

The Concept of Trainings of District and Precinct Election Commission members for the October 8, 2016 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;
- First session of a precinct election commission and the instruction for the first session (episodic staging).
- 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;

Implementation period – August 27 – September 4

Second stage will be dedicated to training of the full composition of district election commission (13 members). Precinct election commission activities on polling day will be discussed:

- Opening of precinct election commission and procedures before opening of PEC;
- Voting Process;
- Closing of polling stations, Summarizing of voting results.

In training format commission members will be given instruction 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 – September 17 - 27

2. Training Election Administration Trainers (TOT)

For the implementation of the training program for the members of district and precinct election commission election administration trainers will be introduced to a variety of important issues within the training course elaborated by the Training Centre:

- “Trainer's Guide” - Trainer's Guidelines and Code of Ethics, presentation skills, audience, time management, the output and evaluation mechanisms;
- The concept of PEC members – training system and stages, training methodology, training materials;
- Training Administration;

- Issues related to DEC competence;
- Issues related to PEC competence;
- Voting process;
- Applications/complaints of polling day.

The trainers, selected from the Election Administration trainer base and competitive basis, after completing the preparatory course in cooperation with DEC members will provide intensive training course for DEC and PEC members, as well as introducing other important issues related to conflict management, election administration's policy of promoting the participation of disabled voters.

Central Election Commission and Training Center will implement election administration trainers training with support of International Foundation of Electoral Systems (IFES).

Implementation period - August 13-26.

3. Training for the members of precinct election commissions

At the first stage members of district election commissions, prepared by the election administration trainers, 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 – August 30 - September 7

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, promote engagement policy of voters with disabilities, closing an election precinct, summarizing polling results);
- Applications/complaints on the polling day;
- Conflict Management.

Implementation period – September 10 - 20.

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;
- Election security.

Implementation period - September 22 - 26.

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 – September 30 - October 4.

Additional trainings to the changed 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 changed (new) members of precinct election commissions.

The following key training modules will be covered:

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

Implementation period - September 27-29.

4. Training materials and methodology

The training materials elaborated for the trainings in order to develop the procedural knowledge of Election Administration Members, include: guidelines, practical textbooks, questionnaires, e-learning programs and study film “Election Day Procedures”. Combined methodology will be used at trainings (verbal, practical, interactive and role-playing).

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).