



## SHORT-TERM ELECTION OBSERVATION COURSE 2019

### Location

TBA

### Training Team

Mr. **Matthias Zeller**, ZIF Operations Division, Team Training, Course Director

Ms. **Rebecca Meier**, ZIF Operations Division, Team Human Resources, EOM Focal Point

TBA

TBA

TBA

TBA

<b>Sunday</b>	
<i>By 16:00</i>	<i>Arrival</i>
<i>16:30 – 17:00</i>	<i>Welcome Coffee</i>
17:00 – 18:30	<b>Official Course Opening</b> <ul style="list-style-type: none"> <li>• Introduction of ZIF</li> <li>• Presentation of course and methodology</li> <li>• Introduction of trainers and course participants</li> </ul>
18:30 – 19:30	<b>Icebreaker</b> “Life and times of a Short-term Observer” exercise
<i>20:00</i>	<i>Official Welcome Dinner</i>
<b>Monday</b>	
09:00 – 10:30	<b>Election Observation: ODIHR and EU</b> Political framework and process, principles of participation, mission structure, political mission environment, assessment
30 min	<i>Coffee Break</i>
11:00 – 12:00	<b>International and regional obligations; election principles and framework for analysis</b> Legal context, universal and regional instruments, key election principles, assessment of the electoral process
12:00 – 13:30	<b>Your Working Schedule as an STO</b> Timeline, deployment methodology, arrival, deployment and repatriation, briefing packs, briefings and debriefings
1 hr	<i>Group Photo &amp; Lunch</i>
14:30– 15:15	<b>Code of Conduct – I</b> Implementation, what and how to observe, handling the press and media
15:15 – 15:45	<b>Professional Working Environment</b> Providing a working environment free of harassment, sexual harassment, discrimination and retaliation on EOMs
15:45 – 17:00	<b>Code of Conduct – II</b> “What would you do in these situations?” exercise
30 min	<i>Coffee Break</i>
17:30 – 18:15	<b>STO Working Co-operation I</b> Interlocutors, parliamentary delegations, citizen and other international observers
18:15 – 18:45	<b>Case studies of various polling stations</b>
18:45 – 19:00	<b>Recap of the day (quiz, part 1)</b>
<i>19:00</i>	<i>Dinner</i>
<i>20:15</i>	<i>Personal experience: Impressions from the ODIHR EOM for Early Parliamentary Elections in Armenia 2018</i>

## Tuesday

09:00 – 10:00	<b>STO Working co-operation II: Communicating via an Interpreter</b> National support staff, strategies for effective and efficient interpreted conversations
10:00 – 10:45	<b>STO Reporting - I</b> Types of reports, reporting cycle, demonstration of modern reporting technologies utilized by ODIHR and EU
30 min	<i>Coffee Break</i>
11:15 – 12:15	<b>STO Reporting – II</b> Observation forms and assessment methodology, relevant information and findings.
12:15 – 13:15	<b>The polling station</b> Main actors and their tasks, material and set-up.
1 hr	<i>Lunch</i>
14:15 – 16:30	<b>Election Day - I</b> Simulation exercise: opening and voting
30 min	<i>Coffee Break</i>
17:00 – 18:30	<b>Election Day - II</b> Simulation exercise: closing and counting
18:30 – 18:45	<b>Recap of the day (quiz, part 2)</b>
19:00	<i>Farewell Dinner</i>

## Wednesday

09:00 – 10:30	<b>EOM Security Management System</b> Security management principles, risk ownership and awareness, security and evacuation plan, security restrictions vs. observer tasks
30 min	<i>Coffee Break and Check-out Time</i>
11:00 – 11:45	<b>Individual Preparedness</b> Individual physical and mental readiness, case study USA
11:45 – 12:15	<b>Final recap (quiz, part 3)</b>
12:15 – 12:45	<b>Summary and open questions</b>
12:45 – 13:15	<b>Debriefing and closing of the course</b> Feedback and certificates
45 min	<i>Lunch + Departure international participants</i>
	<b><i>Session for future ZIF Expert Pool Members only - held in German</i></b>
14:00 – 15:30	<b>Recruitment procedures and other open questions</b> Selection criteria and administrative procedures
16.00	<i>Departure</i>