Action Plan of Election Administration for 2015

Strategic Pillar 1: Institutional Strengthening

Strengthen independence, professionalism of and confidence in the Election Administration; establish a system with an effective budget policy and continuous organizational and professional development. Contribute to the development of democratic processes.

№	Activity	Term for Implementation of the Activity												Indicator	Resource / Responsible
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII		
1.1	Improve/review the rule for reporting and drafting annual action plan		▓	▓	▓	▓	▓							Number of recommendations considered/Updated rule	Coordination, Management and Reporting Department Finance Department
1.2	Establish new mechanisms for auditing, monitoring and evaluating activities										▓	▓	▓	Responsible unit defined	CEC Responsible Unit
1.3	Increase CEC members' role (participation) in implementation of the strategy							▓	▓	▓	▓	▓	▓	Number of mechanisms suggested for increasing initiatives of the CEC members	Coordination, Management and Reporting Department

No.	Activity	Result	Responsible
1.4	Develop the work concept of election administration	Concept document is developed	Working Group Coordination, Management and Reporting Department
1.5	Develop effective organizational structure of the CEC staff	Updated organizational structure is created	CEC
1.6	Improve communication system between the CEC and District Election Commissions (DEC) during the election and non-election period	Communication plan is updated	Public Relations Department Organizational Department Coordination, Management and Reporting Department
	Improve the communication system among the CEC structural units		
1.7	Improve financial management, accounting, and inventory accounting process at the DECs	Instruction is developed	Finance Department
1.8	Develop effective mechanism for attracting and maintaining qualified staff	HR policy document is developed	Administrative Department

No.	Activity	Indicator	Responsible Department
1.9	Employ persons with disabilities at the CEC	Not less than 2 employed persons with disabilities	Coordination, Management and Reporting Department
1.10	Improve, update and introduce evaluation forms and staff's work descriptions	Clearly defined functions for each job position, flexible assessment system and relevant decisions	Administrative Department
1.11	Create training system for the staff	Annual plan of the trainings is elaborated	Administrative Department
		Resources retrieved / Modules developed	CEC Training Center
		Number of trainings	
1.12	Develop/introduce orientation training system	Training-module is elaborated	Administrative Department
1.13	Participate in conferences and working meetings	Number of trainings and working meetings abroad	Public Relations Department
1.14	Participate in observation missions	Number of international observation missions	Public Relations Department

No.	Activity	Indicator	Responsible
1.15	Trainings for the DEC members on media relations	Not less than 70 trained DEC members	Public Relations Department
1.16	Improve qualification of the DEC member in HR and correspondence management	DEC Chairpersons are trained	Administrative Department
1.17	Develop and implement the plan for repair works at the DECs	Instruction is elaborated	Organizational Department Finance Department
1.18	Conduct various repair-rehabilitation works to improve infrastructure of the election administration	Work environment and infrastructure is properly arranged	Finance Department
1.19	Regular collaboration with self-governing bodies in order to adapt election precincts	Number of adapted election precincts	Coordination, Management and Reporting Department Organizational Department
1.20	Utilize and use contemporary electronic programs in election processes	Needs assessment / Design-update	Informational Technologies Department
1.21	Certification of election administration officials	Not less than one certification exam is conducted	CEC Training Center

			Result/Indicator	Responsible Unit
1.22	Ensure certification program of election administration officials on the basis of the administration		New program is developed on the relevant bases	Informational Technologies Department
1.23	Update on-line registration system for certification applicants		User friendly registration system	Informational Technologies Department
1.24	Improve the system of electronic bookkeeping of the administration property		Inventory accounting conducted	Finance Department
1.25	Update electronic correspondence system (eDocument)		Updated system	Administrative Department
1.26	Perfection of Election Process Management System (EPMS)		Assessed needs	Informational Technologies Department Organizational Department
			Number of new or/and updated modules according to the needs	
1.27	Update and improve electronic system of HR management, integrate it into electronic information system; implementation of the system		Complete, flexible and efficient HR database	Administrative Department Informational Technologies Department

№	Activity		Expected result	Responsible
1.28	Improve electronic archive system, integrate electronic information into program, and implement		Flexible and operative search system for documents, complete electronic database of election administration updated	Administrative Department
1.29	Update server part and increase information storage capacity		Information storage capacity is increased	Informational Technologies Department Finance Department
1.30	Create informational security policy document		Draft project of the informational security policy document is created	Security Council Information Security Manager
1.31	Develop mechanisms for collaboration with state agencies in order to ensure placement of Precinct Election Commissions in appropriate buildings		Main plan of placement is developed	Organizational Department DECs
1.32	Define alternatives buildings for placing Precinct Election Commissions		Plan of alternative buildings incorporated in the main plan	Organizational Department DECs
			Alternative plan is developed	

No.	Activity	Timeline	Expected Result	Responsible
1.33	Create image-advertisement concept		Image-advertisement campaign with new concept is implemented	Public Relations Department
1.34	Update the CEC official web-page		Web-page updated	Public Relations Department Informational Technologies Department
1.35	Adapt the CEC official website for visually impaired voters		CEC official website is adapted	Public Relations Department Informational Technologies Department Coordination, Management and Reporting Department
1.36	Update the CEC Training Center website		Updated web-page	CEC Training Center
1.37	Implement new projects and programs in cooperation with international organizations and election administrations of other countries		Number of the requested events	CEC CEC Training Center
1.38	Host the annual meeting of election management bodies		Number of participant/organizations	Public Relations Department

																	Indicators	Responsible
1.39	Design electronic version of the exhibition - History of Elections																	Electronic version of the exhibition uploaded on the CEC website	Public Relations Department Informational Technologies Department
1.40	Organize social events																	Not less than three organized events	Administrative Department

Strategic Pillar 2: Civic and Voter Education

Increase the level of civic engagement through educational programs; increase voter turnout and increase the number of informed voters

																	Indicators	Responsible
2.1	Implement pilot projects for the public high school students																	Number of conducted seminars/ Number of public schools/ number of students	CEC Training Center Organizational Department DECs
2.2	Implement pilot projects for public school students in regions densely populated with ethnic minorities																	Number of conducted seminars/ Number of public schools/ number of students	CEC Training Center Organizational Department DECs Coordination, Management and Reporting Department
2.3	Informational meetings with underprivileged children (age 16-17 years old)																	Number of conducted meetings/participants	CEC Training Center

No.	Activity	Indicator	Responsible
2.4	Short seminars for young voters at the universities	Number of conducted seminars, Number of universities/Number of students	CEC Training Center
2.5	Learning course on election law at high education institutions in Georgia	Number of universities /alumni	CEC Training Center
2.6	Legal clinic	Number of the Universities and participant students	CEC Training Center
2.7	Organize debates between students at the universities	Number of conducted debates/number of participants	CEC Training Center
2.8	Develop and implement summer school project	Pilot project elaborated	Working Group
		Studying materials elaborated	CEC Training Center / Organizational Department
		TOT trainings conducted/Number of trained trainers	Finance Department / DECs

№	Activity																		Indicator	Responsible
									▓	▓									Number of conducted trainings/ Number of summer school participants	
2.9	Develop and implement informational/learning programs for ethnic minority voters including youth representatives								▓	▓	▓	▓	▓	▓					Syllabus elaborated	CEC training Center Organizational Department Coordination, Management and Reporting Department Relevant DECs
									▓	▓									Number of types of information-learning materials	
											▓	▓	▓	▓					Number of conducted events	
2.10	Develop and implement informational/learning programs for voters with disabilities							▓	▓	▓									Number of events	CEC Training Center Coordination, Management and Reporting Department DECs
													▓	▓	▓				Number of information-learning material types	
													▓	▓	▓				Number of participant persons with disabilities	
2.11	Elaborate and implement informational/learning programs for stakeholders									▓	▓	▓							Syllabus elaborated	CEC Training Center
													▓	▓					Number of participant parties/subjects	
													▓	▓					Number of participants	

No.	Activity	Indicator	Responsible
2.12	support conducting internal election in various organizations / institutions	Number of organizations that received the service in response to their request	CEC Training Center Organizational Department
2.13	Organize open door days in election administration	Number of conducted open door days	Public Relations Department CEC training Center Coordination, Management and Reporting Department
2.14	Improve the rule for conducting grant competition	Amendments are made to the rule	CEC CEC Training Center
2.15	Define priority directions	Number of priorities	CEC
2.16	Organize grant competition	Number of financed projects, Monitoring reports	CEC Training Center
2.17	Improve working format with international and local organizations, and working groups in election administration (persons with disabilities, gender, ethnic minorities)	Regulations elaborated for working groups (persons with disabilities, gender, ethnic minorities)	Gender equality commissionCoordination, Management and Reporting Department
		Number of regular meetings with persons with disabilities	

																Number of regular meetings on gender issues	
																Number of regular meetings with ethnic minority representatives	

Strategic Pillar 3: Electoral Environment																	
Create an inclusive electoral environment through the active participation of stakeholders in election processes, support improved legislation.																	

3.1	Organize workshops with DEC members to discuss legislative gaps in election code norms revealed during the 2014 elections; Elaborate project of recommendations and amendments to the election code of Georgia															Organize not less than 7 meetings; document on amendments	Legal Department Organizational Department
3.2	Introduce analysis of DEC legal acts and disputes resolution															Organize not less than 7 meetings	Legal department Organizational Department
3.3	Organize workshops/seminars with DECs to establish uniform application of disciplinary liability measures															Organize not less than seven meetings	Legal department Organizational Department

No.	Activity		Indicator	Responsible
3.4	Conduct meetings with the CEC structural units/CEC Training Center in order to study legislative gaps and analyze CEC decrees		Meetings conducted with CEC departments/CEC Training Center	Legal department
3.5	Conduct workshops with NGOs in order to analyze submission of application-complaint		Number of meetings/participants	Legal department
3.6	Support electoral process integrity		Develop draft project of the plan for election integrity management	CEC
3.7	Design voters' information calendar on election procedures(including for persons with disabilities and ethnic minorities on Georgian-Azeri-Armenian languages)		Calendar is designed	Coordination, Management and Reporting Department CEC Training Center
3.8	Study other countries experience on participation of visually impaired voters in election and introduce /implement it in elections.		Report/presentation on other countries practices	Coordination, Management and Reporting Department

No.	Activity	Timeline	Indicator	Responsible
3.9	Create potential employees' reserve of ethnic minorities in election administration		Number of trained reserve in database	Organizational Department DECs CEC Training Center Coordination, Management and Reporting Department
3.10	Elaborate action plan on activities carried out for ethnic minority representatives		Updated action plan	Coordination, Management and Reporting Department
3.11	Elaborate action plan on activities carried out for persons with disabilities		Updated action plan	Coordination, Management and Reporting Department
3.12	Develop Gender policy of the election administration		Policy document elaborated	Gender Equality Commission Coordination, Management and Reporting Department

3.13	Trainings on gender issues in relation with elections		Number of conducted trainings/participants	Gender Equality Commission Coordination, Management and Reporting Department
3.14	Consider gender equality issues while organizing grant competitions		Gender equality and women participation is defined as one of the priority for grant competition Amount of allocated finances Number of beneficiary projects financed	CECTraining Center
3.15	Organize meetings of the CEC target working groups in order to exchange information and asses needs		Number of Meetings /participants	Public Relations Department Coordination, Management and Reporting Department

No.	Activity													Result	Responsible
3.16	Process election data according to gender composition													Election data is processed according to gender composition	Gender Equality Council

Coordination, Management and Reporting Department

Informational Technologies Department

Administrative Department

Organizational Department |
| 3.17 | Collaborate with the local self-governing bodies/Service Development Agency/Public Service in order to precise the DEC/PEC borders | | | | | | | | | | | | | Instruction for DECs and Organizational Department on collaboration with other agencies is elaborated | Organizational Department

Informational Technologies Department

DECs |
| 3.18 | Develop mechanism for verification of addresses on the spot by the DECs | | | | | | | | | | | | | Mechanism for verification of addresses on the spot is integrated in main instruction | Organizational DepartmentInformational Technologies DepartmentDECs |
| 3.19 | Update voter lists | | | | | | | | | | | | | Updated list | Informational Technologies Department |

Strategic Pillar 4: Electoral Operations

To ensure Election Day is organized on a highly professional level; to inform society of ongoing election processes and results in an efficient manner;

No.	Activity	Timeline	Outcome	Responsible
4.1	Organize and conduct By-elections		By -elections Plan is elaborated Election activities implemented Election conducted	CEC Relevant DECs CEC Training Center
4.2	Elaborate and publish standards for publishing statistical data of political parties/election subjects financing		Form of the standardInformation published on the CEC web-page according to the standard	Finance DepartmentInformational Technologies Department
4.3	Develop standard for the statistical data on election expenses		Form of the Standard is elaborated and published on the CEC web-page	Finance Department Informational Technologies Department
4.4	Create unified statistical data (database) of election information/regularly publish		Needs identified for creating catalog of statistical data and the catalog is created	Working Group

4.5	Simplify procedures / study existing practice through technological innovations and elaborate recommendations													Exciting practice of data transfer analyzed (from the precincts to the CEC)	CEC Organizational Department
4.6	Regular update of the CEC and CEC Chairpersons' Facebook pages													Number of Likes on CEC Facebook page	Public Relations Department
														Number of Likes on CEC Chairpersons Facebook page	