

The Carter Center

Long Term Observer Training

Generic Template – 3 days

DAY ONE

9: 00 – 9:45

1.1 Welcome and Introductions

Overview of Schedule, Objectives and Purpose of training. Introductions and Ice Breaker.

Handouts: Schedule, LTO Terms of Reference, LTO Briefing book, Instructions for introductory activity (as appropriate)

9:45 – 10:15

1.2 Introduction to The Carter Center

LTOs will be introduced to the work of the Carter Center, including an overview of the organization’s history, the work of the Peace Programs, and the history of election observation.

Handouts: Carter Center “quick facts”, “When TCC observers” handout

10:15 – 10:45

Break

10:45 – 12:15

1.3 Declaration of Principles for International Election Observation and Code of Conduct for Election Observers

LTOs will receive an overview of the Center’s commitment to the Declaration of Principles for International Election Observation and Observer Code of Conduct. Observers should sign and return a copy of the code of conduct during this session.

Presentation: Code of Conduct for International Election Observation

Handouts: Declaration of Principles for International Election Observation, Code of Conduct for signature, observer code of conduct for the country (if appropriate)

12:15 – 13:15

Lunch

13:15 – 14:30

1.4 Political and Historical Country Briefing

This session will include a presentation on the historical, socio-economic, and political environment of the observed country, including an overview of main issues or themes identified by core staff.

Presentation: Country Specific
Handouts: TBD by the staff member responsible. (Handouts may include: biographies of key parties/candidates, recent articles on the elections of political background, key fact sheets for deployment regions, etc.)

14:30 – 16:00

1.5 LTOs and the EOM

LTOs will receive an overview of the mission’s staffing structure and the role of LTOs in this structure. In addition, they will receive a concrete overview of the LTO terms of reference, including activities during deployment and overview of expectations.

Presentation: LTOs and the Structure of the EOM
Handouts: Example of LTO deployment calendar, Staff roles and responsibilities document (redacted for LTOs as appropriate)

16:00 – 16:15

Break

16:15 – 17:00

1.6 The Carter Center’s Media Policy

Discussion of appropriate responses to media for LTOs, including an explanation of why TCC has developed its current policy, including with regards to social media, and introduction to the public information structures at TCC.

Handouts: Contact information for the mission’s Media Relations Coordinator in Atlanta and main media liaison (FOD) in country, TCC media policy handout

17:00 – 17:30

End of Day Review

DAY TWO

9:00 – 9:15

Review of Day One

9:15 – 12:15

2.1 Human Rights and Elections

During this session, LTOs will be introduced to the major international human rights obligations related to democratic elections and their impact on the assessment of the electoral process. A break will be included.

Presentation: Human rights and Elections

Handouts:

12:15 – 13:15

Lunch

13:15 – 14:30

2.2 The Legal Framework for Elections and Pre-election procedures

During this session LTOs will be provided with an overview of the bodies responsible for election management, their responsibilities in the pre-election period, and the procedures enacted by the government with regards to electoral administration, voter registration, campaigning or other relevant subjects.

Presentation: Country Specific

Handouts: TBD by the particular country (e.g. the election law, procedural handbooks for polling station or registration staff, and resolutions from the election management body)

14:30 – 15:00

Break

15:00 – 17:00

2.3 LTO Reporting

In this session, LTOs will learn more about their weekly and other reporting responsibilities, including the different kinds of reports they will complete, expectations for reporting, the scope and content of reporting and tips on what makes a good report.

Presentation: LTO Reporting

Handouts: Example reports of varying qualities, Activity worksheets on reporting scenarios, hard copies of reporting templates. ¹

17:00 – 17:30

End of day review

¹ These templates should be made available prior to this session and already reviewed by observers.

DAY THREE

9:00 – 9:15

Review of Day Two

9:15 – 11:00

3.1 Preparing for Short-term observers

During this session LTOs will be given an overview of their responsibilities vis-à-vis preparation of a short term delegation. Particular focus will be placed on the preparation of regional summaries, acquisition of accommodation and preparation of meetings.

Presentation: Preparing for Short Term Observers

Handouts: Example of regional briefing documents, example of deployment plans

11:00 – 11:15

Break

11:15 – 12:00

3.2 Security and Communications

During this session LTOs will be discuss security awareness during their deployment as well as specific security and evacuation plans, the importance of security call ins, and other communication.

Presentations: Security Awareness

Handouts: Country Specific Presentation on Evac plans.
TCC Security Protocol, Driver Protocol Phone Lists
and Call in schedules determined by country

12:00 – 13:00

Lunch

13:00 – 13:45

3.3 LTO Finance Overview

During this session, LTOs will learn about the financial aspects of their deployment, including the distribution of long term observer funds, observer per diems, and financial reconciliation.

Presentation: Country specific if required.

Handouts: Overview of LTO fiduciary responsibility, examples of reconciliation forms.

13:45 – 14:30

3.4 LTO Deployment

During this session, LTOs will be informed of next steps in preparing for to begin their deployment. In addition to finding out more about where they will be deployed, teams will have an opportunity to discuss the nuts and bolts of the coming weeks (including what they need in their deployment kits etc.)

Presentation: Country specific if required.
Handouts: Schedules, deployment plans, list of deployment kit contents, contact details for all teams.

14:30 – 15:00 **3.5 Training Evaluation**

Handout: Evaluation Form

15:00 – 17:00 **3.6 Distribution of Deployment supplies**

Throughout the remainder of the afternoon, LTOs will prepare for deployment, including scheduling appropriate times for the distribution of deployment kits and funds.