



GENERAL GUIDELINES FOR THE INTERNATIONAL OBSERVER TEAM
5TH PRESIDENTIAL ELECTIONS, SRI LANKA – NOVEMBER 2005

Thank you for volunteering to join our International Team of observers to observe the forthcoming Presidential Elections in Sri Lanka. This is the 5th Presidential Elections to be held in the country and it takes place on the 17th of November 2005.

You will be part of a select group of International Observers drawn from various organizations and countries world wide comprising 110 persons. In addition to International Observers there will be 20,000+ local observers who will function during the elections.

Below you will find some basic information and Items Needed for Accreditation:

1. Travel Arrangements

You will be required to make your own travel arrangements and arrive in Colombo on the 10th of November 2005. In case flight schedules are such that you could not reach here on the 10th then you could advance your arrival to the 9th Nov. 2005. However, if you are unable to arrive before the 11th due to an exceptional reason, you should inform us in advance and obtain approval. Please confirm your flight details in the Pre-Registration form emailed to you. You will be picked up at the air port by our hotel representatives. For those sponsored by PAFFREL, please purchase an economy class ticket and ensure you bring original receipts and boarding passes for reimbursement. If you need to reconfirm your departure, please handover your ticket to the International Observers Coordination Team before you are deployed out of Colombo.

2. Visa

From those arriving in Sri Lanka from most countries, tourist visas for up to 30 days are granted on arrival. Please check this prior to departure. However, if you require a letter to obtain your visa in advance, please inform us so PAFFREL can fax you an official letter of invite. Should you need to purchase a visa, please keep the receipt of any visa fee paid, so we may reimburse upon arrival. We also require a digital photo of every observer to prepare accreditation cards, which will be signed by the Commissioner of Elections. Please send us the photograph as soon as possible, if you have not already done so.

3. Host Hotel

Mount Lavinia Hotel which is about 6 km south of Colombo will be the host hotel for all International Election Observers of PAFFREL. All observers will stay there while in Colombo during the briefing and de-briefing. Accommodation at the hotel will be mostly on twin sharing basis.

Below is the address and contact details of the hotel.

Postal Address:

Mount Lavinia Hotel
100 Hotel Road
Mt. Lavinia, Sri Lanka

Telephone:

+94-11-271-5521, -7

Fax:

+94-11-273-0726/8228



4. Insurance Coverage

Each International Election Observer below the age of 60 years will automatically be covered up to Rs. 1,000,000.00 for personal accident by group coverage insurance taken by PAFFREL. For this purpose, please ensure you have filled in your date of birth on the Information Sheet.

5. Training & Briefing

Some of you may have previous experience in election monitoring while others would be acting as observers for the first time. Despite the varied backgrounds it will be necessary for you to be fully briefed on the current election. The background to elections in our country, the election laws, reporting formats and a range of other crucial and pertinent issues will be covered during the two days of briefing. Therefore, it is imperative you attend the briefing which will take place on the 11th and 12th of November. At the briefing you will also meet your other team member, with whom you will observe the election. Please study the Constitution and the Election Law, sent via email to you, before your arrival Sri Lanka.

6. Deployment

Generally, a team consists of two International Observers together with an interpreter. Teams will be deployed island wide in all 22 Electoral Districts. Except for a few observers who will be assigned duties in Colombo and surrounding suburbs all others will be deployed to areas outside Colombo. Teams will be deployed to their deployment areas on the evening of November 12th or the morning of the 13th dependent on the location of your deployment. Please remember that while all efforts are made to deploy you to an area of your choice, you may get deployed to another district dependent on your experience and background. In districts likely to have more election activity and possible violations of election laws, more International Observers will be deployed. We will let you know the deployment plan after arrival.

7. Accommodation and Transport

For your stay out of Colombo during deployment, every effort has been made to make your stay as comfortable as possible. Please note top class accommodation available in Colombo may not be available in all locations of deployment. An air-conditioned micro bus or van will be made available to you for transporting you and your team members to your deployment area and thereafter for the duration of your election work.

8. Reporting

It is very important you send in reports of pre-election and Election Day observations to the designated phone/fax number in an accurate, appropriate and timely manner as instructed during training. Please remember speed, accuracy, and clarity in reporting are crucial and your reports on Election Day will form the basis for PAFFREL's Election Day communiqué which will be issued by 8.00 pm on election night. We will give you a soft (electronic) copy of the report formats which will enable you to send your report by e-mail from the districts, if possible.

9.



Debriefing

International Observers within 125 kilometers from Colombo should travel back and return to the Mt. Lavinia Hotel after the polling station has closed on November 17th. All others will leave their deployment areas early the following morning and return to Colombo.

Debriefing will be an on-going process and each team will debrief soon after their return. Both oral and written reports should be submitted during the debriefing sessions. The debriefing will start at 10:00 AM on November 18th and continue till the last team has debriefed.

10. Conclusions of Mission

International Observers are free to leave the country following their team's debrief on the 18th of November or on the following day, the 19th of November. If flights out of the country are not possible on these days, it is possible to check out on November 20th at the latest. PAFFREL will have a Press Conference on the 19th where we present our Election Day findings to the media.

PAFFREL Coordinating Team for International Observers

The PAFFREL Coordinating Team for International Observers will be based in the Conference room of the Mount Lavinia Hotel starting Monday, November 7, 2005.

Contact Information:

Office Number: +94-11-2715221,-7
Direct Lines: +94-11-5624722
 +94-11-5624723
Email: paffactivity@eol.lk

The following persons could be contacted for information or assistance.

Ms. Bella Desai, <i>Communications Coordinator</i>	+94-77-35023-61
Mr. Chitty Jayawardena, <i>Logistics Coordinator</i>	+94-77-35023-61
Ms. C. Kanageshwari, <i>Interpreters Coordinator</i>	+94-71-472-3311
Mr. Kamal Perera, <i>General Support</i>	+94-77-632-4525