT network
- Install workstations and printers for OSCE Hqs
- Maintain (open/delete) OSCE computer user accounts
- Manage computer print jobs
- Maintain network cable system
- Perform backup of system data
- Supervise network email and internet

System Design Manager-IT

- Responsible for day-to-day supervision of Software Development Team
- Supervise the design, testing, installation, and education of the Microsoft databases
- Liaison with OSCE, AID, IFOR, and other external organizations to assess software requirements and applications developmental requests

Senior Election Officer - Regional Center

- Advise Director, Regional Center on all matters pertaining to Elections
- Conduct liaison with:
 - Elections Directorate, OSCE Mission, BiH
 - Regional authorities, political parties, and independent candidates in order to insure they understand/accept election implementation of the peace accord
 - Regional IFOR on election related matters
 - Regional IPTF on election related matters
- Assist with cantonal and the local election commissions in election preparation and planning
- Serve as a conduit to the LECs, local officials, political parties, and citizens for electoral rules, regulations, and information originating from OSCE and PEC
- Monitor all election related activities in area of responsibility
- Respond to inquiries from the LEC, local officials, and citizens concerning the electoral process
- Coordinates work of Field Office Election Officers
- Monitor meetings and campaigns rallies of political parties and independent candidates
- Verify that polling stations meet PEC criteria
- Ensure voter education material are distributed to citizens, radio and television stations, and LECs
- Prepare/Forward a weekly regional elections report

Election Officer - Field

- Advise Head of Field Office on all matters pertaining to Elections
- Conduct liaison with:
 - Regional Center Senior Elections Officer
 - local authorities, political parties, and independent candidates in order to insure they understand/accept election implementation of the peace accord
 - Local IFOR on election related matters
 - Local IPTF on election related matters
- Assist the local election commissions in election preparation and planning
- Serve as a conduit to the LECs, local officials, political parties, and citizens for electoral rules, regulations, and information originating from OSCE and PEC
- Monitor all election related activities in area of responsibility
- Respond to inquiries from the LEC, local officials, and citizens concerning the electoral process
- Monitor meetings and campaigns rallies of political parties and independent candidates
- Verify that polling stations meet PEC criteria
- Ensure voter education material are distributed to citizens, radio and television stations, and LECs