

**NORDEM
ANNUAL REPORT 2004**

Copyright: the Norwegian Centre for Human Rights/NORDEM.

NORDEM, the Norwegian Resource Bank for Democracy and Human Rights, is a programme of the Norwegian Centre for Human Rights (NCHR), and has as its main objective to actively promote international human rights. NORDEM is jointly administered by NCHR and the Norwegian Refugee Council. NORDEM works mainly in relation to multilateral institutions. The operative mandate of the programme is realised primarily through the recruitment and deployment of qualified Norwegian personnel to international assignments which promote democratisation and respect for human rights. The programme is responsible for the training of personnel before deployment, reporting on completed assignments, and plays a role in research related to areas of active involvement. The vast majority of assignments are channelled through the Norwegian Ministry of Foreign Affairs.

NORDEM Report is a series of reports documenting NORDEM activities and is published jointly by NORDEM and the Norwegian Centre for Human Rights.

Series editor: Siri Skåre

Series consultants: Hege Mørk, Gry Kval, Christian Boe Astrup

The opinions expressed in this report are those of the author(s) and do not necessarily reflect those of the publisher(s).

ISSN: 1503–1330

ISBN: 82–90851–90-1

NORDEM Report is available online at:

<http://www.humanrights.uio.no/forskning/publ/publikasjonsliste.html>

1. INTRODUCTION AND BACKGROUND

NORDEM, the Norwegian Resource Bank for Democracy and Human Rights, supplies international organisations with qualified personnel at short notice, for assignments connected to the development of democracy and respect for human rights.

NORDEM is operated by the Norwegian Centre for Human Rights (NCHR), in close collaboration with the Norwegian Refugee Council, NRC. Most requests for personnel are submitted through the Royal Norwegian Ministry of Foreign Affairs, MFA, which also finances the majority of NORDEM's assignments.

The secretariat of NORDEM consists of three positions at the NCHR. Employed staff in 2004 were Siri Skåre (project director), Gry Kval (project co-ordinator) and Hege Mørk (project co-ordinator), with Ingrid Kvammen Ekker filling in on temporary assignment until August 2004. These three positions are funded under the terms of the five-year agreement between the NCHR and the Foreign Ministry, which commenced in June 2001. Additionally, several members of the Norwegian Refugee Council staff are involved in the daily running of NORDEM, funded by the 10% administration fee charged by NORDEM for its secondment work.

Overview

Work in 2004 focused on NORDEM's core spheres of activity: responding to requests for personnel, providing courses and training, and further developing contacts with its network of partners.

In 2004 NORDEM received numerous requests for secondment of personnel, the majority of which came from the Organisation for Security and Co-operation in Europe (OSCE) and its Office for Democratic Institutions and Human Rights (ODIHR), as well as from the European Union Monitoring Mission in the Balkans (EUMM) and the United Nations Mission in Kosovo (UNMIK). In addition, the Norwegian Ministry of Foreign Affairs requested NORDEM to undertake recruitment of personnel for several EU election observation missions.

All requests were dealt with, and resulted in 96 contracts covering approximately 320 months of work. Of the personnel seconded in 2004, 42% were women. Some 43% of all contracts involved long-term assignments (six months or more). More than half of all assignments – 57% of the total – were election observation missions, of which 60% were short-term assignments.

NORDEM also forwards information on vacancies for non-secondment assignments with such organisations as the UN Department for Peacekeeping Operations and the OSCE to qualified members of its database. Any further follow-up takes place directly between the organisation and the potential applicant. Furthermore, NORDEM regularly receives requests for expertise, lecturers and other types of information dissemination.

Total turnover in 2004 was more than NOK 27 million, including administrative costs (based on budget figures).

2. SECONDMENTS

Long-term assignments (minimum duration 6 months)

As of 31 December 2004, NORDEM had 22 long-term seconded personnel working in the OSCE region – mainly in the Balkans, but also in Central Asia and the Caucasus. Of these 22, there were five seconded to the OSCE, eight to the EUMM, two to the OHR (Office of the High Representative), one to the EUPM (European Union Police Mission in Bosnia-Herzegovina), four to UNMIK, one to the UNDP, and one to the OSCE High Commissioner on National Minorities, in The Hague.

More specifically:

- Bosnia and Herzegovina:
 - OSCE Mission: One project manager, one regional education coordinator, one youth policy project manager and one legal adviser
 - OHR: One political advisor and one veterinarian
 - EUPM: One political advisor
 - EUMM: Three political analysts and one head of delegation
- Croatia:
 - UNDP: One democratic governance assistant
- Serbia:
 - OSCE Mission: One senior political officer
 - EUMM: One political analyst at Bujanovac regional office (Southern Serbia); one political analyst at head office in Beograd
- Kosovo:
 - UNMIK HPD: Four legal officers
 - UNMIK Office for Missing Persons and Forensics: One identification officer
- Former Yugoslav Republic of Macedonia:
 - EUMM: One political analyst
- Albania:
 - EUMM: One political analyst
- Moldova:
 - OSCE Mission: One human dimension officer (responsible for OSCE human rights activities) at mission office in Chisinau

- Kazakhstan:
 - OSCE Mission: One head of mission

- Tajikistan:
 - OSCE Mission: One senior economic affairs officer at head office in Dushanbe; one field officer in Khujand

- The Hague:
 - OSCE High Commissioner on National Minorities: One project officer

- Vienna:
 - OSCE Secretariat: One analyst/researcher and one junior mission programme officer at the OSCE Conflict Prevention Centre

- Afghanistan:
 - One sports advisor to the Afghan authorities, especially in connection with preparations for the 2004 Olympic Games and the participation of women.

Election observation 2004

Throughout the year, NORDEM recruited observers to various election observation missions in the OSCE region, co-ordinated through the OSCE Office for Democratic Institutions and Human Rights:

- Russia: Two long-term observers to the presidential election in March
- Georgia: One long-term and six short-term observers to the parliamentary elections in March
- Macedonia (FYROM): One long-term and two short-term observers to the presidential election in April
- Serbia: One long-term observer to the presidential election in June
- Kazakhstan: One long-term and three short-term observers to the parliamentary election in September
- Bosnia-Herzegovina: Four short-term observers to the local elections in October
- Ukraine: One long-term and eight short-term observers to the presidential elections, October–December
- Belarus: One long-term and two short-term observers to the parliamentary election in October
- Macedonia (FYROM): One long-term and four short-term observers to the referendum in November
- Uzbekistan: One long-term observer to the parliamentary election in December.

The Council of Europe was involved in observation of the October 2004 elections, to which both long- and short-term observers were recruited.

Furthermore, NORDEM recruited two long-term observers to the EU's election observation missions to the parliamentary election in Malawi, two long-term observers to the parliamentary and presidential elections in Indonesia, and two long-term observers to the elections in Mozambique in December 2004.

In connection with the recall referendum of the President in Venezuela, NORDEM seconded two short-term observers to the Organization of American States (OAS) election observation mission.

Other activities

The NCHR's monitoring project in Ethiopia concerning the *Derg* court cases (under way since 2000), continued in 2004. NORDEM has administered the project, in collaboration with NCHR researcher Kjetil Tronvoll.

A report concerning the education situation in Macedonia has been prepared, and will be published early in 2005.

3. NORDEM ADVISORY COUNCIL

The Advisory Council consists of representatives from the Norwegian Ministry of Foreign Affairs and one representative each from the NCHR and the Norwegian Refugee Council. In addition, the Director of NORDEM and a representative from NORAD have observer status.

In the course of 2004 the Advisory Council held three meetings, at which current issues were discussed. In addition, the Council prepared the *Terms of Reference* for an assessment of future demand for NORDEM personnel. This assessment is to be completed within the first half of 2005.

4. CONTACT WITH NORDEM MEMBERS; INFORMATION DISSEMINATION

NORDEM ensures that its member database is continually updated. Once a year, all members are requested to confirm their availability for NORDEM assignments through existing agreements concluded with their employers.

All members receive the quarterly NORDEM newsletter, as well as the bi-monthly NCHR newsletter.

5. RECRUITMENT

General recruitment to the NORDEM stand-by force has been postponed until 2005, awaiting the results of the ongoing assessment (*see point 3 above*).

6. COURSES AND TRAINING ACTIVITIES

Basic course in fieldwork concerning human rights

All newly recruited members of the NORDEM stand-by force attend a 6-day introductory course in conducting fieldwork related to human rights and democratisation (see Annex 1 for course programme).

The course, which is held in English, provides a basic introduction to the international human rights system as a framework for understanding the practical implications of systematic efforts for democracy and human rights. This is supplemented by a further focus on practical realities in the field, and on how NORDEM functions as a mechanism for deploying/seconding personnel.

Of NORDEM members recruited in 2003, 19 participated in the course in May 2004.

Course in election observation methodology

In October, a separate three day course in election observation was held for 16 members of NORDEM's stand-by force and six participants from the Norwegian Ministry of Foreign Affairs took part in the course. (See programme in annex 2.)

Course for *Styrkebrønn*: 'The Norwegian Crisis Response Pool'

In autumn 2003, the Norwegian Ministry of Justice established a stand-by force for civilian handling of crisis situations in the justice sector (*Styrkebrønn* in Norwegian). The Norwegian Crisis Response Pool consists of 28 representatives – judges, public prosecutors, police lawyers and personnel from the prison service. NORDEM was asked to develop for the Crisis Response Pool a training module in Rule of Law Fieldwork Preparations; this resulted in a training course held in January 2004. (See programme in annex 3.)

Course in SADC election observation standards

In co-operation with the South African programme at the NCHR, NORDEM arranged a course on the recently adopted standards for election observation in the SADC region. Fifteen NORDEM members attended, together with five participants from the South Africa Programme.

Course in election observation, University of Bergen

In January 2004, lectures on international election observation and NORDEM were given to students of election observation at the University of Bergen, Norway.

7. BRIEFING AND FOLLOW-UP

Briefing prior to deployment of personnel

NORDEM holds briefings prior to all new assignments. The aim is to prepare personnel for the work and work situation that can be expected in the organization and country in question. A standard briefing consists of the following components:

- update on the political and human rights situation
- information about the organisation that requested the personnel
- orientation on working methods
- personal security in the field
- contract, insurance policy, etc.
- reporting routines

Field visits

Field visits constitute an important part of NORDEM's follow-up routines. The NORDEM secretariat meets the secondee in the field and conducts separate meetings with the receiving organisation to assess how the secondee is functioning. In 2004, field visits were conducted to Bosnia and Herzegovina, Montenegro, Kosovo and Macedonia.

Performance evaluation

The performance of all personnel seconded by NORDEM is always evaluated, also by the receiving organisations. The secondee's immediate superior is given a separate performance evaluation form to be completed at the end of the contract period and submitted directly to the NORDEM secretariat. (See annex 4.)

Before a personnel contract can be extended, a mid-term performance evaluation form has to be completed by the secondee's superior in the field. The feedback will be decisive in determining whether an extension will be granted.

8. TRAINING AND INFORMATION MATERIAL

NORDEM manual

The main component in the training of NORDEM personnel is the *NORDEM Manual on Human Rights Monitoring*, which has been widely distributed and is also available on the Internet. It provides an introduction to human rights, the UN's involvement in human rights, the various tools and mechanisms for promoting and protecting human rights, and the agencies and bodies involved in human rights work. It further discusses how to conduct human rights monitoring in the field, monitoring of prosecuting and judicial authorities, trial monitoring, election observation, preparation of cases to the ICTY and, finally, practical aspects of working in the field, such as personal security and health. The manual is concise and is intended as a tool for those who will be working for international organisations. 2004 witnessed increased demand for the manual.

Information material for specific assignments

In conjunction with each new assignment, NORDEM compiles documents relevant to that assignment, the receiving organisation and the country. This material – articles, country information, human rights reports, previous NORDEM reports, reports from the receiving organisation, etc. – is sent to the personnel recruited for the assignment. In connection with election observation missions, documentation on the relevant legal provisions is also supplied.

NORDEM Reports

All personnel recruited by NORDEM are debriefed after completion of the field assignment. They are then expected to prepare a final written report. Several of these reports, especially those from election observation missions, are published as NORDEM reports and made available on the Internet (see separate list, annex 5). Non-published reports are available upon request from NCHR/NORDEM.

9. NETWORKING

It is important to spread awareness of NORDEM and its extensive experience in recruiting, training and placing personnel. NORDEM was the first of its kind in recruiting and training personnel within the fields of human rights and democratisation

for international organisations. It has later inspired other countries, and is regarded as a well functioning system. NORDEM considers it highly useful to maintain contact with other similar institutions and to participate in their training courses, not least since NORDEM is constantly seeking to improve and develop its courses and briefing routines. Similar positive feedback concerning the importance of this exchange of experience has been voiced by external guests participating in NORDEM courses.

In the course of 2004, the secretariat participated in numerous meetings and workshops. These included several meetings at the OSCE in Vienna, a meeting on OSCE election standards, an OSCE meeting on training and recruitment, meetings with the European Commission regarding collaboration in EU's election observation missions, and an EU conference in Dublin on the role of civil society in preventing armed conflicts. NORDEM has also participated in the EU's joint training programme for election observers, NEEDS – the Network of Europeans for Electoral and Democracy Support.

ANNEXES:

(The annexes are not published in this pdf edition. You will find most of them on the NORDEM web pages, in the www.humanrights.uio.no site)

1. Course programmes
2. Performance evaluation form
3. List of publications
4. NORDEM mandate