

PRE-ELECTION ACTIVITIES MONITORING SAMPLE FORM

Period of observation: _____

Region: _____

Name of observer: _____

Date when the questionnaire was filled: _____

Did you have free access to information?

- A. I had free access to information.
- B. I had partially free access to information.
- C. I did not have free access to information.

If (B) or (C) explain (please be as specific as possible):

I. Public Administration

The report should identify whether public officials are keeping to their role as neutral administrators or becoming directly involved in the political campaign. Whether they show obvious and open bias for one candidate or another and whether they are abusing their position of authority to influence either their employees or the wider electorate.

1. Evaluate the way in which representatives of public administration treat the electoral contestants and their supporters?
 - A. All are being treated equally;
 - B. Some contestants enjoy preferential treatment;
 - C. Some are treated in a discriminatory manner;

If (B) or (C) explain (please be as specific as possible):

2. Did you observe cases of using administrative resources (the position, the cars, the office space, telecommunications, etc.) to gain electoral advantage?
 - A. No.
 - B. Yes.

If (B) explain (please be as specific as possible):

3. Were public social programs have been used to obtain electoral advantage?
A. No.
B. Yes.

If (B) explain (please be as specific as possible):

4. Have you observed any abuses from the part of the law enforcement agencies or power organs towards any of the electoral contestants and their supporters?
A. No.
B. Cases of infringing the right to hold meetings.
C. Administrative detentions for electoral agitation.
D. Initiating penal cases with political connotations to electoral contestants or their supporters.
E. Other cases.

If (B), (C), (D) and (E) explain (please be as specific as possible):

5. Have you observed presence of the armed forces.
A. No.
B. Yes.

If (B) explain (please be as specific as possible):

6. Have you observed cases when humanitarian aid was used to gain electoral advantage for any of the electoral contestants?
C. No.
D. Yes.

If (B) explain (please be as specific as possible):

II. Electoral Administration

The report should identify the state of preparedness of the electoral authorities, the degree of training received by the officials, decisions made, and logistical preparations. Also LTO should evaluate the level of nonpartisanship and impartiality of electoral administration members, and their possible influence on the fairness of the process

1. When the regional election commissions and the polling boards were created, were the provisions of the Electoral Code and/or other relevant legal provision respected?
 - A. Yes.
 - B. No.
 - C. I did not have access to information.

2. Do you think that the impartiality and/or the professionalism of the election commissions can be put to doubt (for reasons of subordination at work, etc.)?
 - A. No.
 - B. Yes.

If (B) explain (please be as specific as possible):

3. Does electoral administration treats all contestants and/or voters equally before the law?
 - A. Yes.
 - B. No.

If (B) explain (please be as specific as possible):

4. Evaluate the level of transparency of the electoral administration in the decision making process.
 - A. Completely transparent.
 - B. Partially transparent.
 - C. Not transparent.

5. Have you observed cases of involvement of members of electoral administration in electoral agitation in favor of any of the electoral contestants? (Examples: displaying the electoral symbols of any of the contestants, publicly expressing the personal opinion in favor or against an electoral contestant, etc.)
 - A. No.
 - B. Yes.

If (B) explain (please be as specific as possible):

6. Evaluate the way in which electoral administration treats the electoral contestants and their supporters?
- A. All are being treated equally;
 - B. Some contestants enjoy preferential treatment;
 - C. Some are treated in a discriminatory manner;

If (B) and/or (C) explain (please be as specific as possible):

7. Is the decision making process of the electoral administration affected by unlawful interventions from the part of public authorities and/or political parties?
- A. No.
 - B. Yes.

If (B) explain (please be as specific as possible):

8. Are electoral commissions respecting the provisions of, and timelines in the law?
- A. No.
 - B. Yes.

If (B) explain (please be as specific as possible):

9. Have election officials received any previous trainings/education?
- A. No.
 - B. Yes

10. Evaluate the overall performance of electoral administration in your region:
- A. Good
 - B. Average
 - C. Poor

III. Women's Participation

The report should give an overview to which extent the electoral process meets international standards and reflects universal principles of recognizing equality between woman and man.

1. What is the gender brake down of the outgoing and previous parliaments (local assemblies)?

2. What are the numbers and proportions of men and women:
 - A. Serving on Central election commission? _____
 - B. Serving on Regional election commission? _____
 - C. Serving on Precinct election commissions? _____
 - D. On the list of candidates? _____
 - E. How many are in winnable positions? _____
 - F. How many women are running as independent candidates? _____

3. Are there any constitutional provisions likely to disenfranchise or otherwise disadvantage women?
 - A. No.
 - B. Yes.

If (B) explain (please be as specific as possible):

4. Does the Election law include any quotas to ensure women are elected?
 - A. No.
 - B. Yes

5. Is there evidence or reason to believe that women do not receive equal treatment before the law?
 - A. No.
 - B. Yes.

If (B) explain (please be as specific as possible):

6. Have any of the party's women candidates encountered intimidation or interference with their campaign efforts?
 - A. No.
 - B. Yes.

If (B) explain (please be as specific as possible):

IV. Electoral Contestants

The report should give an overview of the behavior of the electoral contestants in the area of social responsibility, following the law, respecting voters' right to decide freely are they and to whom they will vote and respecting other contestants' right to freely participate in the electoral process.

1. Did you observe any cases when representatives of one electoral contestant have endangered the well development of events and actions

part of the electoral campaign of other contestants? (Examples: removing or otherwise damaging agitation posters, physical violence, threats, etc.)

- A. No.
- B. Yes.

If (B) explain and exemplify (please be as specific as possible):

2. Do electoral contestants respect their obligation to post agitation materials only in specially designated places?

- A. Yes.
- B. No.

If (B) explain (please be as specific as possible):

3. Have you observed cases of distribution of money, gifts, material goods, including humanitarian aid to voters from the part of the contestants?

- A. No.
- B. Yes.

If (B) explain (please be as specific as possible):

4. Did you observe cases of "hate speech" towards other candidates, parties, groups, and/or individuals?

- A. No.
- B. Yes.

If (B) explain (please be as specific as possible):

5. Based on your observations, how can you estimate the behavior of the electoral contestants from the ethical¹ point of view?

- A. Highly.
- B. Average.
- C. Low.

¹ The behavior of electoral competitors is considered to be ethical when they: (1) abide by the legal framework and electoral regulations, and ensure that staff and supporters also abide by the law; (2) respect the rights of other parties to campaign and avoid interfering with other campaigns, or negative campaigning and personal attacks on other candidates or their supporters; (3) respect the rights of voters to obtain political information from the electoral management or policy bodies, from other parties and candidates, and not intimidate, coerce or attempt to force them in any way to endorse or vote for a particular party or candidate; (4) respect the right of media to cover the campaigns of all political parties and candidates, and for them to report information accurately on all aspects of the process; (5) facilitate the work of domestic and international observers during their observations, and not obstructing monitoring by other political parties.

If (B) or (C) explain (please be as specific as possible):

V. Mass-media

LTOs should be familiar with and detail the local print and electronic media situation in their area. Of particular interest is whether the various media have been under any pressure from the authorities or whether candidates have been denied access.

- 1. Evaluate the degree to which public mass media reflects the electoral campaign.
 - A. High.
 - B. Average.
 - C. Low.

If (B) or (C) explain (please be as specific as possible):

- 2. Do you consider that all the electoral competitors are being treated equally by public mass media?
 - A. Yes.
 - B. No.

If (B) explain (please be as specific as possible):

- 3. Where any important News items of the day NOT reported?
 - A. Yes
 - B. No

If (B) explain (please be as specific as possible):

- 4. Did you observe cases of banning media access for certain political parties and/or candidates?
 - A. No
 - B. Yes

If (B) explain (please be as specific as possible):

5. Where there any statements or reporting you feel were distorted, untruthful or prejudicial against certain individuals or groups?
- A. No.
 - B. Yes.

If (B) explain (please be as specific as possible):

6. Where there any descriptions or language used that you feel biased or incorrect?
- A. Yes
 - B. No

If (B) explain (please be as specific as possible):

7. Have you observed cases of intimidation, harassment, pressure or other actions that limit the rights of representatives of mass media?
- A. No.
 - B. Yes.

If (B) explain (please be as specific as possible):

VI. Undue influence on or intimidation of voters and observers

LTOs should try to follow up any allegations of intimidation of voters or undue influence by employers and attempt to verify it, without compromising yourself or the victim of such intimidation.

1. Have you observed cases of pressure on voters from the part of public administration or the electoral contestants?
- A. Bribing of voters;
 - B. Pressures to vote certain electoral competitors;
 - C. Threats / intimidations;
 - D. Other actions;
 - E. No.

If (YES), detail the observed cases (please be as specific as possible):

2. Have you observed cases of intimidation, pressure, blackmailing, etc. of public employees and/or employees of state enterprises for political beliefs?
- A. No.
 - B. Yes.

If (B) explain (please be as specific as possible):

3. Do you think that the voters are treated equally and in a non-discriminatory manner by public or electoral authorities and electoral contestants?
- A. Yes.
 - B. No.

If (B), detail the observed cases (please be as specific as possible):

4. Have you observed cases where any minority or other group of voters has been prohibited from voting?
- A. No.
 - B. Yes.

If (B) explain (please be as specific as possible):

5. Have you observed cases in which the rights of **other** observers guaranteed by the Electoral Code (to assist at all electoral operations/actions) and the Regulation regarding the statute of observers adopted by the Central Election Commission were infringed in any way??
- A. No.
 - B. Yes.
 - i. By electoral organs;
 - ii. By electoral contestants;
 - iii. By public authorities;

If (B) explain (please be as specific as possible):

VII. Other

1. Based on your observations, do you consider the electoral process in your region to be fair²?

- A. It is fair.
- B. It is relatively fair.
- C. It is unfair.

2. Other comments by the observer:

VIII. Incidents

Describe shortly (1-2 phrases each) the incidents, the conflicts that you observed in the given period.

Nº	Incident, Details. Date and time.	Source of Information	Evidence (documents, photos, witnesses, press articles ...)
1			
2			
3			
4			
5			

² Elections are considered to be fair when: (1) all those who wish to become electoral contestants, can do so; (2) administrative resources are being used correctly; (3) public mass-media treats all contestants equally; (4) electoral organs have an impartial and professional behavior (5) electoral contestants and voters have access to an efficient appeal system.