

Day One

Start Time	End time	Subject		Facilitator
9:30	10:15	Introduction to the Course		Patrice Lenormand, AIDCO
10:15	11:15	Who are you?		
11:15	11:35	Break		
11:35	12:40	Organisation of EU Election Observation Missions		Patrice Lenormand, AIDCO
12:40	14:00	Lunch		
14:00	14:20	Walk to BER/CHAR and security clearance		
14:20	15:50	EU Institutions and EU EOM political challenges in the world (Berlaymont/CHAR)	Presentation on EU policy, why EOMs, how countries are selected as priorities, the role of Relex in the exploratory missions	Christel Maertens, Delphine Skowron, DG Relex
15:50	16:10	Break	Walk back to NEEDS	
16:10	17:30	International legal background to EU EOMs: the EU EOM Code of Conduct, the Declaration of Principles of International Election Observation		
17:30	17:35	Evaluations and Conclusion		
17:35		Informal Welcome Drink		

Day Two

Start Time	End time	Training Activity		Facilitator
9:30	9:40	Welcome and Housekeeping		
9:40	10:00	Energiser		
10:00	11:20	EU EOM ToR: Key Areas of Responsibility of the Service Provider:		
11:20	11:40	Break		
11:40	13:00	PM relations with the European Parliament	Working with MEP delegations, working with Chief Observers.	Emilia Gallego and Claudine Staub from the EP Election Observation Unit, maybe ET
12:45	14:00	Lunch		
14:00	14:15	Energiser on Teamwork		
14:15	16:00	Managing the SP project team	Who constitutes the IP Project team, how they will interact with each other, lines and frequency of communication, dealing with local staff. Key Experts and Non-Key Experts: Ops, Security, Liaison Officers, Admin+Finance, IT, local assistants [concrete tips required e.g. daily meeting, weekly reporting requirements]	Giovanna Solari for IOM
16:00	16:15	Break		
16:15	17:30	Calendar for setting an EU EOM Project		
17:30	17:35	Evaluations and Conclusion		

Day Three

Start Time	End time	Training Activity		Facilitator
9:30	9:35	Welcome and Housekeeping		
9:35	9:50	Energiser		
9:50	10:50	PM relations with the European Commission	EC expectations, day to day issues, flow of communication between EC and SP team in Europe and in the country, insurances, working with the delegation	Patrice Lenormand, AIDCO
10:50	11:10	Break		
11:10	12:30	Project Manager Terms of Reference		
12:30	13:45	Lunch		
13:45	14:00	Energiser		
14:00	15:20	PM relations with the Core Team	Chief Observer, Deputy Chief Observer, the Core Team . An exercise in comparing ToRs of PM and DCOs and how to defuse areas of potential conflict. Team building strategies between SP and CT with specific emphasis to the DCO/CO/PM relationships. Communication flow CT/SP team	Paolo Marques for Transtec, DT on DCO perspective
15:20	15:40	Break		
16:10	17:30	Dealing with operational challenges		
17:30	17:35	Evaluation and Conclusion		

Day Four

Start Time	End time	Training Activity		Facilitator
9:30	9:35	Welcome and housekeeping		
9:35	9:50	Energiser		
9:50	10:50	Dealing with IT and accounting and archiving		
10:50	11:05	Break		
11:05	12:35	PM and local interlocutors: communication and negotiation skills		
12:35	13:35	Lunch		
13:35	13:50	Energiser		
13:50	14:50	Setting up a mission in a war-torn country: Iraq case study	Case Study: EU Election Assessment Team Iraq 2010	Friedrich Roempp for ICON
14:50	15:00	Break		
15:00	16:20	Mission closure: donations, preparations for the return visit, closure of the HQ and local staff contracts		Philp Clist for GTZ
16:20	16:30	Evaluation		
19:30		Dinner for Participants, Service Providers and European Commission		

Day Five

Start Time	End time	Training Activity		Facilitator
9:30	9:35	Welcome and housekeeping		
9:35	9:50	Energiser		
9:50	11:10	Making a Security Plan for an EU EOM	Deployment plan, human resources management, risk assessment	
11:10	11:30	Break		
11:30	13:00	Risk Assessment and Management for EU EOMs		
13:00	14:15	Lunch		
14:15	14:30	Stick Exercise		
14:30	15:50	Service Provider and the local office: Afghanistan Case Study	How to instill a service provider spirit in a country office that has never dealt with an observation mission before. Also important here is the PM 'New SP' challenges (ie PM working for an SP which does not have extensive experience in implementing EU EOMs).	Constantin van Paemel for UNOPS
15:50	16:00	Break		
16:00	16:30	Open questions and close of training		