

	representatives of the Secretariat.												
4. Deployment of the Core Team	Deployment of Core Team to the targeted country in accordance with the prescribed timetable of activities.				✓								
5. Selection of LTOs	The selection of the LTOs is done by the LTO Coordinators/Core Team members in cooperation with the CEO. Prior to this one, interviews with the LTO candidates are to be conducted by LTO Coordinator, Secretariat representative and the CEO and evaluations are to be sent to the CT members.				✓								
6. Setup of the office	This encompasses a range of sub-activities which are crucial for fast and efficient setup of an operational mission headquarters. Based on the previous experiences this tended to be the most difficult part of the action.				✓	✓							
6.1. Finding appropriate office space					✓								
6.2. Establishing the channels for communication					✓	✓							

- Telephone lines, internet...													
6.3. Equipping the office				✓	✓								
6.4 Hiring local staff	Job descriptions for the local staff shall be provided and interviews shall be conducted			✓	✓								
7. Drafting the Election calendar and obtaining the contact data of the relevant stakeholders	This activity is the one which sets the direction of the mission. This obtains analyses of the legislation, legal deadlines, procedures and decisions by the CEC, contacts with the institutions, political parties, civil society, and media.				✓								
8. Daily staff meetings	The aim of the daily staff meetings is to coordinate the activities, as well as to determine whether the activities are being implemented in accordance with the established Election calendar.			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9. Arrival of LTOs, followed by briefing, and	The Core Team shall be responsible for securing all the logistics for arrival of the LTOs, their accommodation and				✓								

deployment to the regions	<p>transportation to the regions. This should be finished prior to the arrival of LTOs. <u>A briefing shall be organized for the LTOs where the Core Team and additional guest speakers shall give an overview on all aspects of the elections, political situation, security situation, Code of conduct for international observers, protocols for communication with the headquarters during the E-day, forms for reporting, etc. Upon finishing of the briefing the LTOs shall be deployed to their respective areas of responsibility (AoRs).</u></p>												
10. LTO Weekly reports from their AoRs	Collecting, analyzing and assessing the information from the AoRs				✓	✓	✓	✓	✓	✓	✓	✓	
11. Announcing the launching of the mission on a press conference	By conducting this activity ENEMO shall officially inform the public and the relevant stakeholders on its presence in the country, revealing the type and the scope of the mission, principles of monitoring			✓									

	and other general information. This activity shall be conducted by relevant PR agency (where applicable) that is going to be engaged for a certain time period during the EOM.												
12. Conducting regular meetings with various stakeholders related to the observation – CEC, political parties, domestic observers, international community, International observers etc.	This activity represents one of the crucial and central tasks of the Core Team. The needed information for the benefit of briefing the LTOs and their work on the field depends on this kind of activities. However, the credibility of this information shall be checked in order to secure its relevance and credibility				✓	✓	✓	✓	✓	✓	✓	✓	✓
13. Preparation of the logistics for accreditation and arrival of the STOs	The procedures for selection of STOs from the network and the travel itinerary of the STOs shall be dealt with by the CEO. The Core Team shall deal with the logistics on the ground, in order to secure the accreditation cards,							✓	✓	✓			

	accommodation, transport, translation etc.												
14. Preparation and distribution of a press releases and interim statement on the observation findings before the Election Day	Based on the findings from the monitoring efforts before the E-Day, the EOM shall distribute press releases or organize a press conference about the findings.				✓	✓	✓	✓	✓	✓	✓	✓	
15. Briefing of the LTO teams before the Election Day	As a standard procedure within an ENEMO EOM, the CT conducts briefing with the LTOs with the aim to exchange the experience from the past period and to determine the procedure for reporting during the E-day.								✓				
16. Monitoring the E-day	During the E-day a protocol for reporting shall be applied where each team shall have a precise time to call-in and report on the findings. The specifics of this action shall be the responsibility of the Core Team. The STOs shall observe the opening procedure, voting, and closing and counting									✓			

	<p>procedure on E-day. Appropriate observation forms shall be completed by the STOs and the key findings shall be reported to the LTOs, while they shall report the findings to the Core Team.</p>												
<p>17. Drafting and promoting the preliminary statements on the E-day findings</p>	<p>During the night after the closing of the polling stations, the Core Team shall have to collect and process all the data from LTOs acting as STOs. This data shall be the basis for the Preliminary statement, along with other relevant information collected in the pre-election period. The Preliminary statement shall be prepared by the Core Team members.</p>					✓	✓	✓	✓	✓	✓	✓	✓
<p>18. De-briefing and departure of the STOs</p>	<p>The day after E-day, STOs debriefings shall be organized by the LTOs in order to obtain feedback from the ground. Furthermore, evaluation forms shall be distributed to the STOs in order to get their feedback on the level of performance and satisfaction from the work</p>									✓			

	of the LTOs and the Core Team. Additionally, the LTOs shall fill evaluation forms regarding the performance of the STOs. These forms shall be developed by the CEO.												
19. Debriefing of the LTOs and their departure	LTOs shall be delivered a debriefing by the CT in order to obtain feedback from the ground. Furthermore, evaluation forms shall be distributed to the LTOs in order to obtain their feedback on the level of performance and satisfaction regarding the work of the Core Team. At the same time the CT shall fill the evaluation forms regarding the performance of the LTOs. These forms shall be developed by the CEO. After the debriefing, the LTOs departure to their home countries.											✓	
20. Observation of the post E-day period – complaints and appeals	Depending on the national legislation the legal deadlines shall be monitored, along with the conformity of the actions performed by the decision									✓	✓	✓	✓

