

VOLUNTEER OBSERVER HANDBOOK

FOR THE UKRAINIAN SPECIAL
PARLIAMENTARY ELECTIONS

AS OF JULY 13, 2016

Chapter 1: Important Contact Information

U.S. Embassy

<http://ukraine.usembassy.gov>

U.S. Embassy in Ukraine

4 A.I. Sikorsky St. (formerly Tankova)

04112 Kyiv, Ukraine

Phone 044-521-5000

To reach the U.S. Embassy in case of emergencies outside of regular working hours, call +38-044-521-5000.

It is recommended to sign up for the State Department STEP (Smart Traveler Enrollment Program) prior to departure for Ukraine to stay informed of the latest news, travel updates and warden messages.

<https://step.state.gov/STEP/pages/individuals/newAccountStart.aspx>

Canadian Embassy

13A Kostolna Street

Kyiv 01901, Ukraine

Tel: 380 (44) 590-3100

Fax: 380 (44) 590-3134

Email: kyiv@international.gc.ca

Embassy of Great Britain and Northern Ireland

9A Desyatina Street

Kyiv, 01901, Ukraine

Тел: +380 44 490 3660

Email: ukembinf@gmail.com

Georgian Embassy

25 Taras Shevchenko Boulevard

Kyiv, 02000, Ukraine

Email: emb_ge@mfa.gov.ua

Lithuanian Embassy

21 Buslivska Street

Kyiv, 01901, Ukraine

Tel: +380 44 254 0920

Email: amb.ua@urm.lt

In the United States:

COD Main Office

431 Old Main St., Suite 203

Bradenton, FL 34205

Phone: 941-243-3889

Tom Nolan, President:

Phone: +1-941-504-0977

Email: tom@committeeforopendemocracy.org

In Ukraine:

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Ukraine number: +380 67 466 5737

Email: brian@committeeforopendemocracy.org

Michael Getto, Deputy Director

Ukraine number: +380 97 707 7782

Email: getto@committeeforopendemocracy.org

Iryna Kovalenko, Coordinator

Ukraine number: +380-50-331-3464

Email: Iryna@committeeforopendemocracy.org

Chapter 2: Before You Leave

1. Sign for receipt and acknowledgment of this document, and read it thoroughly.
2. Ensure your passport and government-issued identification are valid and will not expire during your time in Ukraine. It is recommended to have at least six months remaining on your passport to avoid difficulties entering Ukraine.
3. Familiarize yourself with local laws and customs of the countries to which you are traveling. Remember, your Constitution does not follow you! While in a foreign country, you are subject to its laws.
4. Leave a copy of your itinerary with family or friends at home so that you can be contacted in case of an emergency.
5. Provide a family member or close friend with the name and phone number of the Committee for Open Democracy office in the United States (+1-941-243-3889) so we can transmit a message to you in the event of an emergency at home while you are traveling.
6. Pack appropriately for the summer weather in Ukraine.
7. Talk to your doctor about vaccination and booster shot recommendations. The Centers for Disease Control (CDC) recommends a standard battery of booster shots including the diphtheria/pertussis/tetanus (DPT) vaccine, hepatitis A and B, measles-mumps-rubella (MMR), polio, varicella (chicken pox) and typhoid. The CDC also recommends the rabies vaccine for those venturing into rural areas.
8. Inform your bank and credit card companies of the time period during which you will be working in Ukraine. If you do not, you will likely have your credit card(s) and debit card

suspended once you begin using them in Ukraine. Also, do not throw away credit card receipts as trash bins are often searched by identity thieves in Ukraine. Shred or burn any credit cards that you don't take to your home country.

Chapter 3: Security during Travel

BEFORE DEPARTURE:

1. Ensure your passport and government-issued identification are valid for the duration of your time in Ukraine.
2. Do not leave your luggage unattended in public areas. Do not accept packages from strangers. Do not check valuables; carry them with you on the plane.
3. U.S., Canadian, British, Georgian, and EU passport holders visiting Ukraine do not need a visa for stays less than 90 days.
4. Do not carry any items considered controversial, such as political or pornographic material. If you carry prescription drugs, bring only necessary quantities and ensure they are clearly marked in the prescription bottle.
5. Limit the forms of identification you carry to one government-issued ID and your passport. Leave a photocopy of your identification and credit card(s) at home and with COD's headquarters (either print or electronic). Copy the passport page that has your photo and passport number, and carry it separately from your passport. Carry a copy of your home address and telephone number and an emergency contact with telephone number and email address.
6. Stay with your observation team at all times (fellow observer, translator and driver) and in constant communication. No observer is allowed to observe independently without the agreement of COD senior management.

Chapter 4: Conduct/Security Information

As a volunteer with the Committee for Open Democracy, you are bound by the following rules. **Failure to abide by these rules can result in immediate termination of your status as an official observer.**

1. Coordinate your social media posts with the COD Media Director. Any post that mentions the Committee for Open Democracy is not an endorsement by COD. Social media postings are encouraged but they should be factual, objective, non-partisan and when in doubt- approved by the COD Media Director. Photographs, tweets, etc are encouraged but do NOT speak on behalf of COD without prior approval. When in doubt contact COD's Media Director or senior management.

2. Do not participate in interviews with domestic or foreign media without prior approval from COD's Media Director or senior management. Interviews on Election Day are expressly forbidden as they could affect the outcome of the election. COD will hold a press conference after the election to announce all findings and make use of the findings you have discovered. When in doubt, contact COD's Media Director or senior management.
3. To avoid being a target of crime, try not to wear conspicuous clothing and expensive jewelry and do not carry excessive amounts of money or unnecessary credit cards.
4. If you get into trouble and you are a U.S. citizen, contact the nearest U.S. embassy. If you are not a U.S. citizen, obtain the contact info for the embassy of which you are a citizen.
5. Refrain from engaging in any illegal activity. Avoid excessive drinking of alcohol.
6. Do not discuss sensitive information in any public place as your conversation may be overheard, or you may be monitored.
7. Possession of illegal drugs is grounds for immediate termination. In addition, all volunteers are expected to conduct themselves in an appropriate manner at all times.

To ensure your own safety and that of your colleagues:

1. Show discretion and common sense in all of your activities. **MAINTAIN A LOW PROFILE** and try to blend in to the situation –especially if you are in eastern Ukraine. Refrain from any behavior that may make you conspicuous or a potential target. Please keep in mind that the Russian intelligence service is actively operating throughout Ukraine. These are challenging times for Ukraine and its citizens. Be sensitive about all comments you make and avoid public comments about politics, religion and other such matters.
2. Foreign Intelligence Services may place you under physical surveillance. If you suspect you are being watched, ignore the surveillance. Do not attempt to lose or evade them. Ensure all of your actions are unlikely to generate suspicion. Report any suspected surveillance to COD management promptly.
3. Use well-traveled highways, and avoid driving on bad roads in the evening. Sunset will be after the polls close on Election Day. After obtaining a protocol from your polling station, proceed directly to the COD headquarters, the next higher level election commission or your hotel as instructed by COD senior management.

4. Never try to photograph military personnel, installations, or other "restricted areas." Refrain from photographing police installations, industrial structures, transportation facilities and border areas.
5. Use discretion when accepting packages or agreeing to transport packages back to the United States or your home country.
6. Remember that the mail including all emails and text messages you send or receive may be censored or intercepted by foreign authorities.
7. Should you be detained or arrested for any reason by the police or other officials, be cooperative, and contact the U.S. Embassy or your respective embassy immediately. Do not make any statements or sign any documents you do not fully understand until you have conferred with an Embassy and legal representative.

CHAPTER 5: CODE OF CONDUCT AND CONSENTS

1. You hereby agree that all findings from the pre-election campaign, Election Day and post-election are the property of COD.
2. You agree that you will not issue or make any public dissenting statements from the overall COD statement, press conference, social media posts, and press release about the election. Any such statements will be considered a violation of this agreement and you agree to reimburse COD for all the expenses incurred by your trip as well as be liable for any court costs incurred.
3. You agree to abide by the Declaration of Principles for International Election Observation which can be read at https://www.ndi.org/files/1923_declaration_102705_0.pdf
4. COD will cover transportation, lodging, and some meals as agreed prior to your arrival. Additional costs incurred are not the responsibility of COD. If you are unsure if an expense is reimbursable, check with COD senior management beforehand to avoid problems.

ACKNOWLEDGEMENT AND RELEASE

I acknowledge that I have received a copy of the Committee for Open Democracy Volunteer Observer Handbook for the Ukrainian Local Elections as of September 25, 2015. I have read and understand the contents of this document and will act in accordance with these policies and procedures. Please read this Handbook and these employee Standards of Conduct carefully to understand these conditions of employment before you sign this document. You should also be

familiar with the [United States State Department Travel Warning for Ukraine issued on July 16, 2015](#). An excerpt of the key information is below:

“The Department of State warns U.S. citizens to defer all travel to Crimea and the eastern regions of Donetsk and Luhansk, and recommends those U.S. citizens currently living in or visiting these regions to depart. This supersedes the Travel Warning for Ukraine dated December 14, 2015.

Russia-backed separatists continue to control areas in the Donetsk and Luhansk oblasts, where violent clashes have resulted in over 9,000 deaths. A ceasefire agreement established a de facto dividing line between Ukrainian government-controlled and separatist-held areas of Ukraine, with numerous checkpoints controlled by government and separatist forces. The Department of State warns all U.S. citizens to defer all travel to the Donetsk and Luhansk oblasts. There have been multiple casualties due to land mines in areas previously controlled by separatists, and separatist leaders have made statements indicating their desire to push the front line to the administrative borders of the Donetsk and Luhansk oblasts. Artillery and rocket attacks near the line of contact continue to occur regularly. Individuals, including U.S. citizens, have been threatened, detained, or kidnapped for hours or days after being stopped at separatist checkpoints. The Government of Ukraine has stated that foreigners, including U.S. citizens, who enter Ukraine from Russia through separatist-controlled territory, will not be allowed through checkpoints into government-controlled territory.

The Federal Aviation Administration (FAA) prohibits U.S. civil aviation from flying in the Ukrainian Simferopol (UKFV) and Dnipropetrovsk (UKDV) Flight Information Regions. This prohibition remains in effect. For further background information regarding FAA flight advisories and prohibitions for U.S. civil aviation, U.S. citizens should consult [Federal Aviation Administration’s Prohibitions, Restrictions and Notices](#).

The situation in Ukraine is unpredictable and could change quickly. U.S. citizens throughout Ukraine should avoid large crowds and be prepared to remain indoors should protests or demonstrations escalate.

U.S. Embassy Kyiv's Consular Section is open for all public services; however, in light of the ongoing unrest, the Embassy has severely restricted the travel of U.S. government personnel to Donetsk and Luhansk oblasts and Crimea, and occasionally limits travel to adjacent regions. As a result, the Embassy's ability to provide consular services, including responding to emergencies, to U.S. citizens in eastern Ukraine and Ukraine's Crimean region is extremely limited.

For further security information in Ukraine:

- *See the [State Department's travel website for the Worldwide Caution, Travel Warnings, Travel Alerts, and Ukraine Country Specific Information](#).*

- *Enroll in the [Smart Traveler Enrollment Program \(STEP\)](#) to receive security messages and make it easier to locate you in an emergency.*
- *Contact the [U.S. Embassy in Ukraine](#), located at 4 A.I Sikorsky Street (formerly Tankova) at +380-44-521-5566, or e-mail KyivACS@state.gov 8:30 a.m. to 5:30 p.m. Monday through Friday. After-hours emergency number for U.S. citizens is +380-44-521-5000.*
- *Call 1-888-407-4747 toll-free in the United States and Canada, at 1-202-501-4444 from other countries. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Standard Time, Monday through Friday (except U.S. federal holidays).*
- *Follow us on [Twitter](#) and [Facebook](#).*

RELEASE: I hereby release, acquit, satisfy, and forever discharge the Committee for Open Democracy (COD), and its officers and agents, of and from any and all manner of action, cause of action, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, executions, claims and demands whatsoever, in law or in equity, which I now have, or which any personal representative, successor, heir or assign of said parties hereafter can, shall or may have against said Committee for Open Democracy, for, upon or by reason of any matter, cause or thing whatsoever, from the beginning of the world to the day of these presents. This release includes claims arising from, but is not limited to, acts of terrorism, civil unrest, war-declared or undeclared or insurrection. I also give COD permission to accredit me as an official observer with the Central Election Commission of Ukraine for election observation purposes relating to the July 17, 2016 special parliamentary elections.