

Day One		The European Union and Election Observation	
Start Time	End time	Training Activity	
9:30	9:40	Introduction to the Course (Welcome, Housekeeping and Materials)	
9:40	10:10	Who are you?	
10:10	10:25	Course Objectives and Agenda	
10:25	10:45	Course Code of Conduct	
10:45	11:00	Break	
11:00	11:30	Introduction to The European Union	
11:30	12:00	Crafting an aide-memoire	
12:00	12:30	Why have elections?	
12:50	13:50	Lunch	
13:50	14:50	Visit to European Commission	
14:50	15:05	Walk back to NEEDS	
15:05	15:30	International Standards and Declaration of Principles on International Election Observation	
15:30	16:00	Who are the observers?	
16:00	16:20	Break	
16:20	16:50	Nature of Election Observation/Pros and Cons	
16:50	17:20	Introduction to ACE	
17:20	17:30	EU EOM Media Policy	
17:30	18:00	Media interview roleplay	
18:00	18:20	End of Day Quiz	
18:20	18:30	Evaluation/Conclusion	
		Per Diem distribution	
19:30	21:00	Informal Welcome Drink	

Day Two		EU Election Observation Missions and Being an LTO
Start Time	End time	Training Activity
9:30	9:35	Welcome and Housekeeping
9:35	9:50	Energiser: How observant are you?
9:50	10:20	The Legal Framework for Elections
10:20	10:50	The Election Cycle
10:50	11:10	Observation and Technical Assistance
11:10	11:20	Break
11:20	12:20	Election Systems
11:35	12:05	EU EOM Calendar of Events
12:05	13:05	Lunch
13:05	13:20	Energiser: Reading Instructions
13:20	14:20	LTO: Role and Responsibilities and Phases of Work
14:20	15:05	Interviewing style and content
15:05	15:25	Break
15:25	16:10	LTO Engagement with interlocutors: Roleplay-LTO visit
16:10	16:40	CT: Relationships and Challenges
16:40	17:10	Break
17:10	17:40	Developing Codes of Conduct
17:40	18:20	EU EOM Code of Conduct
18:20	18:30	Explain homework assignment
18:30	18:45	Evaluation and Conclusion

Day Three		Gathering Information and Reporting
Start Time	End time	Training Activity
9:30	9:35	Welcome and Housekeeping
9:35	9:50	Energiser on Language
9:50	10:35	Common Cultural Scenarios in EU EOMs
10:35	11:35	Gathering Information and planning your work
11:35	11:55	Break
11:55	12:25	Calendar planning overview
12:25	12:55	Political Rally Scenarios
12:55	13:25	Reporting: Weekly, rally, spot, End of Mission
13:25	14:25	Lunch
14:25	14:40	Energiser
14:40	15:25	Best Practice Examples
15:25	15:55	Good reporting techniques
15:55	16:15	Break
16:15	17:15	Practice session
17:15	17:35	Joint evaluation
17:35	17:45	Homework assignment
17:45	18:00	Evaluation and Conclusion

Day Four		Team Work and Management
Start Time	End time	Training Activity
9:30	9:35	Welcome and Housekeeping
9:35	9:50	Ice-breaker: Teamwork
9:50	10:25	The Role of a Short Term Observer
10:25	11:10	LTO relationship to STOs
11:05	11:20	Break
11:20	11:50	Preparing a Regional Briefing Pack and organising the briefing
11:50	12:20	Working with local staff
12:20	13:00	Observation Forms - the method behind them
13:00	14:00	Lunch
14:00	15:30	Consolidation Exercise
15:30	15:50	Break
15:50	16:35	Participant conflict experience
16:35	16:50	The importance of listening in communication
16:50	17:35	Teamwork
17:35	17:50	Break
17:50	18:30	LTO Evaluation
18:30	18:40	Evaluation and Conclusion
20:00		LTO Dinner

Day Five		Safety and Logistics	
Start Time	End time	Training Activity	
9:30	9:35	Welcome and Housekeeping	
9:35	10:05	Role and Responsibility of Implementing Partner	
10:05	10:20	Break	
10:20	11:50	Safety and Security on the ground	
11:50	12:50	Lunch	
12:50	14:20	Safety and Security continued	
14:20	14:50	Break	
14:50	15:05	Field Equipment overview	
15:05	16:05	GPS, SATPhone, BGAN, Radio	
16:05	17:05	Outdoor orientation	
17:05	17:30	Handing in equipment	
17:30	17:45	Break	
17:45	18:30	Final Questions	
18:30	19:00	Closing Remarks and Certificates	