

The Concept of Trainings of District and Precinct Election Commission members for the October 31, 2015 Interim Parliamentary Elections

1. Training for the members of district election commissions

The representatives of the Training Center will provide trainings to district election commissions. The trainings will be implemented in two stages:

First Stage will be dedicated to the training of full composition of district election commissions (13 members). The following main training modules will be covered:

- activities of district election commission during the pre-election period;
- registration of electoral stakeholders;
- receiving election documentation at the district election commissions, summarizing voting results;
- the rule of filing and review of an applications/complaints;
- First session of a precinct election commission and the instruction for the first session (episodic staging).

Implementation period - September 28.

Stage two will be dedicated to briefing of the full composition of district election commission (13 members) around holding episodic staging of the polling day at election precincts (episodic staging envisages performing practical exercise of the procedures to be conducted from 7:00 am to 8:00 pm and of drawing up polling results summarizing protocol).

Implementation period - October 22-23.

2. Training Election Administration Trainers (TOT)

For the implementation of the training program for the members of precinct election commissions 4 trainers were selected from the database of trainers of the Election Administration; these trainers will take a preparatory course in electoral legislation and training skills.

Implementation period - September 25-27.

3. Training for the members of precinct election commissions

At the first stage members of district election commissions will brief the members of precinct election commissions about the rule of electing leadership at the first session of a precinct election commission and will provide to them the training instructions prepared by the Training Center.

Implementation period -- September 29 – October 1.

Second Stage will be dedicated to the training of full composition of precinct election commission (13 members). The following training modules will be covered:

- activities of precinct election commissions during the period up to the voting day (unified list of voters, special list and the rule of forming a list of a mobile ballot box);
- activities of precinct election commissions on the voting day (opening election precincts and procedures to be conducted prior to voting, the voting process, closing an election precinct, summarizing polling results);
- Applications/complaints on the polling day.

Implementation period -- October 5-13.

Stage three will be dedicated to the training of precinct election commission leadership -- chair, deputy chair, secretary. The following training modules will be covered:

- powers of the leadership of precinct election commission (including, working with electoral documentation, the rule of drawing up summarizing protocol);
- Applications/complaints of the polling day.

Implementation period -- October 16-21.

Stage four will be dedicated to episodic staging of the polling day. Training Center trainers and members of district election commissions, at the venues of election precincts will brief the members of precinct election commissions, following which the members of commissions will practically stage the polling day (episodic staging envisages performing practical exercise of the procedures to be conducted from 7:00 am to 8:00 pm and of drawing up polling results summarizing protocol).

Implementation period -- October 24-28.

Additional trainings to the changed (new) members of precinct election commissions - According to electoral legislation after the expiration of deadlines for recalling members of precinct election commissions it is envisaged to provide additional trainings to new members of precinct election commissions.

The following key training modules will be covered:

- the activities of precinct election commission during the period up to the voting;
- activities of precinct election commissions on the voting;
- applications/complaints on the polling day.

Implementation period -- October 22-23.

4. Training materials and methodology

For the enhancement of the election administration members' knowledge of procedures, the training materials developed for trainings comprise the following: guidance, the collection of practical exercises, test questionnaires, electronic training programs and a teaching film "Polling Day Procedures." A combined methodology will be used at the training (verbal, practical, interactive and role).