



European Commission
United Nations Development Programme

Joint Task Force on Electoral Assistance



**EC-UNDP Workshop on
Formulating and Implementing Electoral
Assistance Projects in the Context of the
EC UNDP Partnership**

DRAFT Agenda

1 – 4 February 2011

**Centre Albert Borchette
Rue Froissart, 36 – 4th floor, Room 4C
Brussels**

Objectives and Methodology

The **objective** of the workshop is to strengthen the knowledge of relevant staff of EU/EC, UN/UNDP and Electoral Management Bodies (EMBs) on Formulating and Implementing Electoral Assistance Projects in the context of the EU-UNDP Partnership on Electoral Assistance. More specifically, the training will provide detailed information on existing frameworks, promote exchange of experiences and participants will also acquire useful tools to better understand legal and operational aspects related to the electoral cycle and to the EU-UNDP partnership on electoral assistance. Areas such as legal framework, specific timeframes, division of responsibilities and all other aspects related to the implementation of the partnership will be dealt with in detail in addition to lessons learned, evaluations and recommendations for the future electoral assistance projects in the context of UNDP managed basket funds. The participants will also be familiarized with resource persons and reference tools available at the Headquarters and in the field.

The **methodology** is designed to maximize the learning outcomes and the exchange of experience focusing on the mainstreaming of the principles of the "2005 Paris Declarations" and the "2008 Accra Agenda for Actions" on Aid Effectiveness, Harmonization, Alignment and Ownership applied to the electoral assistance field. Through the integration of BRIDGE¹ style training methodology, the workshop takes on board a variety of pedagogical techniques to ensure the value added of interactive learning.

- **Presentations** are used to introduce topics and case studies to the audience. Resource persons are asked to limit their presentations to allow for questions and answers from the participants. In order to facilitate learning outcomes, we encourage the resource persons to use power point slides which will be made available online at www.ec-undp-electoralassistance.org after the completion of the workshop. Templates for the power point presentation will be provided to all resource persons.
- **Case studies:** Case studies will build upon concrete and relevant examples in order to better understand conceptual lessons applied in real settings and their outcomes. Challenges and positive results will be presented and will serve as an integrated tool to explore potential dynamics and implications.
- **Group work:** Interactive group work is organized and all participants are divided into smaller groups. The main objective is to stimulate active reflection and engagement in discussions in order to efficiently apply topics taught and lessons drawn. Within a teamwork approach, views and experiences are shared and participants benefit from this exercise. A maximum number of five working groups will work in parallel facilitated by two facilitators each. Each group will appoint a spokesperson. The spokespersons will report back to the plenary and the facilitators will summarize the main discussions in the plenary session concluding each group workshop.
- **Facilitator notes:** All resource persons will be provided with to guide the session that highlights the key understanding and the learning outcomes of the specific session in question and also suggest activities that can be undertaken. Notably, the facilitator notes represent a rough and flexible guide which the facilitators can adapt according to their own views and perspectives.
- **Video recording:** The workshop will be video-recorded. The presentations and discussions will thus provide crucial input to the eLearning Course on Formulating and Implementing Electoral Assistance Projects in the Context of the EC UNDP Partnership which is under development.
- **E-Learning:** All participants are granted access to the eLearning Course on Effective Electoral Assistance one month in advance of the course and we strongly encourage all to finalize the course upon arrival in order to get acquainted with the most important concepts of electoral assistance. See at www.elearning.ec-undp-electoralassistance.org

¹ "The BRIDGE methodology combines participatory adult education techniques with a distinctive Values - based approach. Rather than relying heavily on traditional lecturing, BRIDGE is focused on practical issues and is activity-based, with each module offering a range of activities designed to convey clearly identified Key Understandings, and to achieve specified Learning Outcomes. It reflects the insight that people learn best when they take responsibility for their own learning, and are faced with material that is relevant to them and presented in a memorable and innovative way". <http://bridge-project.org/about-bridge/methodology>

- **Evaluation:** Evaluations have shown that EC-UNDP-IDEA trainings and workshops have been successful in lifting knowledge levels and in exchanging experiences across the different stakeholders in elections. Evaluations have provided useful input to the development of the training programme and a practice we want to continue. To this end, participants will be asked to respond to a questionnaire to express their personal assessment of each agenda topic in terms of content and presentation allowing for both quantitative and qualitative responses. A summary of the workshop, taking on board participants' statistics as well as the evaluation will be published online at www.ec-undp-electoralassistance.org after the workshop.
- **Translations:** The plenary sessions will have simultaneous translations in English-French-Portuguese languages, guarantying the full and free participation from all participants.
- **Background materials:** Background notes will be provided in advance to the participants by e-mail, including the reports of the evaluations conducted by external evaluations in 2010 on the EC UNDP Partnership on Electoral Assistance. It is recommended that participants familiarize themselves with the documents before attending the workshop.
- **Operational Paper:** A relevant outcome of the workshop will be an operational paper of the Joint EC UNDP JTF, also entitled "Formulation and Implementing Electoral Assistance Projects in the Context of the EC UNDP Partnership". This will be based on the notes of the rapporteurs, on the presentations, on the video-interviews and evaluations. This operational paper will be made available on the JTF web site and will also be the base of a forthcoming E-learning course.
- **Time schedule:** In order to respect the interpreters' working hours, sessions need to start at 9.00, lunch breaks to take 1 and a half hour and sessions to finish by 16.30.
- **Lunches:** On the first and last day of the training, lunch will be offered by the European Commission in the conference room area. On the second and third day participants are suggested to use the Canteen located in the Borchette building.

**Day 1:
Tuesday 1 February 2011**

EU/EC and UN/UNDP framework, EC-UNDP Partnership and key concepts of Electoral Support

Learning Outcomes:

- Become familiarized with the key policies and strategic frameworks of EU/EC and UN/UNDP involvement in Electoral Assistance
- Learn about the way in which the EC/EU and UN/UNDP are working together in order to promote the organization of credible and legitimate electoral processes
- Appreciate current trends and challenges in providing effective electoral assistance and in implementing the electoral cycle approach
- Acquire hands-on knowledge and become aware of practical examples related to best practices and common challenges in the formulation and implementation of electoral assistance projects in the context of the EC-UNDP Partnership

Moderator: Deryck Fritz, Senior Electoral Expert

Rapporteur: Raquel Rico Bernabe, JTF Electoral Assistance Specialist, UNDP Brussels; Lucio Filippini, Evaluator of the country level EC-UNDP Partnership on electoral assistance

08:30 **Registration of Participants**

09.00 **Video:** Democracy & Human Rights: clichés, hopes & cynicism - 15 years of EU support

Opening Speeches

Francesca Mosca, Director, Directorate for Quality Support, European Commission, DEVCO
Antonio Vigilante, Director UN - UN/UNDP Brussels Office

09:30 **Introduction of the Workshop Objectives and Key Concepts
Self-Introduction of Participants**

Fabio Bargiacchi, Coordinator of Joint EC UNDP Task Force/UNDP Brussels
Teresa Polara, Electoral Assistance Specialist, DEVCO E4

10.15 **UN Policy and Strategic Framework on Electoral Assistance, incl. roles and responsibilities within a UNDP Country Office dealing with Electoral Assistance & relevant services at the UNDP HQ. New Note of Guidance EAD/UNDP**

Fabio Bargiacchi, Coordinator of Joint EC UNDP Task Force/UNDP Brussels
Nurana Sadikhova, GPECS Operations Manager, UNDP Brussels

10.45 Break

11.00 **EU Policy and Strategic Framework for Electoral Support, incl. Roles and Responsibilities within an EU Delegation Dealing with Electoral Assistance & Relevant Services at the HQ.
The European Initiative for Human Rights and Democracy (EIDHR)
Council Conclusions [Conclusions](#) on Democracy Support in EU's External Relations**

Teresa Polara, Electoral Assistance Specialist, DEVCO E4
Patrice Lenormand, Acting Head of Central management of EIDHR and IfS Unit, DEVCO
Balthasar Benz, International Policy Officer, EEAS

- 12.00 **EC-UNDP Partnership**
Matthew Keyes, International Relations Officer, DEVCO
Pierre Harze, Deputy Director, UNDP Brussels Office
- 12.30 **The EC-UNDP Partnership on Electoral Assistance: HQ and Country Level Evaluation**
Niall McCann, Lead evaluator of the EC-UNDP Partnership on electoral assistance
- 13.00 Lunch
- 14.30 **The EC-UNDP Partnership on Electoral Assistance: Country Level Evaluation**
Lucio Filippini, Evaluator of the country level EC-UNDP Partnership on electoral assistance
- 15.00 **Group Work Session:**
- The Electoral Cycle: Case Studies**
Participants are divided into four groups to analyze and discuss main challenges and the electoral cycle approach in the four projects assessed: Guinea Bissau, Moldova, DRC, and Togo. Each group's spokesperson will have 5 minutes to present their group's discussions to the plenary.
- DRC – Facilitators:** Beshir Bungu Munta, Teresa Polara; **Rapporteur:** Lucio Filippini
Moldova - Facilitators: Fabio Bargiacchi, Thomas Huyghebaert; **Rapporteur:** Tomas Matraia
Guinea Bissau - Facilitators: Piero Valabrega, Ricardo Godinho Gomes; **Rapporteur:** Stefania Perna
Togo - Facilitators: Dominiek Benoot, Abderrahmane El Yessa; **Rapporteur:** Mette Bakken
- 16.0 **Feedback from EMBs and Regional Efforts in Support of Electoral Cycles**
Abbot Apollinaire Malu Malu, President of the Independent Electoral Commission of DRC, Vice President of the Electoral Commission Forum of the SADC and Senior Advisor to ECCAS
Kofi Kye-duodu, Senior Electoral Advisor Ghana Electoral Commission, Representative Association of African Election Authorities (AAEA)
- 16.30 Break
- 17.00 **The Electoral Cycle Approach: trends and challenges**
Domenico Tuccinardi, Director of the NEEDS project
- 17.20 **The Electoral Cycle Approach in the Broader Perspective of Democracy Support: moving beyond the electoral cycle**
Presentation of the EU Guide on EU Parliamentary Support
Thomas Huyghebaert, Head of Democratisation Sector, DEVCO E4
- Working with political parties and parliaments: some examples**
Kevin Deveaux, Senior Parliamentary Advisor, UNDP NY
- 18:30 End of the Day – **Welcome Cocktail**

**Day 2:
Wednesday 2 February 2011**

**Election-related Violence, Electoral Justice, Gender and
Synergies between Electoral Assistance and Election Observation**

Learning Outcomes:

- Be able to develop and implement strategies to prevent and mitigate consequences of election-related violence
- Appreciate issues related to electoral justice and their implications for organization of credible elections
- Understand how to develop and streamline gender components in electoral assistance projects within the framework of inclusive and equal participation
- Appreciate the advantages and the challenges of integrating EU EOM recommendations in electoral assistance projects at the project formulation stage

Moderator: Deryck Fritz, Senior Electoral Expert

Rapporteur: Tomas Matraia, JTF Communication and Reporting Analyst, UNDP Brussels; Stefania Perna, JTF Intern, UNDP Brussels

9.00	International Commitments and Obligations, Lessons Learned Richard Atwood, Director of Research, ICG Domenico Tuccinardi, Director of the NEEDS project
09.30	Introduction to Current Trends in Election-Related Violence Richard Atwood, Director of Research, ICG Mireia Villar Forner, Senior Policy Advisor, Crisis Prevention and Recovery, UNDP
10.00	Hard Talk Session: EC, UNDP, DPKO and EMBs collaboration in the Context of Electoral Assistance Projects in UN Peace Keeping Scenarios, Including the Role of UN Certification Facilitator: Domenico Tuccinardi Panel: Cote d'Ivoire: Gianmarco Scuppa, Moktar Lam, Gianpiero Catozzi, Michel Paternotre Sudan: Edoardo Manfredini, Niall McCann, Svetlana Murtazalieva, Patricia Maugain
11.00	Break
11.15	Group Work Session: Case Studies: How to Mainstream Prevention of Electoral Related Violence in Electoral Assistance Projects – Lessons Learned Participants are divided into five groups related to the cases of Afghanistan, DRC, Togo, Cote d'Ivoire, and Zimbabwe. Each group's spokesperson will have 5 minutes to present their

group's discussions to the plenary.

Afghanistan - Facilitators: Richard Atwood, Mireia Villar Forner, (Awaiting confirmation of Afghan EMB and UNDP CO); **Rapporteur:** Stefania Perna

Togo - Facilitators: Abderrahmane El Yessa, Dominiek Benoot; **Rapporteur:** Lucio Filippini

Zimbabwe - Facilitators: Caroline Valette, Isabelle Ribot; **Rapporteur:** Mette Bakken

DRC - Facilitators: Bechir Bungu Munta, Teresa Polara; **Rapporteur:** Tomas Matraia

Cote d'Ivoire - Facilitators: Gianmarco Scuppa, Moktar Lam, Michel Paternotre;
Rapporteur: Raquel Rico-Bernabe

12.30 **Electoral Justice: the Case of Brazil and Presentation of the IDEA Handbook**

Paolo de Tarso Tamburini, Judge National Council of Justice, Brazil
Domenico Tuccinardi, Director of the NEEDS project

13:00 Lunch

14.30 **Introduction to Gender in Electoral Assistance Projects**

Marie Menono, Gender Regional Advisor, UNDP RC Dakar
Domenico Tuccinardi, Director of the NEEDS project

15.00 **Group Work:**

Discussions over Case Studies: How to Mainstream Gender Components into Electoral Assistance Projects – Lessons Learned and Best Practices

30 minutes for group discussions and analysis. Each group's spokesperson will have 5 minutes to present their group's discussions to the plenary.

EU - Facilitators: Francesco Torcoli, Michel Paternotre; **Rapporteur:** Mette Bakken

EMBs - Facilitators: Paulo De Tarso Tamburini, Bechir Bungu Munta; **Rapporteur:** Raquel Rico-Bernabe

UNDP - Facilitators: Marie Meonono, Anne Sofie Holms; **Rapporteur:** Lucio Filippini

15.45 Break

16.00 **Electoral Assistance and EU Election Observation: Integrating EU EOM Recommendations**

Malgorzata Wasilewska, Head of Election Observation Unit, EEAS
Georgios Tsitsopoulos, Head of Election Observation Sector, FPIS (tbc)
Domenico Tuccinardi, Director of the NEEDS project

17.00 **Follow-Up of EU EOM and Other Election Observation Missions' Recommendations into an Electoral Assistance Projects in the Context of the EC UNDP Partnership**

Case Study: Mozambique

Delphine Skowron, Representative of Mozambique EMB, Fabio Bargiacchi, Ricardo Godinho Gomes

Case Study: Zambia

Chana Kaunda, Niall Mc Cann, Anne Sofie Holms

18.15

End of the Day

**Day 3:
Thursday 3 February 2011**

Working together (1): The Framework Administrative and Financial Agreement and the EC-UNDP Operational Guidelines,

Learning objectives:

- Be able to implement electoral assistance projects within the framework of the FAFA and Operational Guidelines
- Understand and fulfill the requirements of FAFA reporting
- To appreciate and better put into practice the EC-UN Joint Visibility Guidelines
- Be able to prepare the required EC and UNDP Project Documents, as well as contribution agreements

Moderator: Deryck Fritz, Senior Electoral Expert

Rapporteur: Mette Bakken, Jr. Electoral Assistance Consultant, UNDP Brussels; Stefania Perna, JTF Intern, UNDP Brussels

09.00 **The Framework Administrative and Financial Agreement between the EU and the UN (FAFA)**

Javier Raya Aguado, Head of Section for contracts with International Organisations, DEVCO
Pierre Harze, Deputy Director, UNDP Brussels

10.00 **Preparation of Required EC and UNDP Project Documents** (Special conditions, Annex 1 - Elements of the Description of the Action, Annex 2: The General Conditions, Annex 3 – EC Budget etc)

Javier Raya Aguado, Head of Section for contracts with International Organisations, DEVCO
Ricardo Godinho Gomes, Electoral Specialist, UNDP Bissau
Anna Hysbergue, Legal Programme Officer, UNDP

11:00 Break

11.15 **EC-UN Guidelines on Reporting**

Pierre Harze, Deputy Director, UNDP Brussels
Javier Raya Aguado, Head of Section for contracts with International Organisations, DEVCO

12.15 **FAFA provisions and EC-UN Joint Visibility Guidelines**

Ana Martinez Alonso, Team Leader Public Relations, Communication and Visibility, DEVCO

13:00 Lunch

14.30 **FAFA Provisions and EC-UN Joint Visibility Guidelines – the PALOP Case**

Fabio Bargiacchi, Coordinator of the Joint EC UNDP Task Force

15.00 **Implementation Modalities: DEX vs NEX, Basket Fund vs Multi Donor Trust Fund, and UNDP ATLAS**
Katarzyna Wawiernia, Deputy Resident Representative Operations, UNDP Bissau
Ricardo Godinho Gomes, Electoral Specialist, UNDP Bissau

16:00 Break

16.15 **EC-UNDP Operational Guidelines on Electoral Assistance Projects and Programmes including Project Management Structure, Selection of Experts, and the Role of the Steering Committee.**
Fabio Bargiacchi, Coordinator of the Joint EC UNDP Task Force/UNDP Brussels
Teresa Polara, Electoral Assistance Specialist, DEVCO E4

17.30 **Hard Talk Style:**

EC-UNDP Operational Guidelines including Project Management Structure, Selection of Experts, and the role of the Steering Committee

Facilitator: Niall McCann
Rapporteur: Stefania Perna

Panel:
EU : Teresa Polara, Francesco Torcoli
UNDP : Fabio Bargiacchi, Ricardo Godinho Gomes
EMBs: Abbot Apollinaire Malu Malu, Kofi Kye-Duodu

18.30 End of the day

**Day 4:
Friday 4 February 2011**

**Working together (2): EU Implementing with Different Partners;
New Technologies; Budgeting; Operational Planning**

Learning objectives:

- Become familiar with the different options to implement electoral assistance projects in the field
- Appreciate the key issues in relation to the introduction of appropriate technologies in electoral processes
- Be able to develop a realistic electoral budget and working with consolidated budgets
- Appreciate the challenges of realistic operational and procurement planning
- Learn to planning, budgeting and implementing capacity development activities

Moderator: Deryck Fritz, Senior Electoral Expert

Rapporteur: Raquel Rico Bernabe, JTF Electoral Assistance Specialist, UNDP Brussels; Tomas Matraia, JTF Communication and Reporting Analyst, UNDP Brussels

- 09.00 **EU Projects Implemented with Different Partners: the Case of Lebanon, Sudan and Ghana**
Francesco Torcoli, Programme Manager, EU Delegation in Ghana
Niall Mcann, Electoral Assistance Expert
Edoardo Manfredini, Programme Manager, EU Delegation in Sudan
- 10.00 **Introducing Appropriate Technology: the Voter Registration and E-Voting Cases**
Fabio Bargiacchi, Coordinator of the Joint EC UNDP Task Force/UNDP Brussels
Paolo de Tarso Tamburini, Judge National Council of Justice, Brazil
- 10.45 Break
- 11.00 **Electoral Budgeting and Project Budgeting**
Anne-Sofie Holm Gerhard, Electoral Operations & Procurement Advisor, UNDP/GPECS
Ricardo Godinho Gomes, Electoral Assistance Specialist, Pro PALOP-TL
- 12:00 **Case Studies on Electoral Budgeting and Working with Consolidated Budgets: Liberia, Niger and Pro PALOP-TL**
Anna Harvala, Programme Manager, EU Delegation in Liberia
Anne-Sofie Holm Gerhard, Electoral Operations & Procurement Advisor, UNDP/GPECS
Ricardo Godinho Gomes, Electoral Assistance Specialist, Pro PALOP-TL
- 13:00 Lunch
- 14.30 **Exercise: Operational Planning & Procurement Focus on Voter Registration**
Anne-Sofie Holm Gerhard, Electoral Operations & Procurement Advisor, UNDP/GPECS
Victor Margall, Procurement Analyst, UNDP/PSO/GPU

EU- Facilitators: Domenico Tuccinardi, Francesco Torcoli; **Rapporteur:** Lucio Filippini

EMBs - Facilitators: Paulo De Tarso Tamburini, Beshir Bungu Munta; **Rapporteur:** Mette Bakken

UNDP - Facilitators: Anne-Sofie Holm Gerhard, Victor Margall; **Rapporteur:** Stefania Perna

15.30 **Procurement: Challenges & Lessons Learned**
Victor Margall, Procurement Analyst, UNDP/PSO/GPU
Anne-Sofie Holm Gerhard, Electoral Operations & Procurement Advisor, UNDP/GPECS

16.30 Break

16.45 **Capacity Development Activities: Planning, Budgeting Implementing BRIDGE Modules**
Derrick Fritz, Senior Electoral Expert, IOM Sudan

17.15 **Plenary recap: Opportunities and Challenges**
Interactive Q&A
Fabio Bargiacchi, Coordinator of Joint EC UNDP Task Force/UNDP Brussels
Teresa Polara, Electoral Assistance Specialist, DEVCO E4
Ricardo Godinho Gomes, Electoral Assistance Specialist, Pro PALOP-TL

18.00 **Closing**
Pierre Harze, Deputy Director, UNDP Brussels
EU - European Commission, DEVCO, Directorate for Quality Support

18:30 End of day

21:00 **Social Event** – Venue to be confirmed