

BOSNA I HERCEGOVINA
CENTRALNA IZBORNA KOMISIJA
SREDIŠNJE IZBORNO POVJERENSTVO



БОСНА И ХЕРЦЕГОВИНА
ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА

PLAN AND PROGRAM OF EDUCATION OF MEMBERS OF THE EMBs

Sarajevo, December 2017

TABLE OF CONTENTS

INTRODUCTION	4
PLAN AND PROGRAM OF COMPULSORY TRAINING SESSIONS AND ADDITIONAL ACTIVITIES.....	5
PART I – COMPULSORY TRAINING SESSIONS/SEMINARS	9
S1 – TRAINING FOR PRESIDENTS OF ELECTION COMMISSIONS OF BASIC CONSTITUENCIES	10
S2 – TRAINING FOR MEMBERS OF ELECTION COMMISSIONS OF BASIC CONSTITUENCIES	12
S3 - TRAINING OF NEW EMPLOYEES OF THE CENTERS FOR VOTERS’ REGISTER	15
S4 - TRAINING FOR NEWLY APPOINTED MEMBERS OF ELECTION COMMISSIONS OF BASIC CONSTITUENCIES	17
S5 - TRAINING OF LAWYERS MEMBERS OF ELECTION COMMISSIONS AND BIH CEC SECRETARIAT.....	20
S6 – TRAINING FOR CONTROLLERS OF ELECTION COMMISSIONS	22
S7 - TRAINING FOR MEMBERS OF PS IN DIPLOMATIC AND CONSULAR REPRESENTATION OFFICES OF BIH.....	24
S8 - TRAINING OF TRAINERS FOR POLLING STATION COMMITTEES TRAINING.....	26
S9 - SEMINAR FOR ELECTION OBSERVERS	28
S10 – SEMINAR FOR POLITICAL SUBJECTS – REGISTRATION AND CANDIDATES LISTS.....	29
S11 - SEMINAR FOR POLITICAL PARTIES ON POLITICAL PARTY FINANCING AND CHAPTER 15 OF THE BIH ELECTION LAW	31
S12 - SEMINAR FOR POTENTIAL INDEPENDENT CANDIDATES ON ELECTION CAMPAIGN FINANCING	33
S13 – SEMINAR FOR JOURNALISTS AND EDITORS OF ELECTRONIC MEDIA OUTLETS.....	35
S14 – SEMINAR FOR JOURNALISTS	36
FOR JOURNALISTS AND EDITORS OF ONLINE AND PRINT MEDIA	36
PART II – ADDITIONAL ACTIVITIES	37
O1 - PROMOTION OF THE INITIATIVE TO HOLD THE GLOBAL ELECTION DAY	38
O2 – PRE-ELECTION CONFERENCE OF ELECTION OFFICIALS	40
O3 - POST-ELECTION CONFERENCE OF ELECTION OFFICIALS.....	41

O4 -“LIVING LIBRARY” OF THE BIH CEC42
MISSION OF THE CENTER FOR EDUCATION OF THE BiH CEC44

INTRODUCTION

At the time of dynamic changes in the contemporary world education has become one of the most significant activities of every institution.

The Central Election Commission of Bosnia and Herzegovina as an independent institution has the need and the obligation to educate members of the election management bodies and participants on the elections and political party financing. Therefore, the Center for Education of the Central Election Commission of Bosnia and Herzegovina has been opened October 9, 2017 and it will be used to realize this Plan and Program.

This Plan and Program elaborates in detail the activities that will be carried out at the Center, and that emanate from the needs of the Central Election Commission of Bosnia and Herzegovina for compulsory training of members of the EMBs, as well as other activities such as seminars, round table discussions, etc.

The Electoral Training Program Plan and Program provides for the fulfillment of the obligations under the law implemented by the Central Election Commission of Bosnia and Herzegovina, contributes to the implementation of the mission of the institution and the achievement of its strategic goals. It also ensures the continuity of education implemented by the Central Election Commission of Bosnia and Herzegovina and contributes to the preservation of the sustainability of its strategic goals.

The Plan and Program of education of the members of the EMBs provides for the fulfillment of the obligations under the laws implemented by the Central Election Commission of Bosnia and Herzegovina, contributes to the implementation of the mission of the institution and the achievement of its strategic goals. It also ensures the continuity of education delivered by the Central Election Commission of Bosnia and Herzegovina and contributes to the preservation of the sustainability of its strategic goals.

The plan and program of education of the members of the EMBs covers the main themes of interest, primarily for the members of the EMBs, but also for the election administration in Bosnia and Herzegovina and beyond, as well as political parties, independent candidates, citizens, media and non-governmental organizations.

This Plan and Program serves as a support to the process of planning and implementation of the electoral process in BiH, but includes other activities within the competence of the BiH Central Election Commission.

This is the General Annual Plan, and based on this Plan, an operational plan and program will be developed in order to elaborate a full agenda, specify the training participants, trainers, the venue and time of the training and other technical assumptions for successful implementation of the training.

The plan and program of education of the members of the EMBs no. 04-07-10-1216-1/17 was adopted by the Central Election Commission of Bosnia and Herzegovina at the 62nd session held on 21.12.2017.

President of the
BiH Central Election Commission

Dr. Irena Hadžiabdić

PLAN AND PROGRAM OF COMPULSORY TRAINING SESSIONS AND ADDITIONAL ACTIVITIES

According to the Election Law, the electoral cycle in BiH lasts four years. Regular state-level elections are held every two years, on the first Sunday in October. General elections are held every four years at the state, entity and cantonal level simultaneously. Local and municipal elections are conducted every four years, two years after regular general elections. It is one year between two election cycles that can be used to plan activities for the analysis of previous elections and preparations for the forthcoming elections, and these activities include both compulsory and optional training offered to electoral stakeholders, as well as additional activities. Whenever necessary, training on changes of the electoral framework - legislative and/or regulatory - should be held before the start of the electoral process in May.

Below is the Plan and Program of compulsory training sessions/ seminars and additional activities that are carried out in the Center for Education of the BiH Central Election Commission in accordance with the Plan and program of education of the members of the EMBs.

**PLAN AND PROGRAM OF COMPULSORY TRAINING SESSIONS AND
ADDITIONAL ACTIVITIES**

NO.	OVERVIEW OF THEMATIC UNITS/SEMINARS	TRAINING UNITS
PART I - COMPULSORY TRAINING SESSIONS/SEMINARS		
1.	S1-TRAINING FOR PRESIDENTS OF THE ELECTION COMMISSIONS OF BASIC CONSTITUENCIES	T1: Constitutional setup T2: Electoral process and organization of elections T3: BiH Election Laws and regulations T4: Correct consolidation of results at the polling stations and at the level of basic constituency and entry of the results into JIIS application T5: Protection of electoral right
2.	S2- TRAINING FOR MEMBERS OF THE ELECTION COMMISSIONS OF BASIC CONSTITUENCIES	T1: BiH Election Law and calendar of activities on conduct of elections T2: Central Voters' Register T3: Polling stations and appointment of polling station committees T4: Organization of elections T5: Protection of electoral right
3.	S3- TRAINING OF NEW EMPLOYEES OF THE CENTERS FOR VOTERS' REGISTER	T1: Work of the Center for Voters' Register T2: Use of computers
4.	S4 – TRAINING FOR NEWLY APPOINTED MEMBERS OF ELECTION COMMISSIONS OF BASIC CONSTITUENCIES	T1: BiH Election Law and calendar of activities on conduct of elections T2: Central Voters' Register T3: Polling stations and appointment of polling station committees T4: Organization of elections T5: Protection of electoral right
5.	S5 – TRAINING OF LAWYERS MEMBERS OF ELECTION COMMISSIONS AND BIH CEC	T1: Constitutional setup T2: Electoral process and organization of elections

	SECRETARIAT	T3: Protection of electoral right – election commission’s competence (first instance and second instance administrative procedure)
6.	S6 – TRAINING FOR CONTROLLERS OF ELECTION COMMISSIONS	T1: Explaining functionality of applications from the user’s aspect (entry of information on working hours of PS, entry of turnout, entry of Stock Form and entry of results); T2: Introducing all examples of mathematical contradictions and validation errors with the mode of actions for every example; T3: Practical part of the training to be completed when conducting dry-run of the application that is done in the week after training completion.
7.	S7 – TRAINING FOR MEMBERS OF PS IN DIPLOMATIC AND CONSULAR REPRESENTATION OFFICES OF BIH	T1: Operations at the polling stations in diplomatic and consular representation offices of BiH T2: Practical exercise – operations at the polling stations in diplomatic and consular representation offices of BiH
8.	S8 – TRAINING OF TRAINERS FOR POLLING STATION COMMITTEES TRAINING	T1: Work of the PSCs on the E-Day – Regular PS T2: Counting of ballots and completion of the forms – Regular PS T3: Operations at the PS for voting in absentia T4: Operations at the PS authorized to issue tendered ballots T5: Operations of the mobile team
9.	S9- SEMINAR FOR ELECTION OBSERVERS	T1: Rights and obligations of election observers T2: Observation of electoral activities and code of conduct for election observers T3: Filing of complaints by accredited observers
10.	S10 - SEMINAR FOR POLITICAL SUBJECTS – REGISTRATION AND CANDIDATE’S LISTS	T1: Registration of political parties and independent candidates to participate in the elections T2: Registration of coalitions and lists of independent candidates to participate in the elections T3: Submission and certification of candidate’s lists and

		candidates
11.	S11 - SEMINAR FOR POLITICAL PARTIES ON LAW ON POLITICAL PARTY FINANCING AND CHAPTER 15 OF THE BIH ELECTION LAW	T1: Law on political party financing and sources of political party financing T2: Financial reporting of political parties T3: Election campaign financing – Chapter 15 of the BiH Election Law
12.	S12 – SEMINAR FOR POTENTIAL INDEPENDENT CANDIDATES ON ELECTION CAMPAIGN FINANCING	T1: Sources of political subjects’ financing T2: Costs of election campaign for independent candidates – Chapter 15 of the BiH Election Law T3: Financial reporting of independent candidates
13.	S13 - SEMINAR FOR JOURNALISTS AND EDITORS OF ELECTRONIC MEDIA OUTLETS	T1: Principle of balanced, fair and unbiased reporting T2: Obligations of public and private electronic media T3: Direct addresses and information dissemination
14.	S14 - SEMINAR FOR JOURNALISTS AND EDITORS OF ONLINE AND PRINT MEDIA OUTLETS	T1: Principle of balanced, fair and unbiased reporting T2: Code for print and online media in BiH of the Press Council in BiH
PART II – ADDITIONAL ACTIVITIES		
15.	O1 – PROMOTION OF THE INITIATIVE TO HOLD THE GLOBAL ELECTION DAY	
16.	O2 – PRE-ELECTION CONFERENCE OF ELECTION OFFICIALS/ADMINISTRATORS	
17.	O3 – POST-ELECTION CONFERENCE OF ELECTION OFFICIALS/ADMINISTRATORS	
18.	O4 – <i>LIVING LIBRARY</i> OF THE BIH CEC	

PART I – COMPULSORY TRAINING SESSIONS/SEMINARS

Compulsory training sessions/seminars are elaborated in this section in detail in accordance with Article 2.2 paragraph (5) of the BiH Election Law, as well as other education of the EMBs and all electoral stakeholders on elections, political party financing and media.

S1 – TRAINING FOR PRESIDENTS OF ELECTION COMMISSIONS OF BASIC CONSTITUENCIES

THEMATIC UNIT/SEMINAR	TRAINING OF PRESIDENTS OF ELECTION COMMISSIONS
TRAINING UNIT (Topic – T)	<p>T1: Constitutional setup</p> <p>T2: Electoral process and organization of elections</p> <p>T3: BiH Election Laws and regulations</p> <p>T4: Correct consolidation of results at the polling stations and at the level of basic constituency and entry of the results into JIIS application</p> <p>T5: Protection of electoral right</p>
Goal of the seminar	<p>The legal ground for organizing and conducting the training is prescribed by Article 2.2 paragraph (5) of the BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4 / 04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16). The obligation of the EMBs members is to undergo continuous education during the mandate in line with the Education Plan and Program adopted by the Central Election Commission of BiH.</p> <p>The goal of the training is to introduce presidents of the election commissions of basic constituencies in BiH with obligations and deadlines for the conduct of elections, and to improve the skills: teamwork, leadership and conflict resolution.</p> <p>To this end, the provisions of the BiH Election Law and the regulations that lay down competences of election commissions and deadlines for the conduct of elections will be covered in the training.</p> <p>The training will include:</p> <ol style="list-style-type: none"> 1. Constitution of BiH - Organization of the State of Bosnia and Herzegovina and the competences of the authorities. 2. Election Law of BiH – competences of election commission in terms of Chapter 2 and 5 of the Election Law of BiH. 3. Instruction on deadlines and sequence of electoral activities for the 2018 General Elections - Deadlines and sequence of electoral activities and obligations of the election commissions 4. Rulebook on the conduct of elections in BiH – activities of the election commission before Election Day, on E-Day and after E-Day 5. Instructions on procedures for adjudicating complaints and appeals filed with the election commissions – operations of election commission <p>After the training participants will be familiar with the obligations of an election commission in conduct of the elections.</p> <p>At the end of the seminar the participants will be tested. The lecturers will check the tests and participants who have at least 75% of correct answers will be awarded a certificate.</p>
Methodology	<p>Training will last 225 minutes, combining different methodologies (presentation, discussions, case study and practical exercise) according to thematic units:</p>

	<p>T1: Constitutional setup: 45 minutes – presentation</p> <p>T2: Electoral process and organization of elections: 45 minutes – presentation and case study</p> <p>(appointment of PSCs: 15 minutes – presentation;</p> <p>Efficient training of PS: 30 minutes – presentation and case study)</p> <p>T3: BiH Election Laws and regulations: 45 minutes – presentation</p> <p>T4: Correct consolidation of results at the polling stations and at the level of basic constituency and entry of the results into JIIS application: 45 minutes – presentation, demonstration and discussion;</p> <p>(Correct consolidation of results at the PS and at the level of basic constituency – 20 minutes – presentation and discussions;</p> <p>Entry of results into JIIS application – 25 minutes - presentation, demonstration and discussion)</p> <p>T5: Protection of electoral right – 45 minutes – presentation, case study and discussion,</p> <p>(first instance competence of election commission –adjudicating complaints: 20 minutes – presentation and discussion;</p> <p>First and second instance competence of the BiH CEC – adjudicating appeals: 25 minutes- presentation and discussion)</p>
Educational materials	Projector, flipchart, worksheets with case study
Testing method	A written test will be administered and a case study solved
Literature	<p>1. BiH Constitution – Annex 4 of the Framework Peace Agreement for BiH</p> <p>2. BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 35/02, 4/04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16)</p> <p>3. Rulebook on the conduct of elections in BiH (Official Gazette of BiH, 32/16, 43/16 and 9/17)</p> <p>4. Instruction on procedures for adjudicating complaints and appeals filed with the election commissions (Official Gazette of BiH, 37/14)</p>
Lecturers	The BiH Central Election Commission and employees of the BiH CEC Secretariat

S2 – TRAINING FOR MEMBERS OF ELECTION COMMISSIONS OF BASIC CONSTITUENCIES

THEMATIC UNIT/SEMINAR	TRAINING FOR MEMBERS OF ELECTION COMMISSIONS
TRAINING UNIT	<p>T1: BiH Election Law and calendar of activities on conduct of elections</p> <p>T2: Central Voters' Register</p> <p>T3: Polling stations and appointment of polling station committees</p> <p>T4: Organization of elections</p> <p>T5: Protection of electoral right</p>
Objective of the seminar	<p>The legal ground for organizing and conducting the training is prescribed by Article 2.2 paragraph (5) of the BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4 / 04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16). The obligation of the EMBs members is to undergo continuous education during the mandate in line with the Education Plan and Program adopted by the Central Election Commission of BiH.</p> <p>The goal of the training is to introduce members of the election commissions of basic constituencies in BiH (as well as newly appointed members of the election commissions) with their competences, obligations and deadlines for the conduct of elections.</p> <p>To this end, the provisions of the BiH Election Law and the regulations (including amendments if any) that lay down competences of election commissions (Article 2.13 of the BiH Election Law) and deadlines for the conduct of elections will be covered in the training.</p> <p>The training will include:</p> <ol style="list-style-type: none"> 1. BiH Election Law- competences of election commissions in terms of Chapter 2 of the BiH Election Law. 2. Instruction on deadlines and sequence of electoral activities for the 2018 General Elections – deadlines and sequence of electoral activities and obligations of election commissions 3. Rulebook on the conduct of elections in BiH – operations of the election commissions before the Election Day, on the Election Day and after the Election Day. 4. Rulebook on keeping and using the Central Voters' Register – registration of voters in the CVR, competences of the BiH CEC, excerpt from the CVR and deadlines for preparation and delivery of CVR 5. Instruction on types, method and deadlines for designating polling stations – types of PS, marking PS, method of establishing PS, locations and deadlines for establishment 6. Election Commission's Rules of Procedure – rights and obligations of the members of election commission; conflict of interest, preparation and holding of sessions, minutes of the sessions; documents adopted by the election commission and disclosure

	<p>After the training participants will be familiar with the competences of the election commission laid down in Article 2.13 of the BiH Election Law, as well as with any changes and amendments to the election rules.</p> <p>At the end of the seminar the participants will be tested. The lecturers will check the tests and participants who have at least 75% of correct answers will be awarded a certificate.</p>
Methodology	<p>Training lasts 260 minutes, combining different methodologies (presentation, discussions, case study and practical exercise) according to thematic units:</p> <p>T1: BiH Election Law and timetable of activities – 80 minutes – presentation and discussion</p> <p>(Chapter of the BiH Election Law, indicating the Articles that are important for the election commissions, and changes and amendments –15 minutes – presentation; Competences of the election commission – Article 2.13 of the BiH Election Law – 10 minutes – presentation and discussion; Election Commission’s Rules of Procedure – rights and obligations of the members of election commission; conflict of interest, preparation and holding of sessions, minutes of the sessions; documents adopted by the election commission and disclosure – 15 minutes – presentation and discussion; Deadlines and sequence of electoral activities – 40 minutes – presentation and discussion</p> <p>T2: Central Voters’ Register – 45 minutes – presentation and discussion</p> <p>(registration of voters in the CVR and competences of the BiH CEC – 30 minutes – presentation; Excerpts from the CVR and deadlines for preparation and delivery of CVR – 15 minutes – presentation and discussion</p> <p>T3: Polling stations and appointment of PSCs – 45 minutes – presentation, case study and discussion</p> <p>(types of PS, marking PS, method of establishing PS, locations and deadlines for establishment – 25 minutes – presentation and discussion; Appointment of PSCs – 20 minutes – presentation, case study and discussion)</p> <p>T4: Organization of elections – 45 minutes – presentation and discussion</p> <p>T5: Protection of electoral right – 45 minutes - presentation, case study and discussion</p> <p>(first instance competence of election commission –adjudicating complaints: 20 minutes – presentation, case study and discussion;</p> <p>First and second instance competence of the BiH CEC – adjudicating appeals: 25 minutes- presentation and discussion)</p>
Educational materials	Projector, flipchart, worksheets with case study
Testing method	A written test will be administered and a case study solved
Literature	1. BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16)

	<ol style="list-style-type: none"> 2. Rulebook on the conduct of elections in BiH (Official Gazette of BiH, 32/16, 43/16 and 9/17) 3. Rulebook on keeping and using the Central Voters' Register (Official Gazette of BiH, 32/16) 4. Instruction on types, method and deadlines for designating polling stations (Official Gazette of BiH, 37/14) 5. Instruction on deadlines and sequence of electoral activities for the 2018 General Elections – deadlines and sequence of electoral activities and obligations of election commissions 6. Rules of Procedure of the election commission
Lecturers	The BiH Central Election Commission and employees of the BiH CEC Secretariat

S3 - TRAINING OF NEW EMPLOYEES OF THE CENTERS FOR VOTERS' REGISTER

THEMATIC UNIT /SEMINAR	TRAINING OF NEW EMPLOYEES OF THE CENTERS FOR VOTERS' REGISTER
TRAINING UNIT	T1: Work of the Center for Voters' Register T2: Use of computers
Goal of the seminar	<p>Legal grounds for organization and conduct of the training: Article 6 of the Rulebook on keeping and using the Central Voters' Register (Official Gazette of BiH, 32/16) sets forth that the training for the employees of the Center for Voters' Register is delivered by the election commission of basic constituency based on a special plan and program that it has to adopt in line with the Plan and Program of education of the EMBs that is passed by the BiH CEC.</p> <p>The aim of the training is to familiarize the new employees in the Centers for Voters' Register in Bosnia and Herzegovina with the obligations and deadlines for the work of the employees of the Center for Voters' Register during the conduct of elections, as well as to improve the skills: the use of electronic mail exchange programs - webmail, preparation of statistical reports, printing the decisions on the designation of polling stations, the work on the designation of polling stations, updating of the Central Voters' Register and designation to polling stations (update base), designation of undesignated voters, search by voters' register, entry and processing of applications for designation of voting option for displaced persons.</p> <p>To this end, the training will cover the provisions of the Election Law of BiH and regulations, which prescribe the competencies of the Center for Voters' Register and deadlines for operations during the conduct of the elections.</p> <p>The training will include:</p> <ol style="list-style-type: none"> 1. BiH Election Law – competences of the Centers for Voters' Register in terms of Chapters 2 and 5 of the BiH Election Law. 2. Chapters 2 and 3 of the Rulebook on keeping and using the Central Voters' Register. 3. Instruction on deadlines and sequence of electoral activities for the 2018 General Elections – deadlines and sequence of electoral activities and obligations of centers for voters' register 4. Instruction on types, method and deadlines for designating polling stations. <p>After the training the participants will be familiarized with the obligations of the Center for Voters' Register.</p>
Methodology	<p>Training lasts 200 minutes, combining different methodologies (presentation, discussions, case study and Q&A session) according to thematic units:</p> <p>T1 - Work of the Center for Voters' Register – 60 minutes</p> <p>(BiH Election Law and regulations – equipment, competencies, accountability, working hours of the Center for Voters' Register, polling stations, change in voting options for displaced persons, timeline of activities - presentation, discussion, Q&A)</p>

	<p>T2 – Use of the computers – 140 minutes</p> <p>(Electronic mail exchange: Web mail 10 minutes – presentation, practical exercises, Q&A; Application for passive voter registration: preparing statistical reports 5 minutes – presentation, practical exercises; printing decisions on designation of PS 10 minutes – presentation, practical exercises, Q&A; polling stations – 30 minutes presentation, practical exercises, case study, Q&A; update of the CVR and designation to PS (update base) 10 minutes - presentation; designation of undesignated voters 25 minutes – presentation, practical exercises, case study, Q&A; search by voters’ register– presentation, practical exercises, case study, Q&A; entry and processing of the application for designation of voting option for displaced persons 40 minutes – presentation, case study, Q&A session).</p>
Educational materials	Computers, projector
Testing	Through discussion and practical exercises
Literature	<ol style="list-style-type: none"> 1. BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4 / 04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16) 2. Rulebook on keeping and using the Central Voters’ Register (Official Gazette of BiH, 32/16) 3. Instruction on types, method and deadlines for designation of polling stations (Official Gazette of BiH, 37/14)
Lecturers	The BiH Central Election Commission and employees of the BiH CEC Secretariat

S4 - TRAINING FOR NEWLY APPOINTED MEMBERS OF ELECTION COMMISSIONS OF BASIC CONSTITUENCIES

<p>THEMATIC UNIT/SEMINAR</p>	<p>TRAINING FOR NEWLY APPOINTED MEMBERS OF ELECTION COMMISSIONS</p>
<p>TRAINING UNIT (T1)</p>	<p>T1: BiH Election Law and calendar of activities on conduct of elections</p> <p>T2: Central Voters' Register</p> <p>T3: Polling stations and appointment of polling station committees</p> <p>T4: Organization of elections</p> <p>T5: Protection of electoral right</p>
<p>Goal of the seminar</p>	<p>The legal ground for organizing and conducting the training is prescribed by Article 2.2 paragraph (5) of the BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4 / 04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16). The obligation of the EMBs members is to undergo continuous education during the mandate in line with the Education Plan and Program adopted by the Central Election Commission of BiH.</p> <p>The goal of the training is to familiarize newly appointed members of the election commissions of basic constituencies in BiH with election-related regulations, as well as with their competences, obligations and deadlines for the conduct of elections and protection of electoral right.</p> <p>To this end, the provisions of the BiH Election Law that set forth competences of the election commissions, deadlines of operations of the election commission during the conduct of elections, Central Voters' Register, designating polling stations, appointment of PSCs, operation of the election commission before the E-Day, on the E-Day and after the E-Day, protection of electoral right, as well as Rules of Procedure of the election commissions.</p> <p>The training will include:</p> <ol style="list-style-type: none"> 1. BiH Election Law- information on every Chapter of the BiH Election Law with an overview of competences and tasks of the election commission, competences in terms of Chapter 2 of the BiH Election Law and deadlines for operations of the election commissions. 2. Rulebook on the conduct of elections in BiH – operations of the election commissions before the Election Day, on the Election Day and after the Election Day. 3. Rulebook on keeping and using the Central Voters' Register – registration of voters in the CVR, competences of the BiH CEC, excerpt from the CVR and deadlines for preparation and delivery of CVR 4. Instruction on types, method and deadlines for designating polling stations – types of PS, marking PS, method of establishing PS, locations and deadlines for establishment 5. Election Commission's Rules of Procedure – rights and obligations of the members of election commission; conflict of interest, preparation and holding of sessions, minutes of the sessions; documents adopted by the election commission and disclosure

	<p>After the training participants will be familiar with the competences of the election commission laid down in Article 2.13 of the BiH Election Law.</p> <p>At the end of the seminar the participants will be tested. The lecturers will check the tests and participants who have at least 75% of correct answers will be awarded a certificate.</p>
Methodology	<p>Training lasts 230 minutes, combining different methodologies (presentation, discussions, case study and practical exercise) according to thematic units:</p> <p>T1: Election Law of BiH and timetable of activities – 80 minutes – presentation and discussion</p> <p>(Chapter of the BiH Election Law, indicating the Articles that are important for the election commissions, and changes and amendments –15 minutes – presentation; Competences of the election commission – Article 2.13 of the BiH Election Law – 10 minutes – presentation and discussion; Election Commission’s Rules of Procedure – rights and obligations of the members of election commission; conflict of interest, preparation and holding of sessions, minutes of the sessions; documents adopted by the election commission and disclosure – 15 minutes – presentation and discussion; Deadlines and sequence of electoral activities – 40 minutes – presentation and discussion</p> <p>T2: Central Voters’ Register – 30 minutes – presentation and discussion</p> <p>(registration of voters in the CVR and competences of the BiH CEC – 15 minutes – presentation; Excerpts from the CVR and deadlines for preparation and delivery of CVR – 15 minutes – presentation and discussion</p> <p>T3: Polling stations and appointment of PSCs – 30 minutes – presentation, case study and discussion</p> <p>(types of PS, marking PS, method of establishing PS, locations and deadlines for establishment – 15 minutes – presentation and discussion; Appointment of PSCs – 15 minutes – presentation, case study and discussion)</p> <p>T4: Organization of elections – 45 minutes – presentation and discussion</p> <p>T5: Protection of electoral right – 45 minutes - presentation, case study and discussion</p> <p>(first instance competence of election commission –adjudicating complaints: 20 minutes – presentation, case study and discussion;</p> <p>First and second instance competence of the BiH CEC – adjudicating appeals: 25 minutes- presentation and discussion)</p>
Educational materials	Projector, flipchart, worksheets with case study
Testing method	A written test will be administered.
Literature	<ol style="list-style-type: none"> 1. BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16)

	<ol style="list-style-type: none"> 2. Rulebook on the conduct of elections in BiH (Official Gazette of BiH, 32/16, 43/16 and 9/17) 3. Rulebook on keeping and using the Central Voters' Register (Official Gazette of BiH, 37/14) 4. Instruction on types, method and deadlines for designation of polling stations (Official Gazette of BiH, 32/16) 5. Rules of Procedure of the election commission
Lecturers	Trainers of election commissions and legal officers of the BiH CEC Secretariat

S5 - TRAINING OF LAWYERS MEMBERS OF ELECTION COMMISSIONS AND BIH CEC SECRETARIAT

THEMATIC UNIT /SEMINAR	TRAINING OF LAWYERS MEMBERS OF ELECTION COMMISSIONS AND BIH CEC SECRETARIAT
TRAINING UNIT (Topic - T)	<p>T1: Constitutional setup</p> <p>T2: Electoral process and organization of elections</p> <p>T3: Protection of electoral right – election commission’s competence (first instance and second instance administrative procedure)</p>
Goal of the seminar	<p>The legal ground for organizing and conducting the training is prescribed by Article 2.2 paragraph (5) of the BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4 / 04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16). The obligation of the EMBs members is to undergo continuous education during the mandate in line with the Education Plan and Program adopted by the Central Election Commission of BiH.</p> <p>To provide complete capacity building for the lawyers, members of the election commission and the BiH CEC Secretariat relating to conduct of the procedure under the competence of the municipal/city election commission as a first instance body. Therefore it is necessary to cover legislation and regulations regulating operations of first instance body in administrative cases</p> <p>The training will include:</p> <ol style="list-style-type: none"> 1. Constitution of BiH 2. Election Law of BiH – Chapter 6 protection of electoral right: the right to file a complaint (parties in procedure), launching the procedure upon a complaint and ex-officio, formal conditions for filing a complaint (form for filing a complaint), deadline for submission of complaints, first instance competence of the election commission and adjudication of complaints, sanctions under competence of election commission, appeal, the Court of BiH decisions, rules of conduct in election campaign (competences of the municipal/city election commissions). 3. Law on Administrative Procedure (Official Gazette of BiH, 29/02,12/04, 88/07, 93/09, 41/13 and 53/16), part relation to: party in procedure and representation, locus standi, communication between the body and the party in procedure (petitions), notices, minutes, delivery of decision, deadlines, launch of the procedure, party’s statement, decision, appeal, work of first instance body on an appeal, work of the second instance body on an appeal. 4. Instruction on procedures of adjudicating complaints and appeals filed with the election commissions (Official Gazette of BIH, 37/14) <p>At the end of the seminar the participants will be tested. The lecturers will check the tests and participants who have at least 75% of correct answers will be awarded a certificate.</p>
Methodology	<p>Training lasts 135 minutes, combining different methodologies (presentation, discussions, case study and practical exercise) according to thematic units:</p> <p>T1: Constitutional setup 45 minutes</p> <p>T2: Electoral process and organization of elections 45 minutes</p>

	T3: Protection of electoral right – election commission’s competence (first instance and second instance administrative procedure) 45 minutes
Education materials	Projector, flipchart
Testing	A written test will be administered.
Literature	<ol style="list-style-type: none"> 1. BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16) 2. Law on Administrative Procedure (Official Gazette of BiH, 29/02,12/04, 88/07, 93/09, 41/13 and 53/16) 3. Instruction on procedures of adjudicating complaints and appeals filed with the election commissions (Official Gazette of BiH, 37/14)
Lecturers	Lawyers with the experience in administrative procedures and elections, judges of the Court of BiH

S6 – TRAINING FOR CONTROLLERS OF ELECTION COMMISSIONS

THEMATIC UNIT /SEMINAR	TRAINING FOR CONTROLLERS OF ELECTION COMMISSIONS
TRAINING UNIT (T1)	<p>T1: Explaining functionality of applications from the user’s aspect (entry of information on working hours of PS, entry of turnout, entry of Stock Form and entry of results);</p> <p>T2: Introducing all examples of mathematical contradictions and validation errors with the mode of actions for every example;</p> <p>T3: Practical part of the training to be completed when conducting dry-run of the application that is done in the week after training completion.</p>
Goal of the seminar	<p>The legal ground for organizing and conducting the training is prescribed by Article 2.2 paragraph (5) of the BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4 / 04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16). The obligation of the EMBs members is to undergo continuous education during the mandate in line with the Education Plan and Program adopted by the Central Election Commission of BiH.</p> <p>The goal of the training is to familiarize controllers of the Center for correct consolidation of election results with functionality of application from the user’s aspect for entry of election results, the method of controlling entry of election results and the method of correcting mathematical contradiction and validation errors, and preparation of the requests for recount of the ballots.</p>
Methodology	<p>Training lasts 150 minutes</p> <p>T1: T1: Explaining functionality of applications from the user’s aspect (entry of information on working hours of PS, entry of turnout, entry of Stock Form and entry of results); Training on functionality of the applications for the user’s aspect last 35 minutes, whereof 10 minutes on administration of application and 25 minutes on entry of election results.</p> <p>T2: Introducing all examples of mathematical contradictions and validation errors with the mode of actions for every example; Training on mathematical contradictions and validation errors lasts 115 minutes whereof 90 minutes on examples of solving mathematical contradictions, 10 minutes on preparation of request for correct determination of election results and 15 minutes on entry of results after the bags are opened.</p> <p>T3: Practical part of the training to be completed when conducting dry-run of the application that is done in the week after training completion. Practical part to be ended in the week after completion of the training when all election commission will be obligated to test election results application and when the controllers will be obligated to control entry of election results on the test forms with all examples of errors, and the election results controllers of the BiH CEC will be able to check the knowledge of the controllers they have trained and to react in cases when controllers don’t solve presented problems.</p>
Education materials	Video projector, worksheets (case studies, Q&A)
	All participants (from all basic constituencies) will at the training receive complete

Testing	forms for entry and control of election results, which will be used a week after the training to test the application and the personnel working the application, and thus also testing the controllers. The forms will contain all types of errors (identical for all basic constituencies) which will, after corrected by controller, indicate whether the controllers have understood the subject matter, but at the same time provide the controllers with the additional explanation by the phone of things they haven't understood entirely
Literature	<ol style="list-style-type: none"> 1. BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16) 2. Rulebook on conduct of elections in BiH (Official Gazette of BiH, 32/16, 43/16 and 9/17)
Lecturers	Controllers of election results from the BiH CEC Secretariat

S7 - TRAINING FOR MEMBERS OF PS IN DIPLOMATIC AND CONSULAR REPRESENTATION OFFICES OF BiH

THEMATIC UNIT/SEMINAR	TRAINING FOR MEMBERS OF PS IN DIPLOMATIC AND CONSULAR REPRESENTATION OFFICES OF BiH																	
TRAINING UNIT (T)	<p>T1: Operations at the polling stations in diplomatic and consular representation offices of BiH</p> <p>T2: Practical exercise – operations at the polling stations in diplomatic and consular representation offices of BiH</p>																	
Goal of the seminar	<p>Legal ground for organization and conduct of this training is set forth in Article 2.19, paragraph (14) of the BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16) and Article 15, paragraph (1) of the Instruction on determining qualifications and appointment of the polling station committee members (Official Gazette of BiH, 32/16).</p> <p>In accordance with plan and program of the education, the BiH Central Election Commission organizes the training of the presidents and members of the polling station committees in the diplomatic and consular representation offices of BiH (DCROBiH), as well as of their deputies on the manner of voting and counting the envelopes with ballot papers.</p> <p>The aim of the training is to train the president and members of the PSCs as well as their deputies for the work at the polling stations in the DCRO BiH.</p> <p>To this end, the relevant provisions of the Rulebook on the conduct of elections in BiH (Official Gazette of BiH, 32/16, 43/16 and 9/17) will be elaborated.</p> <p>After the training the presidents and members of the PSCs as well as their deputies are competent to work at the polling stations in the DCRO BiH.</p> <p>At the end of the seminar the participants will be tested. The lecturers will check the tests and participants who have at least 50% of correct answers will be awarded a certificate.</p>																	
Methodology	<p>Training lasts 150 minutes, combining different methodologies (presentation, discussions, case study and practical exercise) according to thematic units:</p> <p>T1: Operations at the polling stations in diplomatic and consular representation offices of BiH</p> <table border="1" data-bbox="550 1579 1442 2072"> <thead> <tr> <th data-bbox="550 1579 694 1612">Duration</th> <th data-bbox="694 1579 1145 1612">Structure</th> <th data-bbox="1145 1579 1442 1612">Method</th> </tr> </thead> <tbody> <tr> <td data-bbox="550 1612 694 1704">15'</td> <td data-bbox="694 1612 1145 1704">Before the elections – setting up PS for voting and commissioning of polling material</td> <td data-bbox="1145 1612 1442 1704">Presentation Case study</td> </tr> <tr> <td data-bbox="550 1704 694 1859">15'</td> <td data-bbox="694 1704 1145 1859">Before opening of the PS – keeping Minutes on the work of the PSC, recording commissioned envelopes with ballots and registered number of voters in the Stock Form- BSO, etc.</td> <td data-bbox="1145 1704 1442 1859">Presentation</td> </tr> <tr> <td data-bbox="550 1859 694 1951">30'</td> <td data-bbox="694 1859 1145 1951">Voting procedures – opening of the PS, valid identification documents, accredited observers, etc.</td> <td data-bbox="1145 1859 1442 1951">Presentation</td> </tr> <tr> <td data-bbox="550 1951 694 2072">30'</td> <td data-bbox="694 1951 1145 2072">After closure of PS – counting envelopes with ballots, completing Stock Form – BSO and packing of the polling material</td> <td data-bbox="1145 1951 1442 2072">Presentation</td> </tr> </tbody> </table>			Duration	Structure	Method	15'	Before the elections – setting up PS for voting and commissioning of polling material	Presentation Case study	15'	Before opening of the PS – keeping Minutes on the work of the PSC, recording commissioned envelopes with ballots and registered number of voters in the Stock Form- BSO, etc.	Presentation	30'	Voting procedures – opening of the PS, valid identification documents, accredited observers, etc.	Presentation	30'	After closure of PS – counting envelopes with ballots, completing Stock Form – BSO and packing of the polling material	Presentation
Duration	Structure	Method																
15'	Before the elections – setting up PS for voting and commissioning of polling material	Presentation Case study																
15'	Before opening of the PS – keeping Minutes on the work of the PSC, recording commissioned envelopes with ballots and registered number of voters in the Stock Form- BSO, etc.	Presentation																
30'	Voting procedures – opening of the PS, valid identification documents, accredited observers, etc.	Presentation																
30'	After closure of PS – counting envelopes with ballots, completing Stock Form – BSO and packing of the polling material	Presentation																

	T2: Practical exercise – operations at the polling stations in diplomatic and consular representation offices of BiH		
	Duration	Structure	Method
	60'	Setting up PS for voting Keeping Minutes on work of the PSC Counting envelopes with ballots by municipalities for which voting is done Completing the Stock Form – BSO	Practical exercise Discussion Case study Q&A
Education materials	Projector		
Testing	A written test will be administered.		
Literature	<ol style="list-style-type: none"> 1. The BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16) 2. The Rulebook on conduct of elections in BiH (Official Gazette of BIH, 32/16, 43/16 and 9/17) 		
Lecturers	BiH Central Election Commission and employees of the BiH CEC Secretariat		

S8 - TRAINING OF TRAINERS FOR POLLING STATION COMMITTEES TRAINING

THEMATIC UNIT/SEMINAR	TRAINING OF TRAINERS FOR POLLING STATION COMMITTEES TRAINING
TRAINING UNIT (Topic -T)	<p>T1: Work of the PSCs on the E-Day – Regular PS T2: Counting of ballots and completion of the forms – Regular PS T3: Operations at the PS for voting in absentia T4: Operations at the PS authorized to issue tendered ballots T5: Operations of the mobile team</p>
Goal of the seminar	<p>The legal ground for organizing and conducting the training is prescribed by Article 2.2 paragraph (5) of the BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4 / 04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16). The obligation of the EMBs members is to undergo continuous education during the mandate in line with the Education Plan and Program adopted by the Central Election Commission of BiH.</p> <p>Goal of the training is to familiarize members of the election commissions of basic constituencies in BiH with the operation procedures of the PSCs on the Election Day.</p> <p>To that end the provisions of the BiH Election Law and regulations stipulating the procedure will be covered.</p> <p>Training will include:</p> <p>1. Operation procedures of the PSCs on the Election Day.</p> <p>After the training, the participants will know the obligations of the election commission in the conduct of the elections. A test will be administered in the final part of the seminar. The results of the test will be of informative character, without the minimum requirement and will serve the lecturers to gain insight into how much the training participants have adopted from the presented themes.</p>
Methodology	<p>Training lasts 350 minutes, combining different methodologies (presentation, discussions, and practical exercise) according to thematic units:</p> <p>T1. Work of the PSCs on the E-Day – Regular PS. 165 minutes. Presentation, Q&A</p> <ul style="list-style-type: none"> - Work of PSC from the moment of receiving the polling material to the closing of the PC and packing of unused material– 50 minutes. - A day before the elections and procedures before opening of the PS. Presentation, Q&A – 15 min. - Opening of the PS and voting procedure. Presentation, Q&A – 20 min. - Closing of the PS and completion of the forms, packing of the unused material. Presentation, Q&A – 15 min. - Activities before the ballot count. Presentation – 5 min - Ballot count – majority vote and completion of the form. Presentation – 10 min

	<ul style="list-style-type: none"> - Packing of polling material. Presentation – 5 min - Ballot count – semi-open list and completion of the forms. Presentation – 30 min - Packing of polling material. Presentation – 5 min - Review of the material delivered to the election commissions. Presentation – 10 min <p>T2. Counting of ballots and completion of the forms – Regular PS. 140 minutes.</p> <ul style="list-style-type: none"> - Ballot count. Practical exercise– 120 min. - Completion of the forms. Practical exercise– 20 min. <p>T3. Operations at the PS for voting in absentia– 15 minutes</p> <ul style="list-style-type: none"> - Voting procedures. Presentation – 5 min. - Count of the envelope. Presentation – 5 min. - Completion of the forms. Presentation – 5 min. <p>T4. Operations at the PS authorized to issue tendered ballots – 15 minutes</p> <ul style="list-style-type: none"> - Voting procedures. Presentation – 5 min. - Count of the envelope. Presentation – 5 min. - Completion of the forms. Presentation – 5 min. <p>T5. Operations of the mobile team – 15 minutes</p> <ul style="list-style-type: none"> - Voting procedures. Presentation – 5 min. - Count of the envelope. Presentation – 5 min. - Completion of the forms. Presentation – 5 min.
Educational materials	Projector, worksheets and forms
Testing	A test will be administered in the final part of the seminar. The results of the test will be of informative character, without the minimum requirement and will serve the lecturers to gain insight into how much the training participants have adopted from the presented themes.
Literature	<ol style="list-style-type: none"> 1. BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16) 2. Rulebook on conduct of elections in BiH (Official Gazette of BiH, 32/16, 43/16 and 9/17) 3. Instruction on deadlines for conduct of elections 4. Manual for the work of PSCs – 2018 General Elections

S9 - SEMINAR FOR ELECTION OBSERVERS

THEMATIC UNIT/SEMINAR	TRAINING FOR ELECTION OBSERVERS
TRAINING UNIT (Topic-T)	<p>T1: Rights and obligations of election observers</p> <p>T2: Observation of electoral activities and code of conduct for election observers</p> <p>T3: Filing of complaints by accredited observers</p>
Goal of the seminar	<p>The objective of the training is to acquaint election observers with their rights and obligations, procedures for access to election observation activities and the manner of filing complaints.</p> <p>To this end, the legislation and regulations on the conduct of election observers will be covered:</p> <ul style="list-style-type: none"> - Election Law of Bosnia and Herzegovina, Chapter 17 Election observers: right to submit an application for accreditation, observer accreditation procedures (observers of political subjects, observers of the association and international observers), election observation procedure, filing an objection, code of conduct, - Instruction on conditions and procedures for accreditation of election observers in BiH (Official Gazette of BiH, 37/14) <p>After the training the participants will be familiarized with their rights and obligations, procedures for access to election observation activities and the manner of filing complaints with specific reference to relevant provisions of the legislation (legislation and regulations).</p> <p>The participants will be tested on the method of filing complaint in case the electoral procedure is violated in a hypothetical situation. After the tests are graded by the lecturers, the participants who met the mark at the practical exercise will receive a certificate.</p>
Methodology	<p>Training lasts 135 minutes and will cover thematic units in a combined manner:</p> <p>T1- Rights and obligations of election observers: 20 minutes lectures and 15 minutes Q&As and 10 minutes break.</p> <p>T2- Observation of electoral activities and code of conduct for election observers 20 minutes lecture, 15 minutes Q&As and 10 minutes break.</p> <p>T3- Filing of complaints by accredited observers 20 minutes lecture, 15 minutes Q&As and 10 minutes break</p>
Educational materials	Projector, flipchart, etc.
Testing	Following the lecture and discussion the participants will in a practical exercise show the knowledge gained on the process of filing an objection in the Minutes of work of the PSCs in case there has been a violation of the electoral procedure.
Literature	<ol style="list-style-type: none"> 1. BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16) 2. Instruction on conditions and procedures for accreditation of election observers in BiH (Official Gazette of BiH, 37/14)
Lecturers	Employees of the BiH CEC Secretariat

S10 – SEMINAR FOR POLITICAL SUBJECTS – REGISTRATION AND CANDIDATES LISTS

<p>THEMATIC UNIT</p>	<p>REGISTRATION OF POLITICAL PARTIES TO PARTICIPATE IN THE ELECTIONS</p> <p>SUBMISSION AND CERTIFICATION OF CANDIDATES LISTS AND CANDIDATES</p>
<p>TRAINING UNIT (Topic - T)</p>	<p>T1: Registration of political parties and independent candidates to participate in the elections</p> <p>T2: Registration of coalitions and lists of independent candidates to participate in the elections</p> <p>T3: Submission and certification of candidate’s lists and candidates</p>
<p>Objective of the seminar</p>	<p>The objective of the training is to familiarize political parties and independent candidates with the obligations and deadlines for submission of application to participate in the elections, as well as with the operations of the BiH Central Election Commission when verifying submitted applications and candidates lists and candidates (entry, verification, decisions, and notifications).</p> <p>To this end, the provisions of the Election Law of Bosnia and Herzegovina and regulations, which prescribe the obligations of political subjects and candidates in the process of applying for participation in the elections, deadlines and competences of the BiH Central Election Commission in the procedure will be covered.</p> <p>The training will include:</p> <ol style="list-style-type: none"> 1. BiH Election Law, Chapter 4 – Certification and application for the election: submitting applications, conditions to be met for a party to be certified, supporting documents, completing the form, deadlines for submission of applications, decision-making process, procedure for submitting candidates’ lists, conditions that candidates must meet, forms. 2. Instruction on deadlines and order of electoral activities for the elections – deadlines relevant for the application and certification process of political subjects and candidates. 3. Rulebook on the method of verifying signatures of support and forms for certification of political subject to participate in the direct elections in BiH. <p>After the training the participants will be familiarized with the obligations in the registration process for participation in the elections as well as the conditions that candidates have to fulfill in order to be certified by the Central Election Commission of BiH and on the conduct of the BiH Central Election Commission in this process with reference to relevant provisions.</p> <p>In the final part of the training, the knowledge of the participants of the training will be verified through practical treatment (completing the application form and the candidate forms), after the evaluation will be given by the lecturers, the participants will be awarded the certificates.</p> <p>The participants’ knowledge will be tested through a practical exercise (completion of applications and candidates’ forms). After lecturers’ evaluation, the participants will receive a certificate.</p>
	<p>Training lasts 135 minutes combining different methodologies (presentation, discussions, and practical exercise) according to thematic units:</p>

Methodology	<p>T1: Registration of political parties and independent candidates to participate in the elections: Lecture <u>30 minutes</u>, discussion <u>15 minutes</u> (presentation, discussion, Q&As)</p> <p>T2: Registration of coalitions and lists of independent candidates to participate in the elections: Lecture <u>30 minutes</u>, discussion <u>15 minutes</u> (presentation, discussion, Q&As)</p> <p>T3: Submission and certification of candidate's lists and candidates: Lecture <u>30 minutes</u>, discussion <u>15 minutes</u> (presentation, discussion, Q&As)</p>
Educational materials	Projector, flipchart
Testing	After the training the participants will have to complete the application form and candidates' forms in line with the law and regulations.
Literature	<ol style="list-style-type: none"> 1. BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16) 2. Rulebook on the method of verifying signatures of support and forms for certification of political subject to participate in the direct elections in BiH – consolidated text (Official Gazette of BiH, 43/16)
Lecturers	Employees of the BiH CEC Secretariat

**S11 - SEMINAR FOR POLITICAL PARTIES ON POLITICAL PARTY FINANCING AND
CHAPTER 15 OF THE BIH ELECTION LAW**

THEMATIC UNIT/SEMINAR	POLITICAL PARTY FINANCING
TRAINING UNIT (Topic-T)	<p>T1: Law on political party financing and sources of political party financing</p> <p>T2: Financial reporting of political parties</p> <p>T3: Election campaign financing – Chapter 15 of the BiH Election Law</p>
Goal of the seminar	<p>Representatives of political parties, i.e. persons authorized to submit financial reports will acquire or expand their knowledge on prescribed sources of funding of political parties and on the financing of the election campaign, deadlines, content and manner of submitting financial reports, as well as on the competences of the BiH Central Election Commission in implementing the Law on political party financing.</p> <p>To this end, legislation regulating the political party financing will be covered:</p> <ul style="list-style-type: none"> - Law on Political Party Financing (Official Gazette of BiH, 95/12 and 41/16), focusing on sources of financing, financial reporting, control of financial reports and competences of the BiH CEC, - BiH Election Law, Chapter 15: election campaign financing: deadlines, contents and the procedure for filing pre-election and post-election financial reports, and the expense limit for the election campaign, - Rulebook on annual financial reports of political parties (Official Gazette of BiH, 96/13 and 89/16): contents and the form of annual financial report and submission of the annual financial report through the Application FI BiH CEC, - Rulebook on pre-election and post-election financial reports of political subjects (Official Gazette of BiH, 96/13): method, contents and deadline for submission of financial reports. <p>After the seminar, which will last 135 minutes, the participants will be trained on the sources of political party financing, the method of calculating the allowed maximum for the election campaign expenses and submission of the financial reports through the Application FI BiH CEC.</p> <p>A written test will be administered.</p>
Methodology	<p>Lectures will be conducted using different methodologies (lecture, discussion and practical exercise):</p> <p>T1: Law on political party financing and sources of political party financing: 45 minutes (30 minutes presentation on sources of financing, competences of the BIH CEC and control of financial reports; 15 minutes discussion and Q&As)</p> <p>T2: Financial reporting of political parties: 45 minutes (30 minutes presentation on contents of financial reports and submission of reports through the Application FI BiH CEC; 15 minutes discussion and Q&A)</p> <p>T3: Election campaign financing – Chapter 15 of the BiH Election Law: 45 minutes (30 minutes presentation on contents of pre-election and post-election reports, obligation and the method of submitting the reports, obligation to report a</p>

	transaction account for election campaign financing in line with Article 4.4 of the BiH Election Law and the method of calculating the maximum allowed costs of election campaign, 15 minutes practical exercise - calculating the maximum allowed costs of election campaign, discussion and Q&As).
Educational material	Projector, flipchart.
Testing	A test will be administered after the lecture and the discussion.
Literature	<ol style="list-style-type: none"> 1. Law on Political Party Financing (Official Gazette of BiH, 95/12 and 41/16) 2. BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16) 3. Rulebook on annual financial reports of political parties (Official Gazette of BiH, 96/13 and 89/16) 4. Rulebook on pre-election and post-election financial reports of political subjects (Official Gazette of BiH, 96/13)
Lecturers	Employees of the Audit Office of the BiH CEC

S12 - SEMINAR FOR POTENTIAL INDEPENDENT CANDIDATES ON ELECTION CAMPAIGN FINANCING

THEMATIC UNIT/SEMINAR	ELECTION CAMPAIGN FINANCING
TRAINING UNIT (Topic-T)	<p>T1: Sources of political subjects' financing</p> <p>T2: Costs of election campaign for independent candidates – Chapter 15 of the BiH Election Law</p> <p>T3: Financial reporting of independent candidates</p>
Goal of the seminar	<p>Potential independent candidates are to be familiarized with the regulations on funding sources, the limit on the amount of election campaign costs, with the focus on the provisions of Art. 15.1 and Art. 15.10 of the BiH Election Law, deadlines, content and manner of submitting financial reports, and with the competencies of the Central Election Commission of BiH, as set forth in the Election Law of BiH and the Law on Political Party Financing.</p> <p>To this end, the legislation and regulations in the area of political party financing will be covered:</p> <ul style="list-style-type: none"> - Law on Political Party Financing (Official Gazette of BiH, 95/12 and 41/16): sources of funding (contributions, prohibited sources of funding and favorable treatment), financial reporting, control of financial reports and competences of the BiH CEC, - BiH Election Law, Chapter 15 Campaign financing: deadlines, contents and method of submitting pre-election and post-election financial reports and limit to the costs of election campaign, - Rulebook on pre-election and post-election financial reports of political subjects (Official Gazette of BiH, 96/13): manner, contents and deadlines for submission of financial reports, - Rulebook on annual financial reports of political parties (Official Gazette of BiH, 96/13 and 89/16): contents and form of the financial reports. <p>After the seminar, which will last 135 minutes the participants will be trained on how to finance election campaign in line with the provisions of the BiH Law and the Law on Political Party Financing that is also applied to the independent candidates.</p> <p>A test will be administered at the end of the seminar.</p>
Methodology	<p>The lectures will include diverse methodology (lectures, discussion and practical exercise):</p> <p>T1: Sources of financing political subjects (independent candidates): 45 minutes (30 minutes presentation on sources of funding, competences of the BiH CEC and control of financial reports; 15 minutes discussion, Q&As)</p> <p>T2: Costs of election campaign – Chapter 15 of the BiH Election Law: 45 minutes (30 minutes presentation on legally prescribed costs of election campaign, limit to costs of an election campaign and the method of calculating permitted costs of the campaign; 15 minutes practical exercise to calculate the maximum limit of the election campaign costs, discussion and Q&As).</p> <p>T3: Financial reporting of independent candidates: 45 minutes (30 minutes presentation on content of financial reports, obligations and the method of submitting pre-election and post-election financial reports, obligation to report a transaction account for campaign financing in line with the Article 4.4 of the BiH</p>

	Election Law.
Educational materials	Projector, flipchart.
Testing	A test will be administered through a practical exercise after the lecture and the discussion.
Literature	<ol style="list-style-type: none"> 1. Law on Political Party Financing (Official Gazette of BiH, 95/12 and 41/16) 2. BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16) 3. Rulebook on annual financial reports of political parties (Official Gazette of BiH, 96/13 and 89/16) 4. Rulebook on pre-election and post-election financial reports of political subjects (Official Gazette of BiH, 96/13):
Lecturers	Employees of the Audit Office of the BiH CEC

S13 – SEMINAR FOR JOURNALISTS AND EDITORS OF ELECTRONIC MEDIA OUTLETS

THEMATIC UNIT/SEMINAR	BIH ELECTION LAW – CHAPTER 16 MEDIA IN ELECTION CAMPAIGN
TRAINING UNIT (Topic - T)	<p>T1: Principle of balanced, fair and unbiased reporting</p> <p>T2: Obligations of public and private electronic media</p> <p>T3: Direct addresses and information dissemination</p>
Goal of the seminar	<p>The seminar participants are introduced to the legal obligation of the media in BiH to follow fair, professional and professional monitoring of election activities while respecting the journalist code, and generally accepted democratic principles and rules, in particular the fundamental principle of freedom of expression.</p> <p>To this end, the provisions of Chapter 16 of the Election Law of BiH, Rulebook on Media Representation of Political Subjects in the period from the date the elections are announced to the Election Day, as well as the relevant regulations that fall within the competence of the BiH Regulatory Communication Agency will be covered during the seminar.</p>
Methodology	<p>Seminar lasts 135 minutes combining different methodologies (presentation, examples of good practice and discussions) according to thematic units:</p> <p>T1: Principle of balanced, fair and unbiased reporting: 45 minutes</p> <p>Introduction and presentation 15 min, examples of good practice 15 min, discussion 15 min</p> <p>T2: Obligations of public and private electronic media <u>45 minutes</u></p> <p>Obligations of public electronic media (presentation) 15 min, obligation of private electronic media (presentation) 15 min and discussion 15 min</p> <p>T3: Direct addresses and information dissemination - 45min.</p> <p>Introduction (presentation) 15 min, examples of good practice 15 min, discussion 15 min</p>
Educational material	Projector and flipchart.
Testing	Through discussion
Literature	<ol style="list-style-type: none"> 1. BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16) 2. Rulebook on Media Representation of Political Subjects in the period from the date the elections are announced to the Election Day (Official Gazette of BiH, 37/10) Regulations under competence of the BiH Regulatory Communication Agency
Lecturers	BiH Central Election Commission and Regulatory Communication Agency of BiH

S14 – SEMINAR FOR JOURNALISTS

FOR JOURNALISTS AND EDITORS OF ONLINE AND PRINT MEDIA

THEMATIC UNIT/SEMINAR	ELECTION LAW OF BiH – CHAPTER 16 MEDIA IN ELECTION CAMPAIGN
TRAINING UNIT (Topic - T)	<p>T1: Principle of balanced, fair and unbiased reporting</p> <p>T2: Code for print and online media in BiH of the Press Council in BiH</p>
Goal of the Seminar	<p>The seminar participants are introduced to the legal obligation of the media in BiH to follow fair, professional and professional monitoring of election activities while respecting the journalist code, and generally accepted democratic principles and rules, in particular the fundamental principle of freedom of expression.</p> <p>To this end, the provisions of Chapter 16 of the Election Law of BiH and the Code for press and online media of the Press Council in BiH will be covered during the seminar.</p>
Methodology	<p>Seminar lasts 90 minutes combining different methodologies (presentation, examples of good practice and discussions) according to thematic units:</p> <p>T1: Principle of balanced, fair and unbiased reporting: 45 minutes</p> <p style="padding-left: 40px;">Introduction and presentation 15 min, examples of good practice 15 min, discussion 15 min</p> <p>T2: Code for press and online media of the Press Council in BiH <u>45 minutes</u></p> <p style="padding-left: 40px;">Introduction and presentation 15 min, examples of good practice 15 min, discussion 15 min</p>
Educational materials	Projector and flipchart.
Testing	Through discussion
Literature	<ol style="list-style-type: none"> 1. BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16) 2. Code for press and online media in BiH of the Press Council in BiH
Lecturers	The BiH Central Election Commission and Press Council in BiH

PART II – ADDITIONAL ACTIVITIES

This part will elaborate additional activities, which encompass activities to be held in the Center for Education such as promotion of the initiative to hold Global Election Day, pre-election and post-election conferences, living library, press conferences, discussions with high school and university students, etc.

O1 - PROMOTION OF THE INITIATIVE TO HOLD THE GLOBAL ELECTION DAY

THEMATIC UNIT	INITIATIVE TO HOLD THE GLOBAL ELECTION DAY
TRAINING UNIT (T1)	<p>The basic pillar of democracy is to have free and fair election in every country.</p> <p>The principles of democratic elections are included in international treaties, national constitutions and laws. The United Nations Declaration of Human Rights declared the right to vote as a basic human right in 1948. The establishment of general and equal suffrage, direct and secret voting is such a great value for mankind that it has to be considered by every politician, civil servant and the electorate as a direction given to democracy. Elections are a necessary means of checking the state power, ensuring that parliaments and governments in office serve the interest of both the society and the individual.</p> <p>Generally, during the electoral process, political parties are competing in order to show social, political and economic alternatives of development. It is a fundamental right of voters to express their support or rejection regarding candidates and parties, by casting their votes. Democracy defines the framework in which all the constitutional organizations may find their places. Political parties defeated in the elections shall have the right to bring up new arguments and to gather new supporters for the next elections.</p> <p>Education of the electorate especially that of first-time voters, is the duty of the press and media. Without the freedom of the press, it is meaningless to talk about free elections.</p> <p>The majority of the countries in the world are committed to regularly organizing presidential, parliamentary and municipal elections.</p> <p>The fair and transparent conduct of elections, the prevention of fraud and the ensuring of legal remedy processes are highly important duties of the election experts. Political and social values may only be realized if the legitimacy of elections is unquestionable. Accordingly, election experts shall accomplish their work in an impartial manner.</p> <p>Some countries in the world remain uncommitted towards democratic elections. Election experts do not always act impartially. The challenge we face as election administrators is to make democratic elections a fundamental pillar of democracy in every country.</p> <p>From 14 to 17 September 2005, election experts from all around the world participated in the Global Election Officials Conference in Hungary. Through this conference they sent an important message about the vital need to strengthen the process of democratic development throughout the world. Because of the importance of this message the participants have launched an initiative to hold an annual ‘Global Elections Day’ on the first Thursday of February every year.</p> <p>Participants of the Conference proposed to initiate an annual Global Elections Day celebration in each country <u>on the first Thursday of February</u>. The first Thursday of February is proposed as the date to celebrate the Global Elections Day because most of the international agreements in the field of elections were signed on or around this date.</p> <p>They also enlisted the support of international organizations like the United Nations.</p> <p>On Global Elections Day the organizers hold seminars, workshops and roundtable discussions on the importance of democratic elections. The attention</p>

	<p>is also focused on the history of elections and democratic culture and the challenge of organizing credible and transparent elections.¹</p> <p>Representatives of legislature and executive authority, NGO sector, academic community, first time voters, foreign guests and media representatives will carry on the message from the event to the United Nations to have the first Thursday of February celebrated as the Global Election Day.</p>
Goal of the seminar	<p>Main objectives of this event are:</p> <ul style="list-style-type: none"> - Reaffirming our belief in irreversibility of democratic processes; - Informing the public on new achievements and challenges relating to different types of voting systems; - Drawing attention of parliaments, governments, politicians and world leaders to the importance of their leading role in promoting culture of democracy and high voters' participation; - Influencing first time voters and youth to be committed to democratic values.
Methodology	<p>To be set for every event:</p> <ul style="list-style-type: none"> - 10 minutes – Welcome speech - 70 minutes – Thematic presentation - 10 minutes – Closing remarks
Educational materials	<p>Projector, promotional material</p>
Literature	<ol style="list-style-type: none"> 1. BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16) 2. International Conventions and standards
Lecturers	<p>Representatives of the BiH CEC, representatives of legislature and executive authority, NGO sector, academic community, media and election administration at the local level, depending on the topic of the event.</p>

¹ <http://www.aceeeo.org/en/projects/global-elections-day>

O2 – PRE-ELECTION CONFERENCE OF ELECTION OFFICIALS

THEMATIC UNIT	OBLIGATIONS OF MUNICIPAL/CITY ELECTION COMMISSIONS IN PREPARATIONS FOR THE ELECTIONS
TRAINING UNIT	<p>Conference on “Obligations of municipal/city election commissions in preparations for the elections” will be organized in the election year.</p> <p>Topics to be presented at the conference include:</p> <ul style="list-style-type: none"> - Displaying interim voters’ register - Designating polling stations - Appointing PSCs: awarding positions on PSC to the political subjects, delivering proposals of candidates for PSCs, appointing president and members of PSCs, training and certification of presidents and members of PSCs - Accreditation of observers - Receipt and verification of election material - Designation and verification of polling stations - Delivery of election material to PSCs - E-Day: a service for the voters, PSCs and political subjects - Entering data into application, consolidation of election results at the level of basic constituency - Receipt of the election material by PSCs - Preparation and delivery of the material to the BiH CEC
Goal	Familiarizing/training municipal/city election commissions in BiH with their obligations in election preparation, 120 days before the elections
Methodology	Plenary sessions and interactive workshops
Educational materials	<p>Projector, flipchart, worksheets and forms</p> <p>Practicum for municipal/city election commissions in BiH</p>
Literature	<ol style="list-style-type: none"> 1. BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16) 2. Rulebook on keeping and using the Central Voters’ Register (Official Gazette of BiH, 32/16) 3. Rulebook on the conduct of elections in BiH (Official Gazette of BiH, 32/16, 43/16 and 9/17) 4. Instruction on types, method and deadlines for designating polling stations (Official Gazette of BiH, 37/14) 5. Instruction on determining qualifications and the appointment procedure of the polling station committees’ members (Official Gazette of BiH, 32/16)
Lecturers	Members of the BiH CEC and employees of the BiH CEC’s Secretariat

Note: Logistic support to organization of the Conference will be provided by the Association of Election Officials in BiH (AEOBiH)

O3 - POST-ELECTION CONFERENCE OF ELECTION OFFICIALS

THEMATIC UNIT	ANALYSIS OF THE ELECTORAL PROCESS
TRAINING UNIT (T1)	Analysis of the electoral process
Goal of the Conference	<p>Members of municipal/city election commissions, election experts from the country and abroad, representatives of political parties, international organizations, civil society, the media and the academic community will analyze all aspects of the electoral process and identify challenges and major obstacles, exchange experiences and practices and define specific activities for improving the electoral process.</p> <p>The post-election conference is held immediately after the conduct of indirect elections. Such conferences have in the past proven to be an excellent tool for analyzing the election and a place where all electoral actors can meet to exchange views on the conduct of the elections. The conference is also an excellent opportunity to identify all the problems and challenges faced by the election administration during the elections, as well as to discuss possible solutions.</p> <p>As a result of the conference a wide range of recommendations for improving the electoral process are submitted as a proposal to the Parliamentary Assembly of BiH within the framework of the Report on implementation of the laws under the competence of the BiH Central Election Commission.</p> <p>The content and recommendations of the Conference will be unified and printed in a conference brochure to be distributed to all participants and interested parties.</p>
Methodology	<p>Plenary sessions and interactive workshops</p> <ul style="list-style-type: none"> - 180 minutes (3h) plenary session of the 1st Conference day - 240 minutes (4h) - 90 minutes plenary session. Report and analysis of workshops - 30 minutes – awarding recognitions
Educational materials	Projector, flipchart, worksheets, forms
Literature	<ol style="list-style-type: none"> 1. BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16) 2. Rulebook on the conduct of elections in BiH (Official Gazette of BiH, 32/16, 43/16 and 9/17) 3. Law on Political Party Financing (Official Gazette of BiH, 95/12 and 41/16) 4. Rulebook on pre-election and post-election financial reports of political parties (Official Gazette of BiH, 96/13)
Lecturers	Members of the BiH CEC/employees of the BiH CEC's Secretariat, representatives of legislature, academic community, international community

Note: Logistic support to organization of the Conference will be provided by the Association of Election Officials in BiH (AEOBiH)

O4 -“LIVING LIBRARY” OF THE BIH CEC

THEMATIC UNIT/SEMINAR	LIVING LIBRARY OF THE BIH CEC
TRAINING UNIT (T1)	Competences of the BiH CEC in the conduct of elections in Bosnia and Herzegovina – 2018 General Elections
Goal of the seminar	<p>Living library functions just like a real library where readers come to borrow a “book” for a while. However, books in the Living library are people who represent groups that are often subject to prejudices and stereotypes, most frequently due to the lack of knowledge of persons, groups or institutions. In the Living library books not only can talk, they can also answer the questions of readers, but can also ask questions and learn.</p> <p>The Idea of the Living library (Menneske Biblioteket) was originally developed by the Danish Youth Initiative “Forefinger Stop Volden” as one of the activities offered to visitors of the Roskilde Musical Festival in Copenhagen in 2000.</p> <p>The positive experience of the Living Library at the Roskilde Festival attracted the attention of the European Youth Center (EYCB) from Budapest (Council of Europe), which developed the Living Library as a program and method of learning and enabled thousands of young people to experience the Living Library. Since 2002, the Living Library methodology has become an integral part of the Council of Europe’s Youth Program under the Human Rights Learning Program. This activity can cross borders and can be tailored after different social groups.</p> <p>In order to best define quality standards and document the good practices and examples of the previous Living Libraries, the Council of Europe's Youth and Sports Directorate in cooperation with the Nordic Council of Ministers had in 2005 developed a Handbook for the organizers “Do not judge a book by its cover-Guide to organizers of the Living library”.</p> <p>Methodology of Living libraries has developed in different environments and contexts - from festivals, schools, conferences, professional fairs, to youth seminars and exchanges. The methodology was also adapted and a mobile Living Library, which travels by bus, as well as online chat for the Living Library were created.</p> <p>Using the modified methodology of Living Library, the BiH Central Election Commission wants to familiarize the youth in Bosnia and Herzegovina with their right to elect and be elected at free, fair and democratic elections in Bosnia and Herzegovina. In this way, the Central Election Commission of BiH contributes to the promotion of human rights, pluralism of democracy and the rule of law, as well as to greater involvement of youth in the electoral process in Bosnia and Herzegovina. The Books in the Living Library will be members of the Central Election Commission of BiH and employees of the BiH Central Election Commission’s Secretariat (candidates at previous elections, members of election commissions, members of the polling stations, observers, media and others) as participants in the electoral process in Bosnia and Herzegovina, and the Living library will be organized in the premises of the Center for Education of the Central Election Commission of BiH in the period (May - after the announcement of the elections or another date according to the decision of the Central Election Commission of BiH).</p>

	<p>After the Living Library, visitors will be familiar with the BiH CEC's mode of operations and its competencies in the conduct of the electoral process in Bosnia and Herzegovina.</p> <p>Evaluation of the successfulness of the Living Library will be conducted through an evaluation form at the end of the program. Furthermore, "the books" will also complete their evaluation form.</p> <p>The data from the forms will be used to improve the organization of the next living library of the Central Election Commission of BiH, both at the Education Center and in the regional centers in Bosnia and Herzegovina.</p>
Methodology	Living library will be held for 180 minutes according to its methodology, which will be partially modified to fit the needs of the BiH CEC.
Educational materials	In line with the Living Library methodology
Testing	An evaluation form will be completed to assess successfulness of the Living library.
Literature	<ol style="list-style-type: none"> 1. BiH Election Law (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/04, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16) 2. Rulebook on the conduct of elections in BiH (Official Gazette of BiH, 32/16, 43/16 and 9/17) 3. Do not judge a book by its cover- Guide to organizers of the Living library
Lecturers/books	<p>The Central Election Commission of BiH and employees of the BiH Central Election Commission's Secretariat</p> <p>(candidates at previous elections, members of election commissions, members of the polling stations, observers, media and others)</p>

MISSION OF THE CENTER FOR EDUCATION OF THE BiH CEC

By being allocated the premises in 7 Danijela Ozme Street the Central Election Commission of Bosnia and Herzegovina also received unused and unorganized space in the annex to the building. Aimed at determining the ultimate purpose of that space the BiH Central Election Commission had at its session held on December 19, 2013 passed a Decision on establishment of the Center for Education of the Central Election Commission of Bosnia and Herzegovina (Official Gazette of BiH, 103/13). In the period 2014-2017 activities were carried out on the reconstruction and adaptation of the space to accommodate the Center, using the budget funds and the donation of the Embassy of the Republic of Turkey.

According to the Decision, the Center for Education is established aimed at education of the election management bodies and all stakeholders in the area of elections and political party financing at the national, regional and international level.

The Center for Education opened its doors on October 9, 2017. First training in the Center for Education held in the period October 9-27, 2017 was realized within the Council of Europe's project of support to the activities of the Central Election Commission of BiH covering "LEAD education of the leadership and development of training program for members of the BiH Central Election Commission, managerial staff and relevant training staff", which besides the BiH Central Election Commission was attended by 50 presidents of the election commissions of basic constituencies in BiH.

As part of the Council of Europe's project of support to the activities of the Central Election Commission of BiH, a Curriculum of the Center for Education was prepared, which covers program of compulsory and optional training, cataloguing of topics and areas of education tailored to the specific needs and purpose of this Center, including:

- Highly specialized training sessions for members of the election commissions in BiH, tailored after the electoral activities' timeline,
- Training of representatives of political subjects on application of the Law on political party financing and election campaign financing,
- Training for representatives of political parties on the process of applying and getting certified to participate in the elections,
- Training for representatives of electronic and print media on the electoral process in BiH,
- Training of trainers for representatives of non-government sector in the field of voter education, and
- Holding of post-election conferences.

By establishing the Center for Education, the Central Election Commission of BiH has provided a permanent and adequate space to meet the legal obligation for continuous training of the EMBs' members. We will strive to provide high quality and continuous training and professional development of all participants in the electoral process in BiH by organizing educational workshops, seminars and lectures to be delivered to the members of election administration, but also to the representatives of political subjects, the media and the NGOs, by renowned domestic and international election experts.

The Center for Education has 110-seat conference room, video and sound equipment, simultaneous translation equipment, wireless internet access, cafeteria, and is suitable for organization of conferences, seminars, roundtables, workshops and lectures.

Contact

BiH Central Election Commission, Danijela Ozme 7, Sarajevo

Tel: 033/251-300 switchboard

Fax: 033/251-329

E-mail: kontakt@izbori.ba

Web: www.izbori.ba