



Ghana Presidential and Parliamentary Elections December 7, 2008

Observer Team:		Team #:	
Province:	Polling Location:		
City/District:	Arrival Time:		am pm
Polling Station #:	Departure Time:		

Polling Center Opening Form

Instructions: Read the question carefully. Put an 'X' in the appropriate box. If you cannot answer the question, or it is not relevant please put an 'X' in the 'not applicable' box. If you answered "NO" to any question, or irregularities occurred, please provide details in the 'comments section'. Election day reporting will be done by phone. Please be prepared to report on any question to which you answered "NO". Whenever possible, please ask domestic observers and/or political party agents for their observations; particularly, focus on their observations during the period prior to your arrival. Where applicable, fill out both the "Direct Observations" column and the "Reported to the Carter Center" column, even if the responses are different.

		Direct Observation			Reported to TCC		
		Yes	No	N/A	Yes	No	N/A
1	Is the building accessible to all voters including the disabled?						
2	Is the environment outside the polling place peaceful?						
3	Is the polling place free from campaigning and campaign materials within 500m (1600 ft) of the entrance?						
4	Is the polling place and its surrounding environment free from obstructions to the free movement of voters, poll workers or others?						
5	How many people are registered to vote at the polling center? _____						
6	Were all polling staff present at 6:00h for poll opening?						
7	Was the opening process free from interference? (including by security personnel)						
8	Were all election materials delivered to the polling place safely and securely (for presidential and parliamentary elections)?						
9	Was the ballot box presented as empty to all present including party agents, candidates and observers?						
10	Was the ballot box sealed with numbered seals by the presiding officer after it was shown to be empty?						
11	Were the numbers of the seals recorded on the statement of poll and declaration of vote forms?						
12	Were candidates or party agents allowed to fix their own seals to the ballot box after the commission seals had been affixed?						
13	Did the Polling Center open by 07:00? If not what time did it open? _____ If the polling station did not open at 07:00 please check all applicable reasons why not <input type="checkbox"/> Polling staff lack of understandind of procedures <input type="checkbox"/> Insufficient materials <input type="checkbox"/> Late arrival of materials <input type="checkbox"/> Insufficient number of polling staff <input type="checkbox"/> Other _____						
14	Were parties agents present at the polling place to observe voting? (please check all that apply) <input type="checkbox"/> New Patriotic Party (NPP) <input type="checkbox"/> National Democratic Congress (NDC) <input type="checkbox"/> Convention People's Party (CPP) <input type="checkbox"/> People's National Convention (PNC) <input type="checkbox"/> Other _____						
15	Were domestic observers present at the polling place to observe voting? (Insert list of groups for STOs to circle here?)						
16	Were observers and agents able to actually observe the process?						
17	Was the process free from official complaints made to the presiding officer?						
18	If complaints were issued were polling officials responsive to these complaints?						

Overall Assessment

Instructions for this Section: Put an 'X' next to the statement that best describes your assessment of the election environment and voting process for this polling station. If your response is "poor" or "very poor," it is important that you provide further explanation in the comments section.

Very Good - No significant incidents or irregularities	
Good - A few incidents or some minor irregularities, but that had no significant effect on the integrity of the process	
Poor - Incidents or irregularities that significantly affected the integrity of the process	
Very Poor - Incidents of irregularities of such magnitude that the integrity of the process is in doubt.	



**Ghana Presidential and Parliamentary Elections
December 7, 2008**

Observer Team:		Team #:	
Province:	Polling Location:		
City/District:	Arrival Time:		am pm
Polling Station #:	Departure Time:		am pm

Polling Station Observation Form

Instructions: Read the question carefully and put an 'X' in the appropriate box. If you cannot answer the question, or it is not relevant please put an 'X' in the 'not applicable' (N/A) box. The questions are formulated so that a 'YES' answer generally indicates that procedures are being followed, while a 'NO' answer indicates that there may be issues that require further comment. If you answered "NO" to any question, or irregularities occurred, it is important that you provide details in the 'comments section'. Election day reporting will be done by phone. Please be prepared to report on any question to which you answered "NO". Always fill out the direct observation column. Whenever possible, please ask domestic observers and/or political party agents for their observations, with particular focus on their observations during the period prior to your arrival. Any information collected from these conversation can be recorded in the "reported to TCC" column - even if it is different from your direct observation.

	Direct Observation			Reported to TCC		
	Yes	No	N/A	Yes	No	N/A

Outside the Polling Place

1	Approximately how many voters are in line?: _____					
2	Approximately how long has the first person in line been waiting to vote?: _____					
3	Is the building accessible to all voters including the disabled?					
4	Is the environment outside the polling place peaceful?					
5	Is the polling place free from campaigning and campaign materials within 500m (feet) of the entrance?					
6	Is the polling place and its surrounding environment free from obstructions to the free movement of voters, poll workers or others?					

Inside the Polling Place

Note: Questions 7-13 will require you to speak to a polling official. Please do so only when this will not disrupt the voting process.						
7	How many voters are registered at this polling place? _____					
8	How many of the registered voters at the polling place are registered on the transferred voters list? _____					
9	How many voters have voted between opening and your (TCC) time of arrival? _____					
10	How many voters whose names appear on the transferred voters list have voted between opening and your (TCC) time of arrival? _____					
11	How many tendered ballots have been issued between opening and your (TCC) time of arrival? _____					
12	How many provisional ballots have been issued between opening and your (TCC) time of arrival? _____					
13	Were adequate election materials available for all registered voters?					
14	Is the environment inside the polling station peaceful?					
15	Was the process free from interference (including by security personnel)?					
16	Were all polling officials present at the polling place?					
17	Were parties agents present at the polling place to observe voting? (please check all that apply)					
	<input type="checkbox"/> New Patriotic Party (NPP) <input type="checkbox"/> National Democratic Congress (NDC) <input type="checkbox"/> Convention People's Party (CPP) <input type="checkbox"/> People's National Convention (PNC) <input type="checkbox"/> Other _____					
18	Were domestic observers present at the polling place to observe voting? (Insert list of groups for STOs to circle here?)					
19	Were observers and agents able to actually observe the process?					

Polling

20	Were voters' fingers checked for signs of indelible ink when entering the polling place?						
21	Did the polling place have all of the following lists? If NO, please check all that were absent <input type="checkbox"/> Absent voters list <input type="checkbox"/> Transferred voters list <input type="checkbox"/> Voters list						
22	Did all voters who were on the voters' register receive a ballot? If NO why not? (please check) <input type="checkbox"/> Additional evidence of eligibility requested and not available <input type="checkbox"/> Lack of voter ID <input type="checkbox"/> Voter's eligibility challenged (for any reason) <input type="checkbox"/> Voter's eligibility challenged on basis of being a minor <input type="checkbox"/> Other _____						
23	Were any ineligible voters (not on the voters list or on the absent voters list) who attempted to vote given ballots?						
24	Were all presidential and parliamentary ballots that were issued to voters stamped or perforated by the Presiding Officer according to procedure?						
25	Were any marks made on the ballot that could identify a ballot with a voter?						
26	Were voters' fingers marked with indelible ink immediately before receiving a ballot paper?						
27	Did polling officials clearly demonstrate to voters how to correctly fold their ballots after voting?						
28	Were voters free from pressure to reveal how they voted?						
29	Did poll workers follow procedures to protect the secrecy of the ballot?						
30	Was impartial assistance given to all voters who required it?						
31	If proxy voting occurred did each proxy cast a ballot for only one voter?						
32	Were poll workers adequately prepared to handle the volume of voters?						
33	Did all polling officials appear to be adequately doing their jobs?						
34	Were safeguards designed to prevent duplicate voting followed?						
35	Was the process free from irregularities as listed below? If NO please check all the occurred such as duplicate voting, ballot box stuffing, interruption of voting, confusion over correct polling location, or issuance of a large number of tendered ballots? <input type="checkbox"/> Duplicate Voting <input type="checkbox"/> Ballot box stuffing <input type="checkbox"/> Confusion of correct polling station <input type="checkbox"/> Interruption of voting <input type="checkbox"/> Issuance of a large number of tendered ballots						
36	If the eligibility of any voter was challenged were they allowed to cast a tendered ballot?						
37	Was the process free from official complaints made to the presiding officer?						
38	If complaints were made were officials responsive to these complaints?						

Overall Assessment of the Voting Process

Instructions for this Section: Put an 'X' next to the statement that best describes your assessment of the election environment and voting process for this polling station. If your response is "poor" or "very poor," it is important that you provide further explanation in the comments section.

Very Good - No significant incidents or irregularities	
Good - A few incidents or some minor irregularities, but that had no significant effect on the integrity of the process	
Poor - Incidents or irregularities that significantly affected the integrity of the process	
Very Poor - Incidents of irregularities of such magnitude that the integrity of the process is in doubt.	

Comments

Instructions: In the box below, please provide details of any complaints or irregularities that occurred at the polling station that you observed. You must provide explanation for any observation question to which you answered "NO". If additional space is required, please continue to the back of the form and/or attach additional sheets of paper to the report form.

Comments

Instructions: In the box below, please provide details of any complaints or irregularities that occurred at the polling station that you observed. You must provide explanation for any observation question to which you answered "NO". If additional space is required, please continue to the back of the form and/or attach additional sheets of paper to the report form.



**Ghana Presidential and Parliamentary
Elections
December 7, 2008**

Observer Team:		Team #:	
Province:		Polling Location:	
City/District:		Arrival Time: _____ am pm	
Polling Station #:		Departure Time: _____ am pm	

Poll Closing and Vote Counting Form

1	Record the total number of ballots received by the polling station _____	4	Record the total number of actual voters _____
2	Record the total number of spoiled ballots _____	5	Record the total number of ballots in each ballot box _____
3	Record the total number of unused ballots _____	6	Record the number of tendered ballots received _____

Instructions: Read the question carefully and put an 'X' in the appropriate box. If you cannot answer the question, or it is not relevant please put an 'X' in the 'not applicable' (N/A) box. The questions are formulated so that a 'YES' answer generally indicates that procedures are being followed, while a 'NO' answer indicates that there may be issues that require further comment. If you answered "NO" to any question, or irregularities occurred, it is important that you provide details in the 'comments section'. Election day reporting will be done by phone. Please be prepared to report on any question to which you answered "NO". Always fill out the direct observation column. Whenever possible, please ask domestic observers and/or political party agents for their observations, with particular focus on their observations during the period prior to your arrival. Any information collected from these conversation can be recorded in the "reported to TCC" column - even if it is different from your direct observations.

	Direct Observation			Reported to TCC		
	Yes	No	N/A	Yes	No	N/A

Poll Closing

7	Were all voters who were in line at 17:00h allowed to vote?						
8	Were all voters who arrived after 17:00h turned away without voting?						
9	Was the closing of the Polling Center peaceful and free of disruptive or violent incidents?						
11	Did the presiding officer open each ballot box in the presence of candidates or their representatives?						

Counting and Reconciliation

12	At what time did the count begin? _____ pm						
13	When counting began did it appear that the ballot boxes were free from of tampering?						
14	Did the presiding officer open each ballot box in the presence of candidates or their representatives?						
15	Was the counting process free from efforts to link a particular ballot to a voter?						
16	Did polling officials follow established and objective criteria for determining the intent of the voter?						
17	Was the validity of ballots determined in an impartial and objective manner?						
18	Was the counting process free from challenges? If NO, on what grounds were these challenges based (please check all that apply) <input type="checkbox"/> Voter intent <input type="checkbox"/> Micounting <input type="checkbox"/> Invalidation of valid ballots <input type="checkbox"/> Lack of official stamp or number on ballot paper						
19	Was vote counting transparent and observable by party agents and domestic observers?						
20	Was the environment in which counting conducted peaceful?						
21	Was the polling place free from the presence of unauthorized persons during counting?						
22	Were all ballots accurately counted?						
23	If there were special voting day ballots at the polling place, were these ballots included in the count?						
24	If there were any tendered ballots at the polling place, were these ballots included in the count?						
25	Was the counting process free from interference (including by the security personnel)?						
26	Was the counting process free from official complaints made to the presiding officer?						
27	If complaints were issued were officials responsive to these complaints?						
28	Did the presiding officer, in the presence of candidates or their agents, seal the ballot boxes after counting?						
29	Were party agents allowed to affix their seals to the ballot boxes after the presiding officer has affixed the electoral commissions seal?						
30	Did the presiding officer, the presence of candidates and their agents package and seal election materials according to procedures?						
31	Did all the presiding officer and all party agents or candidates sign the declaration of results?						
32	Were copies of the official declaration of election results given to candidates or their representatives?						
33	Were results announced at that polling station by the presiding officer before being communicated to the returning officer?						
34	When did the count end? _____ am pm						
35	When were results from the polling place announced _____ am pm						

Overall Assessment

Instructions for this Section: Put an 'X' next to the statement that best describes your assessment of the election environment and voting process for this polling station. If your response is "poor" or "very poor," it is important that you provide further explanation in the comments section.

Very Good - No significant incidents or irregularities	
Good - A few incidents or some minor irregularities, but that had no significant effect on the integrity of the process	
Poor - Incidents or irregularities that significantly affected the integrity of the process	
Very Poor - Incidents or irregularities of such magnitude that the integrity of the process is in doubt.	

Comments

Instructions: In the box below, please provide details of any complaints or irregularities that occurred at the polling station that you observed. You must provide explanation for any observation question to which you answered "NO". If additional space is required, please continue to the back of the form and/or attach additional sheets of paper to the report form.