



EUROPEAN COMMISSION  
Service for Foreign Policy Instruments

Common Foreign and Security Policy operations & Election Observation (FP13)  
Head of Unit

Brussels,

**Call for Candidatures – Core Team**  
**European Union Election Observation Mission to Sao Tome e Principe**  
**Legislative elections – 25<sup>th</sup> September 2022**

Subject to a possible decision by the High Representative of the European Union for Foreign Affairs and Security Policy and Vice-President of the European Commission (HR/VP) to deploy an EU Election Observation Mission (EU EOM) to Sao Tome e Principe, the European Commission initiates the selection procedure for the position of Deputy Chief Observer for the EU EOM to observe the Legislative elections, scheduled for 25 September 2022 (indicative date).

The Commission invites interested applicants to submit **by 8<sup>th</sup> August 2022 (24:00 Brussels time)** their candidature for one, and maximum two, of the following ten positions:

- Political Analyst
- Election Analyst
- Legal/Human Rights Analyst
- Press Officer
- Media and social media Analyst
- Observer Coordinator
- Data Analyst

Applicants are requested to follow the procedure described hereafter. Applications which do not meet all the specified conditions and formal requirements detailed in this procedure will not be considered. The evaluation of applications and selection of successful candidates will be carried out by a selection committee composed of the members from European Commission Service for Foreign Policy Instruments (FPI) and European External Action Service (EEAS).

## **1. CONTRACT CONDITIONS**

The candidates must have a citizenship of one of the European Union Member State for the whole duration of the assignment.

The assignment length is indicative and might be modified.

The fees and allowances are as follows:

Position/fees <sup>1</sup>	Days in country**	Return visit	Briefing/ Debriefing	Home based days	TOTAL
Election Analyst*	56	10	2	4	72
Legal Analyst	56		2	4	62
Political Analyst*	56	10	2	4	72
Press Officer*	56	10	2	4	72
Media Analyst / Social Media Analyst	56		2	4	62
Observer Coordinator	45		2	4	51
Data Analyst	28		2	4	34

\* The Indicative Assignment Length in Days for the position includes the indicative additional availability for the return visit with the Chief Observer (max 10 days). The final decision on the composition of Return Visit participants will be decided by FPI/EEAS.

\*\* Per diem in Sao Tome e Principe: 175 EUR

**All selected candidates are expected to provide a fit to work certificate (template provided in annex) prior to their deployment.** 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 Sao Tome e Principe, the candidates must be **fully vaccinated against Covid-19** with the vaccine approved by the World Health Organisation.

Successful candidates shall follow respectfully and at any time during their assignment as observers, the EU Code of Conduct for Election Observer and its Ethical aspects, as well as the European Commission, EEAS, EU EOM Chief Observer, Deputy Chief Observer, other Core Team members and Service Provider's instructions, in particular security and safety instructions, upon deployment and throughout the EU EOM.

Due to both security and reputational risks, the Core Team members are not allowed to stay in the country, for personal reasons, outside their deployment period. Service Provider is instructed not to modify mission travel tickets.

**The EU EOM is a non-family mission. The European Commission strongly discourages all EU EOM members to bring along their dependents to the country of deployment. Should they decide to do so, they have to be aware that the EU EOM infrastructure cannot be used for them, including in the case of medical or security evacuations.**

**Failure to follow the Code of Conduct, its Ethical aspects and instructions may result in an anticipated termination of the assignment, immediate repatriation to the place of**

<sup>1</sup> All CT members will receive 350 EUR

**residence and non-recommendation for future EU EOMs for following 5 years.**

Contract form: Successful candidates shall sign a Letter of Assignment with the Service Provider for the implementation of the EU EOM. They will be employed as Core Team experts based on the scheme of Commission remunerated external experts foreseen by Article 204 of the Financial Regulation n°966/2012 and its Rules of Application (Article 287). Please note that this scheme requires the expert to sign a *declaration of absence of conflict of interests and confidentiality* (signed upon application) and involves ex-post transparency about the names, functions and remuneration received by the experts, which will be published yearly on the EC website.

Duration of availability/contract duration: Candidates are requested to be available for the period foreseen under “Indicative assignment length”, and during the dates indicated under Point 6. These dates are indicative. Selected candidates will be contracted for the duration specified under Point 1. "Indicative assignment length in days."

Suspension clause: The Letter of Assignment shall also contain a “termination clause” to allow for the termination or suspension of the EU EOM before the initially foreseen end dates, which would also lead to the termination of the respective service contracts with the selected candidates.

Payment: All payments shall be based on an invoice from the successful candidates addressed to the Service Provider. This invoice has to clearly indicate the number of days worked (de facto). Members of the Core Team will be paid an amount which includes fees and per diems for the days actually worked.

## **2. SCREENING OF APPLICATIONS TO ESTABLISH A SHORTLIST**

**Applicants' references and professional experience may be checked and language proficiency tested through phone interviews by European Commission officials during the selection process.**

The selection procedure will follow the steps detailed hereafter. For each position incoming applications will be assessed against the following criteria:

- Complete application received within the deadline at following address: <https://webgate.ec.europa.eu/eom/roster/home>
- **Update** CV registered online in the Roster of European Union election observers at the following address: <https://webgate.ec.europa.eu/eom/roster/home>
- Declaration of availability for the entire deployment period as specified in the tentative timetable of the *section 4* (in case of selection, a subsequent non-availability might impact negatively on the consideration for future core team positions except for cases of “force majeure”).
- Declaration of absence of conflict of interests and of confidentiality.

- **Language proficiency: excellent written and spoken proficiency (level C1)<sup>2</sup> in English and Portuguese is necessary. The working language of the EU EOM is Portuguese and the reporting language of the EU EOM is English.**
- Professional experience: i) participation in at least one Election Observation Missions as Core Team member or three Long Term Observer (LTO) (this may include EOMs organised by other organisations) or at least two election assistance/monitoring/supervision projects. Participation in an EODS/NEEDS core team training for the required position will be taken into consideration and will count for one professional experience as CT member.
- Computer literacy.
- Excellent physical condition and good health to cope with long working hours under particularly tough logistical conditions. Possibility of potentially demanding physical efforts.

In the event that more than three candidates satisfy the aforementioned criteria, the following criteria will be used to establish a shortlist of three candidates:

- Professional experience in EU EOMs and/or EU Election Expert Mission; experience gained in the field of electoral assistance will be considered an asset. Previous evaluations during EU EOMs will also be taken into account by the Selection Committee. **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.**
- Participation in an election observation training course (e.g. Member States training, NEEDS/EODS, EUEOM or other) will be considered an asset, and, in case of a participation in a NEEDS/EODS training session, training feedback will be taken into consideration.
- Knowledge of the country or region will be considered an asset.

### 3. SELECTION OF THE SUCCESSFUL CANDIDATE

The Selection Committee will select one of the three candidates shortlisted for each position taking into consideration the following elements:

- Professional experience in EU EOMs and/or EU Election Expert Missions and other EOMs in the same position and comparable positions.
- Proven managerial capacity, organisational skills and capacity to work as part of a team in past EU EOMs.
- Language proficiency in Portuguese and English (C1).
- Considered strong assets without being exclusive: Experience in the country, in the region, or in similar contexts.
- **The selection committee will also aim to achieve a balanced mix of nationalities and gender in the composition of the Core Team. The European Commission strongly encourages applications from newcomers and recent participants in relevant EODS training courses. These aspects provide additional criteria for the selection of Core Team members.**

**In addition, full flexibility is required from the candidates in terms of mission timetable.**

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<sup>2</sup> 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>

#### 4. COMMUNICATION WITH APPLICANTS

From the publication of this information, candidates are strongly discouraged from contacting the relevant services of the European Commission and the European External Action Service by any means except for submission of their application. All members of the Selection Committee are instructed not to provide any additional information for the present Call for Candidatures. This measure is taken to ensure an equal treatment of all applicants and transparency of the selection process.

The deliberations of the Selection Committee are confidential and its decision is final.

Applicants who are not selected will be informed by email. The Commission does not have capacity to automatically provide individual feedback due to the large number of applicants, however in case of further inquiry please refer to the functional mailbox: [FPI-EUEOM-APPLICATIONS@ec.europa.eu](mailto:FPI-EUEOM-APPLICATIONS@ec.europa.eu)

Candidates are herewith requested to update their CV in the EU Roster <https://webgate.ec.europa.eu/eom/roster/home> prior to submitting their candidature. For the entire selection process and the preparations for deployment, the Commission will only take into consideration the data included in the Roster (departure airport, passport data, email addresses, telephone numbers, etc.). Should a CV not include all the required information, the applicant will be rejected. Further communication by the candidate (for example concerning new departure airport, changed e-mail, etc.) shall not be taken into consideration.

#### 5. CONDITIONS NECESSARY TO ESTABLISH SERVICE CONTRACTS

The deployment of the mission and the finalisation of related contracts depend on the successful finalisation of administrative preparations for the EU EOM.

#### 6. INDICATIVE TIMETABLE

Date	Day	Activity	To and from E-day
12-08-2022	Friday	SP briefing	-44
14-08-2022	Sunday	SP arrival in Sao Tomé	-42
23-08-2022	Tuesday	CT briefing	-33
25-08-2022	Thursday	CT arrival in Sao Tomé	-31
04-09-2022	Sunday	LTO arrival in Sao Tomé	-21
05-09-2022	Monday	LTO briefing in capital	-20
06-09-2022	Tuesday	LTO briefing in capital	-19
07-09-2022	Wednesday	LTO deployment to their AoR	-18
11-09-2022	Sunday	Data analyst arrival	-14
20-09-2022	Tuesday	STO arrival in Sao Tomé	-5

21-09-2022	Wednesday	STO briefing in capital	-4
22-09-2022	Thursday	STO briefing in capital	-3
23-09-2022	Friday	STO deployment	-2
<b>25-09-2022</b>	<b>Sunday</b>	<b>E-day</b>	<b>0</b>
27-09-2022	Tuesday	Preliminary statement	2
27-09-2022	Tuesday	STO return to capital	2
28-09-2022	Wednesday	STO debriefing and departure	3
03-10-2022	Monday	LTO return to capital	8
04-10-2022	Tuesday	LTO debriefing in capital	9
05-10-2022	Wednesday	LTO debriefing in capital and departure	10
08-10-2022	Saturday	Departure of Observer Coordinator and Data analyst	13
19-10-2022	Wednesday	Departure of remaining CT members	24
<b>TBC</b>		CT Debriefing	
24-10-2022	Monday	Departure of SP	29
<b>TBC</b>		SP Debriefing Key Experts	
<b>TBC</b>		<b>Presentation of Final Report</b>	

*(e-signed)*

Heike GERSTBREIN

Annexes:

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

**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

<i>Name &amp; Surname:</i>	
<i>Date of Birth:</i>	<i>ID/Passport No:</i>

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

<i>Doctor' Name &amp; Surname:</i>	
<i>Signature &amp; Stamp:</i>	
<i>Date &amp; Place:</i>	
<i>Email:</i>	<i>Tel:</i>

# MEDICAL DECLARATION

*[to be filled by the involved person]*

<p><b>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.</b></p>									
<p><b>Diabetes, metabolic diseases, respiratory diseases, gastrointestinal diseases, and diseases of the musculoskeletal system</b></p>	<p>If yes; what and when:</p> <p>What was the outcome of the treatment?</p> <p>Is the treatment ongoing, completed or recurrent?</p>								
<p><b>Cardiac and circulatory diseases</b></p> <p>Blood clots, pain/tightness in the chest, high blood pressure, varicose veins, phlebitis, swollen ankles, heart rhythm disorders, pacemaker, elevated cholesterol. Other cardiovascular disorders</p>	<table border="1"> <tr> <td>Yes:</td> <td>No:</td> </tr> <tr> <td colspan="2">If yes; what and when:</td> </tr> <tr> <td colspan="2">What was the outcome of the treatment?</td> </tr> <tr> <td colspan="2">Is the treatment ongoing, completed or recurrent?</td> </tr> </table>	Yes:	No:	If yes; what and when:		What was the outcome of the treatment?		Is the treatment ongoing, completed or recurrent?	
Yes:	No:								
If yes; what and when:									
What was the outcome of the treatment?									
Is the treatment ongoing, completed or recurrent?									
<p><b>Cancer, other tumors/growths, immune system-related disorders</b></p> <p>Any type of cancer or cancer precursor/suspected cancer. Polyps in the bowel, benign tumors/growths</p>	<table border="1"> <tr> <td>Yes:</td> <td>No:</td> </tr> <tr> <td colspan="2">If yes; what and when:</td> </tr> <tr> <td colspan="2">What was the outcome of the treatment?</td> </tr> <tr> <td colspan="2">Is the treatment ongoing, completed or recurrent?</td> </tr> </table>	Yes:	No:	If yes; what and when:		What was the outcome of the treatment?		Is the treatment ongoing, completed or recurrent?	
Yes:	No:								
If yes; what and when:									
What was the outcome of the treatment?									
Is the treatment ongoing, completed or recurrent?									
<p><b>Neurological disorders</b></p> <p>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</p>	<table border="1"> <tr> <td>Yes:</td> <td>No:</td> </tr> <tr> <td colspan="2">If yes; what and when:</td> </tr> <tr> <td colspan="2">What was the outcome of the treatment ?</td> </tr> <tr> <td colspan="2">Is the treatment ongoing, completed or recurrent?</td> </tr> </table>	Yes:	No:	If yes; what and when:		What was the outcome of the treatment ?		Is the treatment ongoing, completed or recurrent?	
Yes:	No:								
If yes; what and when:									
What was the outcome of the treatment ?									
Is the treatment ongoing, completed or recurrent?									
<p><b>Psychiatric and behavioral disorders</b></p> <p>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</p>	<table border="1"> <tr> <td>Yes:</td> <td>No:</td> </tr> <tr> <td colspan="2">If yes; what and when:</td> </tr> <tr> <td colspan="2">What was the outcome of the treatment ?</td> </tr> </table>	Yes:	No:	If yes; what and when:		What was the outcome of the treatment ?			
Yes:	No:								
If yes; what and when:									
What was the outcome of the treatment ?									

psychiatric disorders and symptoms?	Is the treatment ongoing, completed or recurrent?	
<b>Alcohol and intoxicating substances/narcotics(?)</b>	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?		
<b>Allergies</b>	Yes:	No:
Drugs, Foods, Other	If yes, what kind?	
<b>Do you presently take any kind of medicine</b>	Yes:	No:
	If yes, what kind of medicine and for what reason:	
<b>Previous hospital admissions</b>	Yes:	No:
	If yes; for what and when?	
	If yes, is the treatment ongoing or are you cured?	
<b>Other remarks</b>	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.**

<i>Name &amp; Surname:</i>	
<i>Date of Birth:</i>	<i>ID/Passport No:</i>
<i>Signature:</i>	
<i>Date and Place:</i>	



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**

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- 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 health/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](mailto: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](mailto: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](mailto: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