EUROPEAN COMMISSION
Service for Foreign Policy Instruments

Common Foreign and Security Policy operations & Election Observation (FPI3)
Head of Unit

NOTE TO MEMBER STATES

CALL FOR CANDIDATURES FOR LONG-TERM AND SORT-TERM OBSERVERS FOR AN ELECTION OBSERVATION MISSION (EU EOM) TO KENYA 2022

The High Representative of the European Union for Foreign Affairs and Security Policy and Vice-President of the European Commission (HR/VP) has taken a decision to deploy an EU Election Observation Mission (EU EOM) to Kenya. The European Commission wishes to initiate the selection procedure for the positions of Long-Term and Short-Term Observers to observe the upcoming general elections, scheduled to take place on 9 August 2022, with a possible second round on 15 September 2022 (indicative date).

1. LONG-TERM OBSERVERS

48 Long-Term Observers	
Each Member State is invited to submit the following number of possible LTOs:	Up to 3
Indicative Deployment Date of LTOs	09 July 2022 (arrival in Nairobi) to 24 September 2022 (departure to Europe). Departure to Europe on 21 August 2022 if no second round of elections. It is not foreseen send LTOs to Europe between two rounds of elections. Depending on the developments on electoral and security situation, the decision may be revised.
Availability requested for selected Observers	78 days in Kenya (44 if one round of elections)
Compulsory pre-deployment awareness training	None
Briefing will take place upon arrival	Four days upon arrival in Kenya (including one day Heat training)
Forfeit (lump sum) [1]	280 EUR per day

[1] According to the procedures set out the Commission implementing decision of 29.10.2014 adopting the Implementing Arrangements for Election Observation Missions, C(2014) 7782 final.

2. SHORT-TERM OBSERVERS

48 Short Term Observers (46 + 2 candidates from EU Focal Points)	
Each Member State is invited to submit the following number of possible STOs:	Up to 3
Indicative Deployment Date of STOs	02 August 2022 (arrival in Nairobi) to 13 August 2022 (departure to Europe) for first round and 11 September 2022 (arrival in Nairobi) to 18 September 2022 (return to Europe) for second round. The dates of the deployment for the second round are tentative depending on the date of elections.
Availability requested for selected Observers	20 days in KENYA (12 if one round of elections)
Compulsory pre-deployment awareness training	None
Briefing will take place upon arrival	Three days upon arrival in Kenya (including one day Heat training)
Forfeit (lump sum) [2]	240 EUR per day

In order to ensure the recruitment of observers, the European Commission invites Member States to submit candidates' names via the ROSTER at the latest **by 31 May 2022 (24:00h Brussels time).**

3. LANGUGAGE

The working and reporting **language of the mission** will be **English.**

4. IMPORTANT REMARKS

Member States should ensure a fair balance among the gender, professional and linguistic background of shortlisted candidates.

Observers would be deployed throughout the country. Observers should be willing to accept difficult living conditions when deployed in some Areas of Responsibility. It is therefore important that Observers are in excellent physical condition. **Candidates with pre-existing/chronic illnesses who are at risk of developing serious complications should they contract COVID-19, should thoroughly discuss with their doctor.** In line with the entry requirements to Kenya, the candidates **must be fully vaccinated against Covid-19** with the vaccine approved by the World Health Organisation.

Any applicant evaluated as 'not recommended for future missions' will not be taken into account by the selection committee for 5 years counted from the 'election date' of the mission in the roster for which the person was negatively evaluated.

5. CANDIDATE PROFILE

- **Language proficiency:** written and spoken proficiency in **English (C1 level)[3].**

[2] According to the procedures set out the Commission implementing decision of 29.10.2014 adopting the Implementing Arrangements for Election Observation Missions, C(2014) 7782 final.

- **Previous experience in the country and/or region or in a similar context will be considered an asset**.
- **Previous electoral observation experience** and/or other relevant experience including electoral training, technical assistance or experience in the region in relevant fields:

  LTO: Minimum two observation missions as an observer or Core Team member (this may include EOMs organised by other organisations) or relevant electoral training (preferably by EODS/NEEDS).

  Member States are invited to propose **one LTO without prior LTO experience.**

  STOs: minimum one (1) observation mission as an observer or Core Team member (this may include EOMs organised by other organisations) or relevant electoral training (preferably by EODS/NEEDS) or relevant previous work experience.

  Member States are invited to propose **one** STO without experience.
- **Previous experience of work as a civilian in a large-scale international mission or in a human rights monitoring mission is an asset**.
- **Demonstrated commitment to democracy and human rights**.
- **Computer and IT** (Microsoft Office Word, Excel, Access, Adobe Acrobat, Outlook, Android, internet browser and web mail software) literacy. Familiarity with use of satellite phones, GPS, BGAN.
- **Excellent physical conditions and good health**, which can afford long working hours and potential demanding physical conditions (including high altitude). Candidates should consult their government's health advisories. Selected Candidates must submit health certificate in the format provided by European Commission.
- **Living conditions**: observers should be willing to accept very difficult living conditions when deployed in some duty stations.
- **Full flexibility** is required from the candidates in terms of mission timetable in case of changes and delays.

6. SELECTION OF SUCCESSFUL CANDIDATES AND INFORMATION TO BE PROVIDED TO SHORTLISTED OBSERVERS

- The Commission and EEAS will proceed with the selection of observers in the framework of the criteria outlined in the European Union Council Decision "**EU Guides for the Selection of the electoral observers" Council Decision 8728/99 - PESC 165 - COHOM 4** and will inform the Member States of the final list of selected observers.
- Previous evaluations during EU EOMs and EODS/NEEDS training sessions will also be taken into account.
- The Commission will use for the EU EOM the data already existing in the ROSTER system: http://eeas.europa.eu/eueom/become-an-observer/election-roster/index en.htm
- Candidatures sent by email will not be taken into account.

[3] Level C1 according to the Council of Europe languages levels available at https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale

- The tentative date by which the Commission plans to inform Member states and the selected/non-selected Observers is 07 June 2022.

IMPORTANT REMARK: Applicants' references and professional experience might be checked and language knowledge tested through phone interviews by European Commission officials during the selection process.

7. THE COMMISSION INVITES THE MEMBER STATES:

- to only propose candidates certifying their **full availability** for the entire period of the mission; keeping in mind that the date between notification and deployment will be extremely tight.
- to ensure an appropriate balance between the observers' past professional experiences (various types of public or civilian background).
- to remind pre-selected observers to **update their CV in the ROSTER** before the submission of their candidatures. For the entire selection process and the preparations for fielding, the Commission will only take into consideration the data entered in the CV in the Roster (departure airport, passport data, email addresses, telephone numbers, etc.). Should a CV not include all the required information, the applicant may be rejected. Further communication by the candidate (for example concerning new departure airport, changed e-mail, etc.) will not be taken into consideration.
- to rank in each category all shortlisted observers by order of suggested preference.
- to inform the observers of the information and Terms of Reference detailed in the annex to the present Note (in particular regarding deployment dates & forfeit (lump sum).
- to inform the observers that **proficiency in English** may be tested through phone interviews by European Commission officials during the selection process.
- to inform observers of the security instructions and health precautions and requirements as published on the websites of their respective Ministries and Embassies. More information on health precautions and requirements will be communicated by the Service Provider to selected candidates at a later stage.
- to inform the observers to follow respectfully and at any time during their assignment as observers the EU **Code of Conduct and its Ethical aspects for Election Observers** as well as the European Commission and EU EOM Core Team and Service Provider instructions, particularly security and safety instructions, upon deployment and throughout the mission.

IMPORTANT NOTE: Failure to follow the Code of Conduct, its Ethical aspects and instructions may result in an early termination of the observer's assignment, immediate repatriation to the place of residence and non-recommendation for future EU EOMs.

8. INFORMATION ABOUT THE LUMP SUM *(FORFAIT)* FOR OBSERVERS:

- Daily lump sums (forfait) are reimbursed to the Observers.
- The lump sum should be paid per day worked on the EOM.
- Travelling days for mobilisation and de-mobulisation of Observers will be eligible for the payment of the lump sum, as long as Observers are spending the night outside of their place of residence.

- Travelling days for demobilisation of Observers without spending the night outside their place of residence, the lump sum will be reduced to 30%.
- The following rules will apply, from the day of mobilisation until the day of demobilisation, including for travelling days:

  In the event that full board accommodation (i.e. all meals included) is provided by the EU EOM, the lump sum will be reduced to 30%. This rate also applies in the case of night flights.

  In the exceptional case that accommodation without breakfast is provided, the lump sum will be reduced to 35%.

  In case that meals (but no accommodation) are provided, the lump sum will be reduced by 10% for each dinner, 10% for each lunch and 5% for each breakfast offered.

  If only accommodation, including breakfast, is provided, the lump sum received will be reduced to 50% of the maximum daily rate.

  If the accommodation without breakfast is provided, the lump sum will be reduced to 55%.

  If the lunch and dinner are provided the per diem will be reduced to 80%.

Per diem calculation - LTOs/STOs				
Accommodation	**Breakfast**	**Lunch**	**Dinner**	**Total**
Provided	Provided	Provided	Provided	30%
Provided	-	Provided	Provided	35%
Provided	Provided	-	-	50%
Provided	-	-	-	55%
-	Provided	Provided	Provided	75%
-	-	Provided	Provided	80%

- Public transportation from the place of residence (as recorded in the EOM Roster at the time of the submission of the application) to the closest or economically most advantageous airport (and back) will be reimbursed, on top of the lump sum received. Taxi fare is eligible for financing only from the nearest bus/train station and following the prior approval from Commission.

(e-signed)
Heike GERSTBREIN

Annexes:

- Code of Conduct and its Ethical aspects
- Fit to Work certificate
- Privacy statement
- Observers' Terms of Reference;

Council Decision 9262/98 – PESC 157 – COHOM 6

GUIDELINES - EU POLICY ON ELECTORAL OBSERVATION

"Code of Conduct

The following guidelines will apply to nationals of any country participating in EU observation missions decided by the EU unless specifically agreed otherwise. The guidelines will not apply to EU nationals participating in e.g. OSCE or UN missions, in which case those organisation's own codes will apply.

All official EU observers should adhere to the following guidelines:

- Respect the laws of the land. Observers enjoy no special immunities as an international observer, unless the host country so provides;
- Observers will participate in all pre-election briefings with their supervising officers;
- Observers will be subject to the direction and management of the observer team leadership, carrying out their written terms of reference and covering the geographical schedules specified by team leaders;
- Observers should be aware of the presence of other electoral monitoring teams, and liaise with them under the direction of the leader of the EU observer team;
- Observers will carry prescribed identification issued by the host government or election commission, and will identify themselves to any interested authority upon request;
- Observers shall maintain strict impartiality in the conduct of their duties, and shall at no time express 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 not display or wear any partisan symbols, colours or banners;
- Observers will undertake their duties in an unobtrusive manner, and will not disrupt or interfere with the election process, polling day procedures, or the vote count,
- Observers may bring irregularities to the attention of the election officials, but will not give instructions or countermand decisions of the election officials;
- Observers will base all conclusions on well documented, factual, and verifiable evidence, and will keep a record of the polling stations and other relevant places that they visit;
- Observers will refrain from making any personal or premature comments about their observations to the media or any other interested persons, but should provide, through a designated liaison officer or spokesperson, general information about the nature of their activities as observers;
- Observers will participate in post election debriefings with their supervising officers and will contribute fully towards appropriate EU reports on the elections monitored;
- Observers must comply with all national laws and regulations. Where these limit freedom of assembly or movement about the country, they must note where such rules prevent them from carrying out their duties;
- At all times during the mission, including during private time away from work, each election observer should behave blamelessly, exercise sound judgement, and observe the highest level of personal discretion."

"…"

ETHICAL ASPECTS OF THE CODE OF CONDUCT FOR EU ELECTION OBSERVERS

All EU Observers are bound by the Code of Conduct. This is in harmony with the code of conduct accompanying the Declaration of Principles for International Election Observation to which EU Observers also adhere.

Code of Conduct for EU Election Observers (Council Decision 9262/98)

All official EU observers should adhere to the following guidelines:
(…)
14. At all times during the mission, including during private time away from work, each election observer should behave blamelessly, exercise sound judgment, and observe the highest level of personal discretion."

Code of Conduct violations

Beyond the stipulations of the Code of Conduct, all EU Election Observation Mission members, including local staff, are expected at all times to contribute to a professional working environment that is free from intimidation or sexual harassment. EU EOMs designate focal points to whom staff members may bring any concerns in regards to the professional working environment.
EU EOM members should behave in a manner that demonstrates respect for the citizens and officials of the host country. In view of the need for EU EOMs to maintain the highest level of private and public conduct, EU EOM members should not patronise any establishments where victims of trafficking may be employed. Likewise, in accordance with the provisions of the code of conduct, which requires Observers to *"behave blamelessly, exercise sound judgment, and observe the highest level of personal discretion"*, in particular the abuse of alcohol, use of illegal drugs, and use of prostitution is strictly prohibited.

Sexual harassment

EU EOMs have zero tolerance to sexual harassment. The following behaviour may constitute sexual harassment:

- Repetition of suggestive remarks, or sexual insinuation; use of rude or obscene language and gestures;
- Repeated and exaggerated compliments on the appearance of a colleague;
- Unwanted physical contact;
- Acts of voyeurism and exhibitionism;
- Any other unwelcome conduct related to sexual harassment.

If unwanted behaviour is identified it is important to react immediately and it should be reported in real time so that the mission has sufficient time to take the appropriate measures. The Observer Coordinator is the Core Team member to whom sexual harassment cases should be reported. In addition and in order to ensure gender balance another member from the Core Team will also be appointed as contact point for these issues. The issue of sexual harassment will be treated in the initial briefing of Observers. When facing a harassment case or in case there is uncertainty on defining whether the incident falls under sexual harassment EOM staff will contact the Observer Coordinator directly (or the second appointed contact point within the Core Team) and report the incident. The case will be discussed between the two and possible actions will be explored. The Observer Coordinator will also immediately and confidentially report the case to the Deputy Chief Observer who will report to FPI and EEAS HQ in order to inform them of the incident and discuss

possible corrective measures.
Overall, the Observer Coordinator will guarantee complete confidentiality and will not take any action without the agreement of the perceived victims.

General Advice

EU EOMs often operate in different cultural environments and the local culture of the country needs to be respected. Cultural differences within the EU EOM are also a reality that needs to be taken into account.

These cultural differences can affect the perception of acts, words and body language. Observers are therefore expected to abstain from any type of conduct felt to be inappropriate or embarrassing. The same also holds for clothing. Although there is no dress code for Observers, clothing should be appropriate for staff working in an EU mission and ensure that it does not offend the values of the country.

Dealing with harassment

Observer Coordinators play a key role in implementing the policy to combat harassment.
Observer Coordinators are colleagues working within the mission (core team members) who have this responsibility for the duration of the EU EOM.
Their role is to assist individuals who feel that they have suffered any form of harassment by listening to them, helping and supporting them, providing information and accompanying them. They can also provide mediation, if necessary.

Observer coordinators treat the information they receive in complete confidence and act only with the agreement of the perceived victim. Whistle-blowers will be equally protected, and the information provided will be treated with the same confidentiality.

Dealing with that type of cases can be difficult; therefore they must be able to demonstrate the following skills and abilities:

- a capacity for listening, empathising and communicating;
- discretion and respect for confidentiality;
- ability to distance oneself from one's own beliefs and value judgments;

Designation of confidential counsellors

Two contact points will be designated within the Core Team, one of them being the Observer Coordinator and another person that would ensure gender balance with the Observer Coordinator. Two focal points within the local staff will also be appointed by the DCO at the beginning of the mission.

FIT TO WORK CERTIFICATE

Name & Surname:	
Date of Birth:	*ID/Passport No:*

Please provide details/numbers for:	Blood type: Blood pressure: Pulse: BMI:
Electrocardiogram (ECG) *For applicants over 45 years*	Please provide information here:
Other comments	Please state comments here:

On the basis of the signed Medical Declaration [ANNEX I] and the medical examination which I carried out on ____/____/_____, hereby I certify that the above-mentioned person has been found to be in good health, without any medical limitations and therefore medically fit to travel and work abroad for an international mission, possibly in a post-conflict environment, that may present the following characteristics:

- Tropical weather conditions (high temperatures/humidity) or cold dry weather conditions
- High altitude
- Work under stressful situations which may involve long working hours
- Mosquito borne diseases
- Water-borne diseases
- Limited dietary choices
- Basic amenities available

Doctor' Name & Surname:	
Signature & Stamp: *Date & Place:*	
Email:	*Tel:*

ANNEX I

MEDICAL DECLARATION

[to be filled by the involved person]

Do you suffer from or have you ever suffered from, had symptoms of, been examined for or been treated for any of the following ailments, or anything related to them? Consider the examples as help - they do not cover all conditions. Any other symptoms or ailments must also be stated, and a clarification and further details should be written on the last page.

Diabetes, metabolic diseases, respiratory diseases, gastrointestinal diseases, and diseases of the musculoskeletal system	If yes; what and when: What was the outcome of the treatment? Is the treatment ongoing, completed or recurrent?	
Cardiac and circulatory diseases Blood clots, pain/tightness in the chest, high blood pressure, varicose veins, phlebitis, swollen ankles, heart rhythm disorders, pacemaker, elevated cholesterol. Other cardiovascular disorders	Yes:	No:
	If yes; what and when: What was the outcome of the treatment? Is the treatment ongoing, completed or recurrent?	
Cancer, other tumors/growths, immune system-related disorders Any type of cancer or cancer precursor/suspected cancer. Polyps in the bowel, benign tumors/growths	Yes:	No:
	If yes; what and when: What was the outcome of the treatment? Is the treatment ongoing, completed or recurrent?	
Neurological disorders Epilepsy, migraine and headache disorders, multiple sclerosis, stroke, alcohol-related disorders, dementia, brain injury, infections and genetic diseases, Parkinson's disease, chronic pain and other neurological	Yes:	No:
	If yes; what and when: What was the outcome of the treatment ? Is the treatment ongoing, completed or recurrent?	
Psychiatric and behavioral disorders Nervousness, anxiety, psychosis, depression, mania, insomnia, or disorders related to addiction to alcohol or drugs, or other addictions. Dementia. Developmental and behavioral disorders, compulsive behaviors (ADHD, OCD, etc.). Other psychiatric disorders and symptoms?	Yes:	No:
	If yes; what and when: What was the outcome of the treatment ? Is the treatment ongoing, completed or recurrent?	
Alcohol and intoxicating substances/narcotics(?)	Yes:	No:

Have you at any time for a period of more than six months, consumed more than 14 units of alcohol (men)/ 7 units of alcohol (women) per week? Have you at any time for a period of more than six months used intoxicating substances?		
Allergies Drugs, Foods, Other	Yes:	No:
	If yes, what kind?	
Do you presently take any kind of medicine	Yes:	No:
	If yes, what kind of medicine and for what reason:	
Previous hospital admissions	Yes:	No:
	If yes; for what and when? If yes, is the treatment ongoing or are you cured?	
Other remarks	Please state comments here:	

I, the undersigned, hereby declare that:

- **All information provided in this Medical Declaration Form is correct to the best of my knowledge, and that no information concerning my past or present health has been withheld;**
- **This medical declaration has been provided to my physician prior to obtaining the Fit to Work Certificate;**
- **In the event of apparent change of my medical condition, I understand that I am obliged to update my fit-to-work certificate.**

Name & Surname:	
Date of Birth:	*ID/Passport No:*
Signature: *Date and Place:*	

EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: Implementation of the European Union Election Observation Missions (EOMs)
Data Controller: Service for Foreign Policy Instruments, Unit FPI.3
Record reference: DRC-EC-05674.1

Table of Contents

1. **Introduction**
2. **Why and how do we process your personal data?**
3. **On what legal ground(s) do we process your personal data?**
4. **Which personal data do we collect and further process?**
5. **How long do we keep your personal data?**
6. **How do we protect and safeguard your personal data?**
7. **Who has access to your personal data and to whom is it disclosed?**
8. **What are your rights and how can you exercise them?**
9. **Contact information**
10. **Where to find more detailed information?**

1. Introduction

The European Commission (hereafter 'the Commission') is committed to protect your personal data and to respect your privacy.
The Commission collects and further processes personal data pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).
This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.
The information in relation to the processing operation "*Implementation of EU Election Observation Missions*" undertaken by the Service for Foreign Policy Instruments (FPI), Unit FPI.3, is presented below.
Please note that a separate privacy statement covers the processing undertaken in relation to the "System for selection and management of the Election Observers and Experts – Election Observation Roster" (DPR-EC-00906.1).

2. Why and how do we process your personal data?

Purpose of the processing operation: FPI.3 Unit collects and uses your personal data:
a) for the implementation of logistics, security, financial, organisational and administrative aspects of the EU Election Observation Missions (EOMs); and
b) to ensure the visibility of the EU EOMs.
Your personal data is processed by the Service Provider contracted by the Commission for a specific EU EOM. Your data is used to:

- purchase flights (thus, they may be transferred to the airline companies);
- acquire visas (thus, they may be transferred to the relevant Embassies);
- acquire accreditations to observe (thus, they may be transferred to host country authorities);
- set up your insurance coverage (thus, they may be transferred to insurance companies);
- prepare the deployment plans; or
- any other purpose directly linked to the implementation of the EU EOM (e.g. communication activities) strictly on a 'need-to-know' basis.

Your heath/fit to work certificate is reviewed only by a limited number of persons within the Service Provider and may be further consulted only in case of emergencies.
Your CV is reviewed in the Election Observation Roster by the Observer Coordinator and/or his/her Deputies for the preparation of the deployment plans.
Your personal data is either retrieved from the System for selection and management of the Election Observers and Experts – Election Observation Roster, or directly requested from you in order to ensure smooth implementation of the EU EOM.
EU EOMs operate under high visibility in the host country and within the EU. During the EOM, photos, videos or any other visibility materials may be produced displaying images of you as a member of the EOM. These materials can be further used to enhance the visibility of the EU EOMs (e.g. published EU websites, tweeted on the EU related social media, used on the brochures etc.).

Your personal data will *not* be used for an automated decision-making including profiling.

3. On what legal ground(s) do we process your personal data

We process your personal data, because processing is necessary for the performance of a task

carried out in the public interest or in the exercise of official authority vested in the Union institution [Article 5(1)(a) of Regulation (EU) 2018/1725]
Under the European Instrument for Democracy and Human Rights (REGULATION (EU) No 235/2014), election observation contributes to increasing transparency and trust in the electoral process as part of the wider promotion of, and support to, democratic processes. The observation of elections continues to be an important component of the EU's policy of promoting human rights and democratisation throughout the world.

FPI is in charge of managing European Election Observation Missions, based on the Communication from the Commission on EU Election Assistance and Observation, COM(2000)191 and Commission Decisions on "Arrangements for the Implementation of EU Election Observation Missions", C(2004)206 and C(2014)7782.

We also process special categories of data, indicated in section 4 because it is necessary for reasons of substantial public interest on the basis of Union law, which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard your fundamental rights and interests [Article 10(2)(g) of Regulation (EU) 2018/1725]. Specifically, we process your medical data included in the health certificate you provided before your deployment. The Commission has the duty of care of EOM members in line with Commission Implementing Decision C(2014)7782 of 29.10.2014. Processing of limited health data is necessary to ensure that you are able to work under challenging conditions in insecure environments. Additionally, processing of health data might be necessary to protect your vital interests in accordance with Article 10(2) (c) of Reg.(EU)2018/1725, only in order to ensure that you will receive adequate medical care, if you are not physically capable of providing your consent.

4. Which personal data do we collect and further process*?*

In order to carry out this processing operation, the European Commission - FPI.3 Unit or the Service provider on behalf of the European Commission, collects the following categories of personal data:

- Identification data: Name, postal address, professional and private e-mail addresses, phone numbers, date and place of birth, ID Card / Passport n°, country of residence.
- Financial data: Bank account reference (IBAN and BIC codes), amounts of income/allocations and expenses.
- Medical data: Health Certificate, including information on prior health conditions, allergies and medicine intake. A vaccination certification is collected in limited circumstances when requested by the authorities of the host country for issuing visa.
- Human Resources data: CV details
- Social data: Person to notify in case of emergency.
- Photos needed for visa, accreditation.
- Photos and videos taken during the mission.

Based on your consent, you may provide any other personal data for the facilitation of the EOM (e.g photos and short resume about yourself to be published in the Observers mission specific manual).

5. How long do we keep your personal data?

FPI.3 Unit only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.
The personal data in connection with the EOMs will be kept for seven years after the closure of the service contract implementing the election observation mission based on Article 75 of the Financial

Regulation applicable to the general budget of the Union (Regulation (EU, Euratom) 2018/1046 – OJ L193/30.07.2018, p.1). As an exception, health data are deleted/destroyed after the end of the respective EOM, when the last payment to the service provider is completed.

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission.
The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the General Data Protection Regulation ('GDPR' Regulation (EU) 2016/679).
Core Team members and Observers also sign a Letter of Assignment that includes confidentiality clauses to certify that the information received during EU EOM (including the information contained in the roster) will not be revealed to unauthorised third parties.
In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

Additionally measures are taken to ensure security of your health data, such as signature of confidentiality clauses, transmission of health data solely via encrypted e-mails and shortened retention periods. Your health certificate is stored securely in the premises of the Service Provider. The health certificates are not consulted after their storage and are not transferred to the countries where EOMs take place, unless your vital interests are at risk.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according strictly to the "need-to-know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.
Recipients of your personal data are the following:

- EU EOM members deployed in the same EOM may receive your professional e-mail address and phone numbers for organisational purposes.

- EEAS staff members responsible for visa facilitation.

- External Service Providers, contracted by FPI for the management of EOMs, who will receive a list with names and private contact details of successful candidates extracted from the Roster, to enable contact and the launch of their assignment. They further contact directly the EOMs' members and request for the necessary information.

- The Service Provider may further transfer data that is strictly necessary to airline companies to purchase flight tickets, to insurance companies in order to provide you with insurance coverage during your missions, to the relevant embassies for issuing visas, to host country national authorities to receive accreditation to observe or other entities, only when it is strictly necessary for the implementation of the EOMs.

During the EOM, several visibility materials displaying your image may be produced (e.g. photos, videos). This material may be published on EU websites, tweeted on EU-related social media, used

on brochures.
The controller will transfer your personal data to the following recipients in a third country and to an international organisation in accordance with Regulation (EU) 2018/1725:

- Public authorities in the respective third country in which the EOM takes place for visa acquisition and accreditation for observation purposes.

- Airlines for booking international flights.

- The International Organisation for Migration (IOM), which is currently one of the Service Providers under the EOM framework contract.

We will transfer your personal data based on derogations under article 50(1)(d) of Regulation (EU) 2018/1725 because such transfers are necessary for reasons of important public interest. Transfer of data is necessary for the implementation of the EOMs, in line with the European Instrument for Democracy and Human Rights (REGULATION (EU) No 235/2014). Transfers to the IOM are also necessary for the conclusion and performance of a contract concluded in the interest of the data subject, under article 50(1)(c). As an additional safeguard, FPI frames such transfers by including data protection clauses in the contract signed with the service provider as well with safeguard clauses to the rest of the third-country based recipients.
Please note that pursuant to Article 3(13) of the Regulation, public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.
The information we collect shall not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) on grounds relating to your particular situation.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.
Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. Contact information

- **The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, Service for Foreign Policy Instruments, Unit FPI.3, FPI-DATA-PROTECTION@ec.europa.eu.

- **The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: http://ec.europa.eu/dpo-register.
This specific processing operation has been included in the DPO's public register with the following Record reference: DRC-EC-056

Electronically signed on 10/05/2022 15:04 (UTC+02) in accordance with Article 11 of Commission Decision (EU) 2021/2121