

# The Carter Center

## Short Term Observer Training

### Generic Template – 2 days

#### Day 1

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9:00 – 9:30

#### 1.1 Welcome

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

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

9:30 – 10:30

#### 1.2 The Carter Center and the role of STOs

Introduction 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. Overview of the mission's staffing structure, and observation conducted to date. An overview of what Short term observers do throughout their deployment, including election day observation and meetings with stakeholders.

***Presentation:***

The Role of the STO in the EOM

***Handouts:***

Carter Center “quick facts”, “When TCC observers” handout, Staff roles and responsibilities document (redacted for STOs as appropriate)

10:30 – 11:00

*Break*

11:00 – 12:00

#### 1.3 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. As appropriate it may also include short presentations on each region by long term observers.

***Presentation:***

*Country Specific*

***Handouts:***

TBD by the staff member responsible (e.g. bios of key parties/candidates, recent articles on the elections of political background, key fact sheets for deployment regions, etc.

12:00 – 13:00

*Lunch*

13:00 – 14:00

#### 1.4 Declaration of Principles for International Observation and Accompanying Code of Conduct for Observers

During this session STOs 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

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

**14:00 – 15:30**

**1.5 The Carter Center’s Assessment Methodology**

This session should include an overview of how the Carter Center assesses elections, including an overview of the constituent parts of the election and the application of a human rights based approach to observation.

**Presentation:** Human Rights and Elections

**Handouts:** List of applicable human rights treaties, activity handouts, electoral process handout, examples of Carter Center statements

*15:30 – 15:45*

*Break*

**15:45 – 17:15**

**1.6 Legal Framework and Procedures for Election day**

This Session will provide a concrete overview of the bodies responsible for election management and their responsibilities on election day.

**Presentation:** *Country specific*

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

**17:15 – 17:30**

**End of day review**

## Day 2

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<b>9:00 – 9:15</b>	<b>Overview of Day 1</b>
<b>9:15 – 11:15</b>	<b>2.1 Election Day Checklists</b> An overview of TCC’s election day checklists, showing observers how to fill these forms correctly, explaining about their importance, and focusing on the summary and aggregation of data.  <i><b>Presentation:</b></i> Country Specific <i><b>Handouts:</b></i> Instructions for election day checklists, election day checklists and summary form
<i>11:15 – 11:30</i>	<i>Break</i>
<b>11:30 – 12:30</b>	<b>2.2 Security</b> Discussion of security plans, evacuation plans, the security situation in the country, and STO personal safety.  <b>Presentation:</b> Security Awareness <i>Country specific evacuation plans</i> <i><b>Handouts:</b></i> Security protocol, emergency numbers
<i>12:30 – 13:30</i>	<i>Lunch</i>
<b>13:30 – 14:00</b>	<b>2.3 The Carter Center’s Media Policy</b> 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.  <i><b>Handouts:</b></i> Contact information for the mission’s Media Relations Coordinator in Atlanta and main media liaison (FOD) in country, TCC media policy handout
<b>14:00 – 15:00</b>	<b>2.4 Communications</b> Discussion of communication responsibilities during deployment, including review of the call in schedule for both security check-ins and data.  <i><b>Handouts:</b></i> Call in schedule
<i>15:00 – 15:15</i>	<i>Break</i>
<b>15:15 – 16:00</b>	<b>2.5 STO Finance overview</b> This session should focus on the financial aspects of long term deployment, including the distribution of long term observer funds, observer per diems, and financial reconciliation.  <i><b>Presentation:</b></i> Country specific as required

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

**16:00 – 17:00**

**2.6 STO Deployment**

This session should explain very practical terms how and when observers will deploy. The session should go over what materials are present in deployment kits and the observer schedule for deployment. It will also include the announcement of observer teams.

**Handouts:** Deployment plans, list of deployment kit contents

**17:00 - 17:30**

**2.7 End of Day review and training evaluation**

**17:30 – 19:30**

**Distribution of Deployment Funds and Supplies**

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

**20:00 – 21:30**

**Group dinner sitting with observer team and relevant LTOs to allow for informal informational briefings and questions.**

**2:30 - 4:30**