

**Ukrainian World Congress International Observation Mission
to Ukraine's 2019 Elections**

**Application Package for
the Early Parliamentary Election in Ukraine on July, 21, 2019**

Submission Deadline for Short-term observers (STOs) – 10 July 2019

The Ukrainian World Congress monitored Ukraine's 2019 Presidential Election and will be monitoring Early Parliamentary Election 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 STO volunteer with the Ukrainian World Congress International Observation Mission to Ukraine's 2019 Elections during the Early Parliamentary Election in Ukraine on July, 21, 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"**
- 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** of an individual, who is being proposed for registration as an official observer from a foreign state, international organization during the Early Parliamentary Election in Ukraine
- 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 page four (4);
- complete the Questionnaire on pages five (5) and six (6);

TORONTO – KYIV – BRUSSELS

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E-mail: uw@ukrainianworldcongress.org Website: www.ukrainianworldcongress.org

- sign and date the Declaration on page seven (7) of this document;
- initial, sign and date the Letter of Representations and Code of Conduct on pages eight (8) and nine (9) of this document;
- attach supporting documents; and
- return to the Mission representative at elections@ukrainianworldcongress.org **NO LATER THAN 10 July 2019 for Short-term observers (STOs).**

Please direct any questions to Mr. Volodymyr Kistianyuk, Coordinator of the Mission, at +380977525177 (Ukraine, WhatsApp, Viber) and Mr. Oleksandr Riabtsev, coordinator of deployment for observers in Ukraine, at +380988010081 (Ukraine, WhatsApp, Viber); or by e-mail to: elections@ukrainianworldcongress.org.

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

You will be required to serve until the conclusion of a debriefing session in Kyiv after the Election Day.

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 Mr. Volodymyr Kistianyk.

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PART II: Application of an individual, who is being proposed for registration as an official observer from a foreign state, international organization during elections for the Early Parliamentary Election in Ukraine

*Addendum 2
to the resolution of the Central Election Commission
of 15 March 2012 № 49*

Surname: _____

Name (all given names): _____

Patronymic (if applicable) _____

Citizenship (nationality): _____

Date of birth: _____

Name, series and number of the document that identifies the applicant:

Profession, category of work _____

Place of employment: _____

State / international organization, from which the individual is being proposed for registration as an official observer: **Ukrainian World Congress**

Type and date of the conduct of elections of People's Deputies of Ukraine during which the monitoring of the electoral process is anticipated: **Early Parliamentary Election in Ukraine on July, 21, 2019**

Experience monitoring elections (country, year):

Contact telephone, fax, e-mail: _____

Date of arrival in Ukraine: _____

Date of departure from Ukraine: _____

Note. The application is submitted to the Central Election Commission together with the proposal for registration.

Secretary

Central Election Commission

T. LUKASH

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**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 Early Parliamentary Election 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 Early Parliamentary Election, 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. 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

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**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 Early Parliamentary Election 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 Early Parliamentary Election 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

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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: _____

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PART VI: Document Check List**Document Check List****Submission Deadline for STOs – 10 July 2019**

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

	Completed Application of an individual, who is being proposed for registration as an official observer from a foreign state, international organization during the Early Parliamentary Election in Ukraine (page 4)
	Completed Volunteer Application Questionnaire for an applicant to the Ukrainian World Congress International Observation Mission to Ukraine's 2019 Elections (pages 5-6)
	Signed and dated Declaration of an applicant to the Ukrainian World Congress International Observation Mission to Ukraine's 2019 Elections (page 7)
	Initialed (on page 8), and signed and dated (on page 9) 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 Mr. Volodymyr Kistianyuk, Coordinator of the Mission +380977525177 (Ukraine, WhatsApp, Viber) and Mr. Oleksandr Riabtsev, coordinator of deployment for observers in Ukraine +380988010081 (Ukraine, WhatsApp, Viber) or elections@ukrainianworldcongress.org .

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