

**Annex A to Terms of Reference for
development of a web based learning platform and an online training course in electoral area**

Summary content of the electoral training course

Module 1. Electoral legal framework

Topic 1. Moldovan Electoral system

- The topic will contain information about the Moldovan electoral system, seats distribution for Parliament and local councils. Also, the curricula will cover the topic of the thresholds for political parties and electoral blocks used to access the parliament. Basic information about the fundamental constitutional rights to elect and be elected, additionally restrictions to the electoral rights.

Topic 2. The EMB in the RM

- The Republic of Moldova has four multi-level EMB systems. The curricula of topic nr 2 will cover information about the establishment and the main responsibilities of CEC, DEC and PEB.

Topic 3. The Code of good practice in the electoral field

- The topic nr 3 will underly principles of Europe's electoral heritage and the conditions for implementing the principles as it is stated in the Code of good practice adopted by Venice Commission

Module 2. District Electoral Councils (DEC)

Topic 1. Creation of the DEC

- This topic will present the procedure of establishment of a DEC, its structure; the election of a DEC chairperson, vice-chairperson and secretary; various cases of incompatibilities.

Topic 2. Organizational issues

- This topic will include references on working with election calendar, logistical and financial issues. It will present information about calling the DEC meetings, the quorum for holding a meeting, decision making process, the do's and don'ts of the PEB members behaviour.

Topic 3. Main responsibilities

- This topic will briefly present the DEC main responsibilities during parliamentary elections and local elections as art. 28 from Electoral Code states: establishing polling stations and the PEBs, registering candidates (for local elections), trainings, voter information, distribution of allotted financial funds, decisions on the suspension from the permanent job of the members of a lower level EMB, summarizing the election results; considering statements and complaints.

Annex A to Terms of Reference for

development of a web based learning platform and an online training course in electoral area

Module 3. Precinct Electoral Bureaus (PEB)

Topic 1. Creation of the PEB

- At the end of this session the participants will know how, when and by who establishes a PEB, cases of excluding a PEB member from the PEB and what are the incompatibilities with this function.

Topic 2. Organizational issues

- This topic will include reference on how to work with election calendar, some logistical and financial issues. It will present how are the meetings called, the quorum for holding a meeting, decision making process, the do's and don'ts of PEB members, preparation to the Election Day.

Topic 3. Main responsibilities of the PEB members

- This topic will briefly present the PEB main responsibilities during parliamentary elections and local elections as art. 30 from Electoral Code states: check of the voters lists, invite the citizens to elections, ensure the proper work of polling station during E-day, consider electoral complaints.

Module 4. Ethics in elections

Topic 1. Profile of a competent electoral official

- The main purpose of the CCET is to create a pool of skilled and professional electoral officials. This involves not just the good knowledge of Electoral code and electoral procedures but also the ethical behavior of the CEC, DEC and PEB members. It includes non-partisanship, equal treatment, fairness etc.

Topic 2. Code of conduct

- This topic will cover principles of the Code of conduct for electoral officials elaborated by the CEC.

Module 5. Electoral logistics

Topic 1. Drafting documents

- This topic will cover the listing of electoral documents, then present general principles and rules of drafting an EMB decision and of filling in tabulation protocols and reports.

Topic 2. Ballot papers

- This topic will present those responsible for designing and printing of the ballot papers and the distribution process to the PEB prior to E-day.

Topic 3. Sealing, packing and transmitting the electoral documentation

- The topic will explain the CEC instruction on sealing, packing and transmitting the electoral documentation and will present the path that ballot papers, protocols,

Annex A to Terms of Reference for

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reports, minutes, decisions but also the voting booths, ballot boxes etc take to go from PEB to DEC, then to CEC, court and mayoralty.

Topic 4. Setting up a polling station

- In this topic we will show the ideal set up of a polling station, the path that voter follows from the entrance in the polling station until he/she cast the vote and the necessary equipment of a polling station.

Module 6. Elections Day

Topic 1. Voting procedure

- This topic will describe the common balloting procedure (Article 53, Electoral code), but also the voting with mobile box, the voting of elderly persons and other special categories (imprisoned, disabled etc). It will list the persons authorized to assist all election operations and the identification documents that permits to vote.

Topic 2. Communication between CEC, DEC and PEB during the E-day

- During the E-day a continuous flow of information should be ensured: each 3 hours voter turnout is communicated to the upper level electoral bodies. Any other information about problems occurred is also transmitted.

Topic 3. Crisis' management

- Some exceptional situation may happen during the E-day: natural cataclysms, technical problem, security issues. This topic will present case studies of behavioral patterns for the EMB.

Module 7. Communication with electoral stakeholders

Topic 1. Who are the electoral stakeholders?

- This topic will define the concept of a stakeholder, describe the electoral processes impact over different categories of stakeholders, present EMB's strategies for successful interactions: Consultation and Communication

Topic 2. Communication with citizens

- This topic will define what citizen's special interests in elections are, define what their special needs for each part of the electoral process are, and focus on establishing a good relationship with citizens.

Topic 3. Communication with electoral competitors and political parties

- This topic will define what electoral competitors and political parties special interests in elections are, define what their special needs for each part of the electoral process are, and focus on establishing a good relationship with electoral competitors and political parties.

Topic 4. Communication with mass-media and observers

- This topic will define mass-media and observers special interests in elections, define what their special needs for each part of the electoral process are, and focus on

Annex A to Terms of Reference for

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establishing a good relationship with mass-media and observers based on their rights and obligations.

Module 8. Voter lists and State voter register (voter registration)

Topic 1. Voter lists

- Principles and rules for working with basic voters lists, responsibilities and guidelines for compiling and checking basic voters lists, declaration of current place of residence.

Topic 2. Supplementary voter lists

- Principles for voters register in the supplementary list, the concept of an absentee vote certificates and who is handling the supplementary voter list.

Topic 3. Voter list for voting at the place of voter's residence

- Principles for voter register, creation and updating voter list for voting at the place of voter's residence, the registration period and necessary paperwork.

Topic 4. SVR in Election Day

- What is State Voter Register, what functions does it have and who is in charge of it during the E-day. This topic will include also a tutorial on how to work in SRV.

Module 9. Electoral disputes resolution

Topic 1. Principles for electoral disputes resolution

- Topic nr 1 will deal with principles and challenges of the electoral dispute resolution, parties involved in the process, topics to be challenged, do's and don'ts of dispute resolution procedures: be impartial, examine in timely manner, lawfulness vs. bans from accepting gifts or money, restrictions from examining cases out of competence of a certain EMB level, the usage of a false or ungrounded information

Topic 2. Competency in the dispute resolution process

- Specific responsibilities and competences of electoral stakeholders (courts, CEC, DEC, PEB, audiovisual council) in examining electoral disputes; types of the electoral appeals.

Topic 3. Submission of Electoral Complaints

- The deadlines for submission of a complaint, the elements of a formal complaint.

Topic 4. Consideration of Electoral Complaints

- The time limit for considering complaints regarding action/inactions/decision of the EMB and/or of action/inactions of an electoral contestants and/or voters lists. Five stages of electoral dispute resolution; drafting an EMB decision on electoral complaint.

Module 10. Tabulation and transmission of the results

Annex A to Terms of Reference for

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Topic 1. Counting

- This topic will describe 7 (seven) steps of counting the votes: settle the place for counting, count the unused ballot papers, count the spoiled ballot papers, count the voters that received ballot papers, count the votes cast in the mobile box, count the votes cast in the main/ stationary ballot box, count the valid and invalid ballot papers.

Topic 2. Filling the protocols and other electoral documentation

- This topic will present the steps for filling the tabulation reports and checking the formulas for different kind of elections, also the particularities of an EMB report.

Topic 3. Tabulation of the results at the DEC level

- This topic presents the modality of tabulating results at the DEC level based on the protocols and reports received from PEB. At the local elections, DEC is responsible also for seats allocation.

Topic 4. Transmission of the final results through SAISE

- This topic is mainly designed for SAISE operators responsible for transmitting electronically the results and it will present a tutorial on how to work in SAISE starting with login in the system and ending with checking and saving the data.

Module 11. Out of Country Voting

Topic 1. Establishment of a PEB

- This topic will present the particularities of establishment of a polling station abroad and describe the role of MFAEI. It will also focus on the communication process between PEB and DEC Chisinau.

Topic 2. Communication with citizens, political parties, mass-media and observers

- This topic will address the special needs and interests of electoral stakeholders (citizens, political parties, mass-media and observers) for the voting abroad. It will focus on the challenges and possible communication patterns.

Topic 3. Voters lists

- Due to a large number of illegal/ unofficial migrants the voter list is a sensitive and challenging issue for the out of country voting. This topic will describe the registration in advance of the voters abroad and the work with voters list abroad.

Topic 4. Election Day

- The voting abroad procedures are similar to the regular procedure. The main difference refers to the ID that allows voters to vote. The topic will address some security issues that may face the PEB abroad.

Topic 5. Transmission of the electoral documentation

Annex A to Terms of Reference for

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- The counting of votes, sealing and packing electoral documentation and materials is done based general procedures. The deadlines and the means of results transmission and documentation differ. Here the focus will be on the role of MFAIE and the security of the electoral process.

Module 12. Gender and elections

Topic 1. National legal framework

- This topic will address the right to elect and to be elected. It will analyze whether the national legislation meet the conditions for ensuring gender equality in Moldovan elections. It will provide an EMB perspective on gender in election.

Topic 2. International principles and best practices

- This topic will focus on describing the good practices in gender mainstreaming in elections stated in European conventions and other international documents.

Module 13. Access to the electoral processes

Topic 1. Groups with access issues

- This topic defines access and identifies groups with access issues and describes their special needs in the electoral context.

Topic 2. National legal framework

- This topic will present the national legal framework applicable to access and the main challenges the disabled person face.

Topic 3. International standards and best practices

- This topic will describe the international standards that applies to access in electoral context and the strategies that other countries adopted in order to meet international rules.