



European Commission
 United Nations Development Programme
Joint Task Force on Electoral Assistance



Workshop on Effective Electoral Assistance
 PARTICIPANTS' GUIDEBOOK



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Guidebook



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This slimmed down 2011 version of the guidebook updates previous versions prepared since 2005 by electoral specialists, advisors and staff of the EC, UNDP and International IDEA. Input for earlier versions was also provided by the Spanish Ministry of Foreign Affairs and Cooperation, the Canadian International Development Agency (CIDA), the Organisation of American States (OAS) and the International Organisation of Migration (IOM) — all part of the Train4Dev Subgroup on Effective Electoral Assistance.¹ Some content previously included has been removed and expanded upon in the JTF Operational Paper series, including much of the detailed sections on EC-UNDP project identification, formulation and project budgeting (now part of the forthcoming **JTF Operational Paper II on Formulating and Implementing Electoral Assistance Projects in the Context of the EC-UNDP Partnership in Electoral Assistance**) and much of the section on procurement and the expanding role of information and communication technologies in electoral assistance (now part of the **JTF Operational Paper on Procurement Aspects of Introducing ICT Solutions in Electoral Processes – The Specific Case of Voter Registration**).

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¹ Train4Dev is a network aiming to promote improved aid effectiveness for poverty reduction through enhanced donor cooperation in the field of competence development and training. The principle focal areas of the network are: i) efficient networking in the field of competence development and training for all staff categories (including local staff); ii) enhanced and efficient joint training of donor staff at headquarters and country level, including information sharing and access to such trainings for participating donors; and iii) enhanced and efficient cooperation in the field of e-learning and IT-based knowledge sharing. Train4Dev currently has 25 member organizations and sub-groups have been established in 11 thematic areas. More information is available at <http://www.train4dev.net/>.

LIST OF ACRONYMS AND ABBREVIATIONS

BDP	Bureau for Development Policy
BRIDGE	Building Resources in Democracy, Governance and Elections
CSO	Civil society organisation
DevCo	Directorate-General Development and Cooperation – EuropeAid
DPA	Department of Political Affairs
EAD	Electoral Assistance Division
EC	European Commission
EOM	Election observation mission
EU	European Union
EMB	Electoral management body
HQ	Headquarters
ICT	Information and communications technology
IDEA	Institute for Democracy and Electoral Assistance
IT	Information technology
JTF	Joint EC-UNDP Task Force on Electoral Assistance
MDG	Millennium Development Goal
MoU	Memorandum of understanding
MP	Member of parliament
NAM	Needs assessment mission
NEEDS	Network for Enhanced Electoral and Democratic Support
NGO	Non-governmental organisation
PSO	Procurement Support Office
UNDP	United Nations Development Programme
UNOPS	United Nations Office for Project Services

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INTRODUCTION

ABOUT THE JOINT EC-UNDP-INTERNATIONAL IDEA TRAINING WORKSHOPS ON EFFECTIVE ELECTORAL ASSISTANCE

The Joint EC-UNDP Task Force on Electoral Assistance (JTF) was informally established in January 2007 as a means to further synergise the efforts of the European Commission (EC) and the United Nations Development Programme (UNDP) in the area of electoral assistance. Since 2004 the EC and UNDP have collaborated in over 100 electoral assistance projects in developing partner countries. The Joint Task Force is formed by EC and UNDP staff dealing with electoral assistance at headquarters (HQ) levels in Brussels. The coordinator of the JTF is based in the UN/UNDP Brussels Office.

The overall purpose of the JTF is to further strengthen and facilitate the EC-UNDP partnership in the electoral assistance field and to improve the overall efficiency and adherence of the projects to the common EC-UNDP strategic approach. One of the main ways the JTF seeks to achieve that goal is through the preparation and delivery of training sessions on effective electoral assistance.

In close collaboration with the International Institute for Democracy and Electoral Assistance (International IDEA), the **EC-UNDP-IDEA Joint Training on Effective Electoral Assistance**, for which this participants' guidebook was developed, was built around the accumulated knowledge, experience and identified best practices of the EC, UNDP and IDEA's experience in delivering electoral assistance. The Joint Training on Effective Electoral Assistance has been organised eight times (Brussels and Dar es Salaam in 2006; Brussels in 2007; Milan, Maputo and Brussels in 2008; and Accra and Milan in 2009). An additional three thematic workshops have been organised on the use of information and communications technologies (ICTs) in electoral processes (Brussels, 2009); on elections, violence and conflict prevention (Barcelona, 2010); and on formulating EC-UNDP electoral assistance projects (Brussels, 2011).

The target audience and beneficiaries of the trainings on effective electoral assistance are:

- EC, UNDP and IDEA desk officers and staff working at HQ and in the field;
- staff of European Union (EU) Member States dealing with electoral assistance;
- staff from bilateral donor agencies and international organisations;
- representatives and officials of partner country electoral management bodies (EMBs);
- other partner country national authorities with electoral-related responsibilities;
- civil society organisations (CSOs) and political parties; and
- electoral experts and practitioners.

As of April 2011, more than 600 persons had been trained on the principles of effective electoral assistance and on the institutional aspects of electoral assistance projects managed by UNDP with EC and other development partners' contributions.

The experience acquired through this initiative represents an achievement that the EC, UNDP and IDEA

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