

NEEDS Deputy Chief Observer Training 31 March – 3 April 2008

Monday 30 March Understanding the Context of an EU EOM

Start Time	End time	Training Activity
9:00	9:10	Introduction to the Course
9:10	9:30	Who are you?
9:30	11:00	EU EOM Policy Framework
11:00	11:20	Break
11:20	12:20	International and regional obligations and benchmarks
12:20	13:20	Understanding the link between election observation and electoral assistance
13:20	14:20	Lunch
14:20	14:50	Relations with the European Parliament
14:50	15:50	Regional political overview of character of elections in Latin America and the Caribbean, Africa, Asia-Pacific, Middle East, Mediterranean
15:50	16:05	Break
16:05	17:05	Dealing with different electoral environments
17:05	17:15	Evaluations and Conclusion

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Tuesday 31 March Managing your Environment

Start Time	End time	Training Activity
9:00	9:05	Welcome and Housekeeping
9:05	9:20	Energiser: How observant are you?
9:20	9:50	Evolution of the Role of DCO
9:50	10:00	EU EOM relations with European Commission, Delegations and MS embassies
10:00	10:15	Break
10:15	10:45	Relations with and expectations of the Chief Observer
10:45	12:00	Inside an EU EOM: enhancing managerial skills
12:00	13:00	Lunch
13:00	13:45	Relations with the Implementing Partner
13:45	15:15	Security
15:15	15:35	Break
15:35	16:20	Standard Operating Procedures for planning
16:20	17:20	EU EOM external environment: relations with third parties
17:20	17:30	Evaluations and Conclusion

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Wednesday 1 April Lead by Example

Start Time	End time	Training Activity
9:00	9:05	Welcome and Housekeeping
9:05	9:20	Energiser on Teamwork
9:50	10:30	Working in post-crisis situations; cultural awareness and appropriate behavior
10:30	10:45	Break
10:45	12:15	Time management, team building and dealing with stress
12:15	13:15	Lunch
13:15	14:45	Effective Communication and negotiation skills, meeting techniques
14:45	15:00	Break
15:00	15:15	Energiser
15:15	16:15	Conflict management and conflict prevention
16:15	16:45	Dealing with breaches of the Code of Conduct
16:45	16:55	Evaluations and Conclusion

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Thursday 2 April

Grasping Electoral Contexts - making the Recommendations count

Start Time	End time	Training Activity
9:00	9:05	Welcome and Housekeeping
9:05	10:30	Legal Framework overview
10:30	10:45	Break
10:45	12:15	Electoral Management Overview
12:15	13:15	Lunch
13:15	13:45	Public Relations and Visibility
13:45	16:00	Interview in a TV studio
16:00	16:20	Break
16:20	17:00	Participant evaluation feedback
17:00	17:30	Assessing elections in accordance and compliance with national legislation and international obligations for democratic elections and human rights
17:30	18:00	Analysis: conflict, gender, minorities
18:00	18:10	Evaluation and Conclusion
20:00		DCO Dinner

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Friday 3 April Delivering the right message

Start Time	End time	Training Activity
9:00	9:05	Welcome and Housekeeping
9:35	10:15	Analysis: Developing an analytical framework and implementing EU EOM methodology
10:15	10:55	Communications skills: public speaking, delivering the message to different audiences
11:25	11:45	Break
11:45	12:45	Reporting forms
12:45	13:45	Lunch
13:45	15:15	Quality assessment, summarising and editing
15:15	15:30	Break
15:30	15:50	Good standards for Preliminary Statement, Final Report, Internal Final Report
15:50	16:20	EC inputs and consultation process for statements
16:20	17:05	Evaluation of the Core Team, Observers, Implementing Partner, LTOs, STOs
17:05	17:10	NEEDS final evaluation forms
17:10	17:30	Closing Remarks