

**Ukrainian World Congress International Election Observation Mission
Presidential and Municipal Elections in Ukraine - 25 May 2014**

Application Package

Submission Deadline: 5 May 2014

This Application Package includes the information and forms required for applying to serve as a volunteer Ukrainian World Congress International Election Observer for the 25 May 2014 Presidential and Municipal Elections in Ukraine.

In this Application Package:

- **“Ukrainian World Congress” is referred to as “UWC”**
- **“Ukrainian World Congress International Election Observation Mission to the Presidential and Municipal Elections in Ukraine 25 May 2014” is referred to as “UWC International Election Observation Mission”.**

Enclosed in this Application Package are the following:

- Part I:** **Instructions** on applying to serve as a volunteer
 UWC International Election Observer
- Part II:** **Application** to serve as a volunteer UWC
 International Election Observer
- Part III:** **Questionnaire** for a volunteer UWC
 International Election Observer applicant
- Part IV:** **Declaration** of a volunteer UWC
 International Election Observer applicant
- Part V:** **Letter of Representations and Code of Conduct** for volunteer
 UWC International Election Observers
- Part VI:** **Document Check List**

Please carefully read all of the material, complete in full the Application and Questionnaire, 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 UWC office. All documents must be submitted to the UWC office **NO LATER THAN May 5, 2014.**

Please direct any questions to UWC Executive Administrator, Lesia Szubelak via e-mail: congress@look.ca or telephone: (416) 323-3020.

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PART I: Instructions on applying to serve as a volunteer UWC International Election Observer

Please carefully read 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 and 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 be cause for rejection of your application by Ukraine's Central Election Commission (CEC). The ***UWC does not take responsibility in the event the CEC rejects your application for any reason. We strongly urge volunteers to defer travel arrangement bookings until confirmation is provided by the CEC of your registration as an Election Observer.***

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

DECLARATION

Applicants must read, sign and date the UWC International Election Observation Mission Declaration of a volunteer UWC International Election Observer applicant 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 UWC International Election Observation Mission Letter of Representations and Code of Conduct for a UWC International Election Observer. Election Observers will be required to respect the Letter of Representations and Code of Conduct. Failure to adhere to the Letter of Representations and Code of Conduct may result in Observers being stripped of their accreditation and removed from the UWC International Election Observation Mission.

SUPPORTING DOCUMENTATION

Applicants must attach to this Application a clean scanned copy of the pages of a valid passport that have the passport holder's photo, personal data and issuance data. Passport photo, personal data and issuance data **MUST BE CLEARLY RECOGNIZEABLE AND ABSOLUTELY LEGIBLE**. Please ensure that your passport is valid for at least six months from the date of the election.

TIME COMMITMENT

Accredited Observers with the UWC International Election Observation Mission are required to participate in training sessions in Kyiv, Ukraine, at 1 pm on 21 May 2014 and again at 9 am on 22 May 2014 (location will be provided upon selection as an Observer). For your safety, CEC accreditation will be distributed only **after** completing the UWC training session.

You will be required to serve until the conclusion of a debriefing session in Kyiv on the evening of 27 May 2014.

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, the second round of the Presidential Election will be held on the third Sunday following the first round of voting.

TRAVEL AND MEDICAL INSURANCE

UWC strongly recommends that each Election Observer obtain travel and health insurance before departing for the Election Observer Mission.

PLEASE NOTE:

- Incomplete applications **will not** be submitted for accreditation to the CEC of Ukraine.
- **The UWC does not cover any expenses related to the UWC International Election Observation Mission.** All expenses, including travel to/from and within Ukraine, accommodations, meals, medical expenses and insurance related to serving as a volunteer Election Observer with the UWC International Election Observation Mission are the sole responsibility of the volunteer observer.
- Tax receipts are available for Canadian residents if requested with proper receipts for expenses associated with an Observer's travel and accommodations. For further information please contact the UWC office.

**PART II: Application to serve as a volunteer
UWC International Election Observer**

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:

25 May 2014, Presidential and Municipal Elections

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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 a volunteer
UWC International Election Observer applicant**

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				

Russian				
Reading				
Writing				
Speaking				

English				
Reading				
Writing				
Speaking				

Other languages: _____

2. a) If selected as a member of the UWC International Election Observation Mission do you agree to monitor the elections in any electoral districts to which you are deployed by the UWC International Election Observation Mission?

(please circle) YES / NO

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

1. _____

2. _____

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

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3. If selected as a member of the UWC International Election Observation Mission and there is a second round of voting are you willing to participate as an observer 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 is a member in good standing of our local Ukrainian community or national/international organization in (name of city, town):

Name: (please print) _____

Position in organization: _____

Name of organization: _____

Signature _____ Date _____

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

(please circle) YES / NO

6. Will you need hotel accommodations in the oblast where you will be serving as a UWC International Election Observer?

(please circle) YES / NO

**PART IV: Declaration of a volunteer
UWC International Election Observer applicant**

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 UWC will be permitted to participate in the International Election Observation 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 International Election Observation Mission. The UWC does not cover any expenses related to the International Election Observation Mission. As such, I also understand that I should not incur any expenses related to participation in the observer mission until I have received confirmation in writing from the UWC that I have indeed been selected to participate.

If selected to become a member of the UWC International Election Observation Mission, I declare that I will abide by all the rules established by the UWC International Election Observation Mission and accept that the UWC International Election Observation 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 UWC International Election Observation 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 the 2014 Presidential and Municipal Elections in Ukraine and for future elections in Ukraine; to advise me of UWC activities and projects; and may be retained permanently by the UWC unless I otherwise direct the UWC in writing by first-class prepaid mail.

Name (Please Print): _____

Signature: _____ Date: _____

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PART V: Letter of Representations and Code of Conduct for a volunteer UWC International Election Observer

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 the host government or 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 UWC International Election Observation Mission.

Observers shall be responsible for **all expenses** related to their participation in the UWC International Election Observation Mission, including travel to/from and within Ukraine, accommodations, meals, medical expenses and insurance.

The UWC and the UWC International Election Observation Mission shall **bear no responsibility and assume no liability** whatsoever in relation to the 2014 Presidential and Municipal Elections in Ukraine and the UWC International Election Observation Mission, including, without limitation, for any expense incurred by any Observer.

Please initial that you have read this page

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Observers understand that the situation in Ukraine is volatile and can deteriorate into one of significant danger and unpredictability. Observers are fully aware of the situation and ongoing events in 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 UWC International Election Observer.

Name (Please Print): _____

Signature: _____

Date: _____

PART VI: Document Check List

Document Check List

Submission Deadline: 5 May 2014

Please ensure that you are attaching all of the documents listed below.
Otherwise your application will not be considered.

	Completed Application to serve as a volunteer UWC International Election Observer (pages 4-5)
	Completed Questionnaire for a volunteer UWC International Election Observer applicant (pages 6-7)
	Signed and dated Declaration of a volunteer UWC International Election Observer applicant (page 8)
	Initialed (on page 9), and signed and dated (on page 10) Letter of Representations and Code of Conduct for a volunteer UWC International Election Observer
	Scanned copy of applicant's passport (with photo, personal and issuance data)

**Please submit the completed forms with supporting documentation
via e-mail to congress@look.ca.**

**Should you have any questions or need additional information, please do not
hesitate to contact the UWC Office at
congress@look.ca or (416) 323-3020.**