



## LTO TRAINING 2023 – DRAFT COURSE PROGRAM

### LONG-TERM ELECTION OBSERVATION COURSE

12 to 17 March 2023

#### Location

tba

#### Training Team

**Hannah Roberts**, Election Expert, Lead Trainer (tbc)

**Ranko Vukčević**, Election Expert, Lead Trainer (tbc)

**Matthias Zeller**, Team Training, Course Director

**Rebecca Meier**, Team Human Resources, EOM focal point



## Sunday – 12 March

By 16.30 Arrival at the Hotel & Welcome Coffee

- 17.00 – 19.00 **Official opening of the course**
- Welcome address by course organisers
  - Introduction of ZIF and course programme
  - Mutual introduction of trainers and course participants
- 19.00 – 20.00 **Challenges and expectations of a Long-Term Observer**

20.00 Welcome Dinner

## Monday – 13 March

09.00 – 10.30 **Institutional perspectives: ODIHR and EU**  
Historical background and political context, types of election observer activities, aims and objectives of EOMs, mission structure, new trends and developments, political EOM environment

10.30 – 11.00 Coffee Break

11.00 – 12.00 **Code of Conduct**  
How to respect the golden rules; security restrictions versus observer tasks

12.00 – 12.30 **Professional Working Environment on EO Activities**  
Providing a working environment free of harassment, sexual harassment, discrimination and retaliation

12.30 – 13.30 Lunch

13.30 – 14.30 **International and regional obligations; election principles and framework for analysis**  
Legal context, universal and regional instruments, key election principles, types of violations, assessment of the electoral process

14.30 – 15.30 **Election principles and framework for analysis**  
Practical exercise

15.30 – 16.00 Coffee Break

16.00 – 17.30 **EOM and LTO reporting**  
Types of reports, relevant information, reliable sources

17.30 – 18.15 **EOM reporting technologies**  
EU and ODIHR reporting technologies, other observer groups and actors on the ground, use of statistical data analysis

18.15 – 18.30 **Recap of the day (quiz)**

19.00 Dinner



## Tuesday – 14 March

09.00 – 09.45	<b>Arrival and deployment</b> Deployment criteria, briefings, team formation, national support staff, financial aspects, setting rules
09.45 – 10.15	<i>Coffee Break</i>
10.15 – 11.45	<b>Observation Tasks 1</b> Voter registration, election administration, election campaign
11.45 – 12.30	<b>Observation Tasks 2</b> Participation of women, national minorities, persons with disabilities
12.30 – 13.30	<i>Lunch</i>
13.30 – 15.00	<b>Planning your Work Schedule</b> Planning, factors to consider when setting-up a meeting and observation schedule, key deliverables, mid-term meetings, practical exercise
15.00 – 15.30	<i>Coffee Break</i>
15.30 – 17.00	<b>How to conduct successful meetings</b> Preparation, interviewing techniques, role of the interpreter, practical exercise
17.00 – 18.00	<b>Report writing exercise</b> Reporting to the Core Team
18.00 – 18.15	<b>Recap of the day (quiz)</b>
18.30	<i>Dinner</i>

## Wednesday – 15 March

09.00 - 09.30	<b>Report feedback</b>
09.30 – 10.30	<b>Team co-operation and relationships</b> The famous human factor and how to avoid trouble
10.30 – 11.00	<i>Coffee Break</i>
11.00 – 12.00	<b>Practical exercise: “What would you do in this situation?”</b>
12.00 – 13.00	<i>Lunch</i>
13.00 – 14.30	<b>Media Relations – I</b> EOM media policy, dealing with interviews, practical exercise
14.30 – 15.00	<i>Coffee Break</i>
15.00 – 16.30	<b>Media Relations – II</b> Dealing with new communication technologies, Do’s and Don’ts, how to avoid traps
16.30 – 16.45	<b>Recap of the day (quiz)</b>
17.00 – 18.00	<b>Group photo</b>
19.00	<i>Dinner</i>
20.00 – 21.00	Informal exchange about US midterms 2022 (tbc)



## Thursday – 16 March

09.00 – 10.30	<b>Preparing the arrival of STOs</b> Regional briefing and briefing package, logistics, co-ordination, short-term national support staff, tips & tricks
10.30 – 11.00	<i>Coffee Break</i>
11.00 – 13.00	<b>Election day</b> Procedural aspects, STO deployment plan, observation methodology, A and B STO teams (ODIHR), PA partners, reporting system and structure, debriefing of STOs, practical exercise
13.00 – 14.00	<i>Lunch</i>
14.00 – 15.30	<b>Post Election Phase</b> Results, complaints and appeals, and wrapping-up
15.30 – 16.00	<i>Coffee Break</i>
16.00 – 17.30	<b>Modern voting technologies</b> Electronic voting, different types and combinations of voting technologies, and how to observe them
17.30 – 19.00	<b>Recruitment, administrative procedures and other open questions</b> <i>For German audience only</i>
19.30	<i>Final course dinner</i>

## Friday – 17 March

09.00 – 11.00	<b>EOM Security management system, risks and contingency planning</b> Security management principles, risk ownership and awareness, risk assessment, security and evacuation plan <b>Individual preparedness</b> What can you do to prepare for a mission
11.00 – 11.30	<i>Coffee Break</i>
11.30 – 12.30	<b>Final recap (quiz and announcement of winner)</b> <b>Summary and open questions</b>
12.30 – 13.30	<i>Lunch</i>
13.30 – 14.30	<b>Debriefing and closing of the course</b>
15.00	<i>Departure</i>

