

Precinct Election Commissions' Training System - Concept
Developed for April 2, 2022 By – Elections of Georgian Parliament

I Stage Training

Target Group: full composition of the Precinct Election Commission (17 members)

Duration: 1.00 hour

Period: February 28 – March 1 (before the first sessions of the commissions) **Main**

topics:

- basic principles of holding democratic elections and the importance of the role of Precinct Election Commission members, mandate within the ethical and legal framework
- the working regime of the Precinct Election Commission and the authorities defined by the regulations; grounds for imposing disciplinary liability
- coordination /communication of Precinct Election Commissions with District Election Commissions (including organizational-logistical issues)
- activities of the Precinct Election Commission in the period up to the polling day (including the issue of inclusion of voters in the special list of the adapted polling station)

II Stage Training

Target Group: members of the Precinct Election Commissions elected by the District Election Commission (except for head officials)

Duration: 1.30 hour

Period: March 10 - 11

Main topics:

- performing the functions assigned by the casting of lots during the voting process, in accordance with the epidemiological protocol (focus on the function of the voter's registrar)
- overview of other functions assigned by the casting of lots (flow regulator, ballot box supervisor, mobile ballot box holder)
- episodic staging of the voting process
- performing the functions assigned through the vote counting process (including the grounds for invalidity of ballot papers); obligations of the commission members in regard with the summary protocol of the polling results)

III Stage Training

Target Group: members of the Precinct Election Commission appointed by the parties

Duration: 1.30 hour

Period: March 13 - 14

Main topics:

- performing the functions assigned by the casting of lots during the voting process, in accordance with the epidemiological protocol (focus on the following functions: flow regulator, ballot box supervisor, mobile ballot box holder)
- overview of the functions of voter registrar
- episodic staging of the voting process
- performing the functions assigned through the vote counting process (including the grounds for invalidity of ballot papers); obligations of the commission members in regard with the summary protocol of the polling results

IV Stage Training

Target Group: head officials of the Precinct Election Commission (chairman, deputy chairman, secretary)

Duration: 3.00 hour

Period: March 16 - 17

Main topics:

- communication - coordination with District Election Commissions; election documents /inventory for admission on Election Day; arranging a polling station
- organizational /supervisory functions of the head officials of the Precinct Election Commission during the process of opening the polling station, the voting, closing of polling station, counting-summarizing
- regulations on photo-video shooting at the polling station, including the rule of video fixation of the vote counting process
- techniques of compiling summary protocols of voting results
- techniques of compiling a mobile ballot box list

V Stage Training

Target Group: full composition of the Precinct Election Commission (17 members)

Duration: 2.00 hour

Period: March 19 - 21

Main topics: episodic staging:

- voting simulation
- simulation of data counting by voter registrars
- simulation of data counting by counting officers
- simulation of voter lists sealing
- simulation of sorting/counting/sealing of ballot papers

VI Stage Training

Target Group: chairman, deputy chairman, secretary of the Precinct Election Commission

Duration: 2.30 hour

Period: March 23

Main topics:

- issues of protection of personal data of voters, among them regulations on photo-video shooting
- security of elections
- techniques for compiling summary protocols of voting results
- Polling Day statement/complaints

VII Stage Training

Target Group: chairman and secretary of the Precinct Election Commission

Duration: duration of working on the e-program for each participant is defined as 30 minutes

Period: March 24 - 28

Main topics:

- working with the program developed in collaboration by the CEC, Training Centre and International Foundation of Electoral Systems (IFES)
“Techniques of Drawing up Summary Protocol of Polling Day”:

The program envisages the strengthening of professional knowledge and practical skills of PEC’s head officials (chairperson, secretary), responsible for drawing up the summary protocol, on the techniques of drawing up summary protocols of polling results. After having finished centralized, face-to-face trainings the PECs’ head officials had the opportunity to check their knowledge and practical skills about drawing up summary protocols by using the electronic program as an additional resource. Access to computer equipment will be provided for the head officials of Precinct Election Commissions to pass the e-program (in DEC buildings or other relevant training areas)