



# European Union Election Observation Mission

TYPE OF ELECTIONS, DD MM, Country YYYY

## B. CLOSING & COUNTING

TEAM  ARRIVAL  :  DEPARTURE  :   
 PS:  "SPECIAL":  FOR  M  F

DISTRICT/ CONSTITUENCY   
 MUNICIPALITY/TOWN   
 POLLING CENTRE

POLLING STATION N°   
 N° OF REGISTERED VOTERS

### CLOSING

1 **Is the vicinity of the PS free from any circumstances which could influence the integrity of the closing?**  YES  NO

A **If 'NO', did you observe:**  Unrest  Violence  Campaign material  
 Campaign activities  Intimidation  Presence of security forces beyond regulations  
 Inefficient queue control management  Other :

2 **Is the PS free from any elements which could influence the integrity of the closing & counting process?**  YES  NO

A **If 'NO', did you observe:**  Unrest  Violence  Campaign material  
 Campaign activities  Intimidation  Presence of security forces beyond regulations  
 Inefficient crowd management  Other :

3 **Did the PS close at the official closing time?**  YES  NO

A **If 'NO', When did the PS close?**  Early  Within 1 H  More than 1 H

B **Why?**  EMB decision  Late opening  Voters queuing outside PS  Other :

B<sub>1</sub> **Were voters queuing outside the PS at closing time allowed to vote?**  YES  NO

B<sub>2</sub> **Were voters arriving after closing time turned away?**  YES  NO

### RESPECT FOR THE RIGHT TO UNIVERSAL, INDIVIDUAL AND SECRET SUFFRAGE

4 **Please list each PS Staff member present:**

M: \_\_\_\_\_

F: \_\_\_\_\_

A **If any member is missing, Ask - for what reason:**

Did not come  Turned away  Left  Other :

5 **Please list each party/candidate agent (P/CA) present:**

M: \_\_\_\_\_

F: \_\_\_\_\_

6 **Please list each national observer (NAT OB) present:**

M: \_\_\_\_\_

F: \_\_\_\_\_

7 **Are all party/ candidate agents and national observers able to follow the proceedings unhindered?**  YES  NO

A	If 'NO', Who was affected and How?	P/CA	NAT OB	P/CA	NAT OB
	Not allowed access to PS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Arbitrarily prevented by PS Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Layout of PS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Overcrowding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Intimidation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8 **Are only authorised people present inside the PS?**  YES  NO

A **If 'NO', Which unauthorised people are present:**  Local officials  Religious/Traditional authorities  
 Police  Army  Other :

B **Assess - The presence of these people is:**  Intimidating  Interfering with the work of PS Staff  
 Creating confusion in the PS  NOT affecting the process

C **Did you observe PS Staff exerting their authority to request that such people leave the PS?**  YES  NO

9 **Is the integrity of the counting process sufficiently protected?**  YES  NO

A **If 'NO', did you observe :**  Indications of ballot stuffing  Indications of bias among PS Staff  
 Indications of manipulation in Voters' List  Other :

10 **Did the closing and counting process proceed without interruptions until its completion?**  YES  NO

A **If 'NO', Why:**  Lack of material  Missing PS Staff  Unrest  
 Convenience break  Violence  Other :

B **For how long was the process suspended?**  Less than 1 H  More than 1 H  
 You left before it resumed

C **Was the sensitive material kept under continuous custody during this time?**  YES  NO

## RESPECT FOR ELECTORAL LAW & PROCEDURES & RIGHT TO AN EFFECTIVE REMEDY

**11 Closing and Counting procedures are followed:**      **1-Always**   **2-Regularly**   **3-Erratically**   **4-Never**   **5-Arbitrarily**

- |   |   |
|---|---|
| <input type="checkbox"/> A. Closing procedures<br><input type="checkbox"/> B. Ballot reconciliation<br><input type="checkbox"/> C. Counting/Recounting of ballots<br><input type="checkbox"/> D. Determination of valid and invalid ballots | <input type="checkbox"/> E. Allocating ballots to particular candidates/parties<br><input type="checkbox"/> F. Procedures for contested ballots<br><input type="checkbox"/> G. Procedures for filling in Protocols and Results sheets<br><input type="checkbox"/> H. Procedures for "special" ballots |
|---|---|

**A** *If procedures are NOT (1-Always) applied, Assess - the incorrect application of procedures is due to:*

<input type="checkbox"/> Unclear instructions	<input type="checkbox"/> Poor training	<input type="checkbox"/> Incompetence of PS Staff
<input type="checkbox"/> Tension/ disorder in PS	<input type="checkbox"/> Attempts to manipulate	<input type="checkbox"/> Other :

**B** *Was the incorrect application of procedures insignificant for the overall results?*       YES    NO

**12 Counting Data**

NUMBER OF BALLOTS RECEIVED		NUMBER OF INVALID BALLOTS	
NUMBER OF VOTERS ON THE VOTERS LIST		NUMBER OF BLANK BALLOTS	
NUMBER OF USED BALLOTS		NUMBER OF CHALLENGED BALLOTS	
NUMBER OF UNUSED BALLOTS		TOTAL NUMBER OF VALID BALLOTS	
NUMBER OF BALLOTS IN THE BALLOT BOX		NUMBER OF "SPECIAL" BALLOTS	

**13 Did all party/candidate agents receive a copy of the Results form?**       YES    NO

**14 Was a copy of the Results form posted at the PS level ?**       Inside    Outside    NO

**A** *If 'NO'; Why?*     Not required by law     Refused by PS Staff     Other:

**15 Ask - Was the process free from any official complaints being lodged at the PS?**       YES    NO

**A** *If 'NO'; were official complaints dealt with according to procedures?*       YES    NO

**16 Ask - Was the process free from unofficial complaints regarding significant problem(s) at this PS?**       YES    NO

**A** *If 'NO'; complaints were:*

<input type="checkbox"/> Not submitted by the complainant	<input type="checkbox"/> Clarified after discussion	<input type="checkbox"/> Refused by PS Staff
<input type="checkbox"/> Other :		

**17 Was all required material packed and sealed according to procedures?**       YES    NO

**A** *If 'NO'; Why:*

**18 Did you observe the handover of material?**       YES    NO

**A** *If 'YES'; was the transportation of material carried out according to procedures?*       YES    NO

**B** *Was the handover of material transparent?*       YES    NO

**C** *Was the material secured at all times?*       YES    NO

### ASSESSMENT

**1-Outstanding**    **2-Good**    **3-Satisfactory**    **4-Poor**    **5-Inadequate**

**19 Party/candidate agents' overall understanding of their role**     

**20 The overall performance of the PS Staff**     

**21 Level of confidence that results accurately reflect the will of the voters**     

**22 The transparency of the counting process**     

**23 The overall conduct of operations**     

### COMMENTS
