



EXTENDING THE REACH OF DEMOCRACY

BUILDING A FOUNDATION FOR ADVOCACY IN GEORGIA

FINAL REPORT

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I. EXECUTIVE SUMMARY

In September of 2001, IFES signed Cooperative Agreement No. 114-A-00-01-00233-00 with the USAID/Caucasus Mission. The program activities to be carried out under this Consortium for Elections and Political Process Strengthening (CEPPS II) agreement included technical assistance to the Central Election Commission, support for the implementation of the newly adopted Unified Election Code, voter education, and community-based civic education. The original objectives outlined in IFES' 2001 "Building a Foundation for Advocacy in Georgia" proposal were as follows:

- 1) *Expansion of IFES' existing of 'Be an Active Citizen' networks to create a constituency for change and to hold elected officials accountable.*
- 2) *Educating the electorate on the newly adopted election code.*
- 3) *Supporting the Central Election Commission in the implementation of elections under the unified election code.*
- 4) *Informing citizens of their electoral rights and promoting the notion that free and fair elections are everybody's responsibility.*

Due to changing political conditions in Georgia and ongoing needs assessments by IFES and the USAID/Caucasus Mission, these activities were supplemented with a voter registration reform pilot initiative. International and domestic observers had repeatedly identified flawed voter lists as a source of potential fraud. Chronically late posting of the voter lists at the district and precinct levels was also identified by IFES as undermining voter confidence in the electoral process. The pilot program sought to explore the options for instituting a continuous and transparent process of registering voters, as well as automation of the process for culling voter data and producing voter lists. The results of the pilot were then to serve as a foundation for national voter registration reform in Georgia.

The objectives outlined in IFES' proposal to USAID and subsequent amendments were supported by a \$428,264.00 award from USAID. The activities described in this report represent the entirety of IFES' work under this award. Despite challenging political circumstances and

II. PROGRAM ACTIVITIES

A. Elections Technical Assistance

The IFES technical assistance program consisted of three main components: technical assistance to the CEC; qualitative and quantitative assessments of election management performance; and a pilot computerized voter registration project. The program was designed to increase the capacity of election management bodies to independently administer Georgian elections under a new legal framework and to identify weaknesses in the system in order to recommend future reforms.

Initially, the program assumed local elections for 4 November 2001, but on 31 October, President Shevardnadze signed a decree that officially postponed the elections until June of 2002. This decree was challenged before the Supreme Court by the Industry Will Save Georgia Party. The party claimed that the expiring authority of the Sakrebulo (local councils) rendered the decision illegal, but lost their case on the basis of Articles 29 (2d) and 113 of the Election Code, which established the expiration date of the Sakrebulo as the first meeting day of the new Sakrebulo. IFES' technical assistance program was adjusted to the new timeframe, which allowed for additional consultation with the CEC and more extensive performance monitoring.

1. Technical Assistance to the CEC

IFES provided continuous technical support to the CEC throughout the period of the agreement. As opposed to IFES assistance under prior agreements, however, CEC technical support was limited mainly to advice on planning and management. IFES Deputy Project Manager George Sekhniashvili led the technical assistance effort and was consistently on-site at the CEC throughout the pre- and post-elections periods, as well as on polling day. Mr. Sekhniashvili's extensive experience in managing elections throughout the region and the respect that he commanded within the CEC were critical to the success of these efforts.

Material support to the Commission consisted of providing copies of the Unified Election Code (UEC) (see Attachment 1), arranging and facilitating meetings between the CEC and District Commissions, and funding a local government election specific component of the CEC web site (www.cec.gov.ge). Though modest in scope, these activities significantly increased the transparency of the elections process in an environment otherwise starved of information and lacking in transparency. In the period leading up to the local elections, there was no effort put forth by the CEC to ensure that the public was informed of the process or that District or Precinct Election Officials were adequately versed in the new law. In most cases, copies of the law itself were the only source of reference for officials on election day.

In all, IFES provided the CEC with 7000 copies of the Unified Election Code for distribution to 75 District offices and 3000 polling stations throughout the country. In order to ensure that these copies were actually distributed, IFES confirmed receipt with the District Election Commissions (DECs). Following some initial distribution problems, confirmation was received from all intended recipients. A total of three joint meetings were arranged with CEC and DEC officials

to review election day procedures under the new law. These meetings represented the only training that was delivered prior to the local elections, and were only held at the insistence of IFES and with funding for travel costs from the regions. It was impressed upon the DEC staff that they were responsible for passing the information obtained at these meetings on to the Precinct Election Commissions (PECs), but IFES was unable to confirm whether this actually occurred.

The CEC website (www.cec.gov.ge), initially designed for the 2000 presidential elections, was significantly transformed by IFES-funded CEC technicians. The site ensured that Tbilisi results were rapidly and widely disseminated to the media and international and domestic NGOs. Unfortunately, results from outside of the capital were much slower to be posted on the website because the CEC claimed that it maintained doubts regarding how comprehensive the data was.

Additional assistance was offered in the form of advice on planning and training, to which the Commission proved largely unresponsive, citing lack of time and lack of funds to undertake 'extra and non-essential' activities such as training and voter outreach. IFES' strong recommendations for training of District and Precinct Election Officials and development of instructional materials on polling station management went unheeded. Further advice on establishing plans in advance for procurement and delivery of election materials, creation of voter lists, and staffing of commissions also went unanswered. With assistance from IFES the CEC did arrange two briefing sessions in Tbilisi for the Chair and Secretary of all the DEC's. As a result of such poor planning and lack of training, election commissions at all levels found themselves overwhelmed in the weeks leading up to the elections, continuing through election day.

In a difficult political environment leading into the local elections, the CEC found itself struggling to meet critical deadlines required by the law, including: posting of voter and candidate lists, appointment of Tbilisi District and the Precinct Commissions, and printing of ballots. Other standard practices not explicitly required by Georgian law, such as training pollworkers, educating voters, and providing procedural guidance to lower commissions were entirely absent. The inability to meet critical deadlines, particularly in regards to posting of voter lists and delivery of ballots, was noted by all observers and stakeholders as a serious violation of voters' and candidates' rights. Despite political difficulties leading into the elections, including protracted debate over UEC amendments in Parliament, late disbursement of funds from the Ministry of Finance, and a court battle that stalled printing of ballots, the bulk of these violations are attributable to poor planning and management.

2. Technical Assistance to Parliament and UEC Dissemination

Throughout the period of the project, IFES advised political parties and Members of Parliament on amendments to the UEC. With a full-time Legal Adviser devoted to analyzing the law and its implementation, as well as a strong record of non-partisanship, IFES was well-positioned to assist Parliament in improving the technical language of the law. IFES also sought to build

consensus on UEC amendments in the interest of stabilizing the legal environment governing the local elections early enough to allow the CEC to implement any new procedures effectively.

Unfortunately, Parliament's capacity to achieve consensus on key issues, such as the composition of election commissions, proved inadequate. The debate over amendments to the UEC extended well into the campaign period, and no amendments were ever adopted. At the time of writing, the issue of election commission composition remains on the table, with no consensus in sight. This inability to move forward with amendments reflected not only the highly partisan nature of parliamentary politics in Georgia, but also a lack of sensitivity of the Members to the impact that an unstable legal environment would have on the administration of the local elections. Despite IFES' efforts to bring these issues to Parliament's attention, much remains to be accomplished in this area.

IFES did, however, make an effort to ensure that all election participants had access to the law through a large print-run in Georgian, Russian, and English. IFES printed 20,000 copies of the law in Georgian, 1,000 copies in Russian, and 100 copies in English. Over 4,000 copies were provided to the CEC for supply to election commissions throughout the country. Copies were also provided to the courts and domestic and international NGOs. Each party registered as an election subject was provided with 200 copies of the law.

3. Qualitative and Quantitative Assessments

A crucial element of the election reform process is constructive feedback. To support its other technical assistance efforts, IFES conducted formal qualitative and quantitative assessments of the elections as they were actually conducted. During the period of this agreement, three assessments were conducted: a technical observation of the Vake and Bagdati by-elections (October 2001); an exit poll of the local government elections in select regions (June 2002); and a technical observation of the local government elections in select regions (June 2002).

Observation of Vake and Bagdati Parliamentary By-elections

The Vake and Bagdati parliamentary by-elections were the first to be held under the new UEC, which gave IFES and the CEC an opportunity to analyze how well the law would function in practice. Polling was held on 21 October 2001, with one seat available in each district. IFES technical assistance prior to the elections had included briefings for PEC Chairpersons on the new UEC, particularly in relation to complaints procedures and the rights of observers and candidate representatives.

On polling day, three IFES observation teams, and five teams made up of representatives from IRI, NDI, USAID, Eurasia Foundation, the British Embassy, and Internews assessed the process at the district and precinct levels. Observation teams were charged with assessing how effectively the provisions of the new UEC were implemented. It should be noted that opposition parties had been boycotting all election commission sessions and the CEC did not deliver any training for DEC and PEC staff on the provisions of the new UEC.

The lack of CEC support provided to the DEC and PECs was reflected in the obvious lack of procedural knowledge and knowledge of the new UEC demonstrated by PEC staff. Reports from all observation teams identified that the voter lists were very poor with as many as two thirds of voters having to register on the supplementary voter list in a number of precincts. In fact in some precincts whole blocks of apartment buildings were missing and the lists of IDPs were not sent to PECs in time for use on election day. The poor level of knowledge of procedures by the PEC chairs could be directly attributed to the lack of training with most observers noting that as soon as violations were reported to the PEC Chairs every effort was made to rectify the problem.

Supporters of some candidates made an effort to invalidate the elections by stealing ballot boxes (2 large boxes and 1 mobile box) from 4 PECs at around 7:30pm just prior to the close of polling. Tensions continued to grow as counting proceeded and Precincts were secured. Those tensions reached a peak during late evening when supporters of the NDP and Industrialists surrounded the Vake District Election Commission and blocked the entrance to PEC employees returning with their polling materials. Police action was required to reopen access to the DEC. No one was prosecuted regarding the attacks on the PECs or the theft of ballot boxes.

Official Results : October 2001 Parliamentary By-elections

(Turnout: Vake – 39.68%, Bagdati – 66%)

Candidate ¹	District	Number of Votes (N)	Percentage of Votes (%)
Mikheil Saakashvili	<i>Vake</i>	19,750	66.1
Irina Sarishvili-Chanturia	<i>Vake</i>	2,888	9.7
Gocha Pipia	<i>Vake</i>	2,243	7.5
Giorgi Zhorzholiani	<i>Vake</i>	1,229	4.1
Jaba Ioseliani	<i>Vake</i>	981	3.3
Others	<i>Vake</i>	1034	3.5
Invalid	<i>Vake</i>	1767	5.9
<hr/>			
Vazha Lortkipanidze	<i>Bagdati</i>	10,805	75
Zurab Mskhvilidze	<i>Bagdati</i>	3,553	25

June Local Elections – Exit Poll

In order to measure the effectiveness of IFES and other USAID programs leading up to the elections, IFES contracted IPM, a professional survey and marketing firm to conduct a targeted exit poll. The poll surveyed 244 sites in Tbilisi, 12 regional centers, and villages in two rural districts of Georgia. In all, the poll surveyed the views of approximately 15,200 voters.

In addition to collecting basic demographic data such as age and gender, voters were asked when they had decided who to vote for, where they had obtained information about the elections and/or candidates, whether they thought the elections would lead to improvements in their communities,

¹ Only the five leading candidates in Vake are presented here.

whether they thought the elections were be conducted fairly, and who they voted for. The results of the poll closely matched official voter turnout and results released by the CEC.

In addition to confirming the validity of results issued by the CEC, the exit poll shed light on some of the issues contributing to voter turnout and sentiment. Exit poll results revealed that:

- in excess of 45% of those polled at each location had decided who they were going to vote for more than 3 weeks before polling day;
- television (around 70%) was the primary source of information about the elections;
- voter turnout was significantly higher for women than for men in virtually all age groups; and
- More than 60% of respondents in nearly all regions polled felt that the elections would result in improvements in their communities.

The results of the poll were shared with the CEC and USAID in order for each organization to adjust their programs and procedures as needed. The full results can be found in Microsoft Excel and PowerPoint formats on the included IPM EXIT POLLS CD-ROM.

June Local Elections – Technical Observation

With the help of the international community working in Georgia, IFES/Armenia, IFES/Azerbaijan, and IFES/Washington, IFES/Georgia conducted a nationwide observation of the technical aspects of the 2 June local elections. This qualitative assessment of election day management involved deployment of 63 observers to 323 polling stations in 21 electoral districts. It also required an intensive training program for observers in the weeks leading up to election day. Independently and in partnership with NDI, IFES organized 3 training seminars for domestic and international observers.

Each observer was trained in key aspects of the law pertaining to the local elections, the rights of observers, best practices in observing elections, and common procedural errors that should be watched for. All observers were also given information packets containing: a copy of the UEC, a quick reference guide pointing to key articles of the law, samples of forms used by precinct officials, candidate lists, and observation forms (see Attachments 2 and 3). The core group of IFES' technical observation team consisted of IFES/Georgia's Tbilisi staff and its regional Community Information Officers.

IFES observers reported notably few instances of widespread or systemic fraud, though it is important to note that some domestic observer teams not affiliated with IFES confronted violence or attempted violence in a small number of electoral districts. Techniques such as 'ballot box stuffing' and multiple voting, which were commonplace in past Georgian elections, were not employed in any noticeable way. More worrisome, however, were reports of procedural irregularities, which occurred frequently and were noticed in the majority of electoral districts in various forms. The most commonly cited problems were late delivery of ballot papers (or non-delivery in some cases), poorly compiled voter lists, excessive numbers of the voters on supplementary lists, no visibly posted candidate lists, inadequate numbers of polling

booths, broken and/or improperly sealed ballot boxes, and lack of knowledge of the law on the part of commission members. The potential for disenfranchisement of voters and/or fraud under these poor administrative conditions is of particular concern to IFES.

These concerns were reflected in IFES' final observation report, *Technical Assessment of Election Day Administration: 2002 Local Government Elections of Georgia*, (see Attachment 4). Based upon its election day observations, IFES offered the following primary recommendations. IFES urged the CEC to:

1. Provide regular and consistent training to District Election Commissions and Precinct Election Commission staff to improve knowledge of the election law and election administration procedures.
2. Develop manuals and guidelines on election administration procedures to be followed in order to ensure consistency in the implementation of the law across the country. These should also be disseminated widely to candidates, parties and observers as part of the effort to improve the transparency of elections.
3. Develop an election planning and preparation calendar at least 12 months prior to an expected election event. The calendar should include firm timeframes for commencement and completion of election preparation tasks.
4. Institute crowd control procedures limiting the number of voters inside the polling station at any one time.
5. Ensure that only authorized persons are present in the voting station and that, other than voters, they wear the accreditation badges issued by the CEC and that badges are worn in plain view.
6. Develop a system of maintaining accurate voters' lists.
7. Establish a Code of Conduct for all those authorized to be in the voting stations (officials and observers) on election day and provide training specific to election day responsibilities and behavior.
8. Establish specific and clear ballot sorting and counting procedures.
9. Adopt, distribute and use a standard protocol for lodging election complaints.
10. Set clear mechanisms for review of election violations at the local level with immediate, effective, and impartial disciplinary action for those found committing election fraud.

4. Voter Registration

IFES' original proposal included an option for incremental funding to support a pilot voter registration project. In January of 2002, a formal request for incremental funds was submitted. The voter registration pilot concept emerged from a series of assessments conducted by IFES over the previous 4 years that revealed severe shortcomings in the registration process, which held the potential to impact upon electoral outcomes. The initial concept envisioned the development of a fully automated registration system and piloting in 3 regions. The pilot was to proceed in three phases:

1. Fact finding, information gathering and consolidation;
2. Technical development of a system consistent with the recommendations emerging from phase 1; and
3. Implementation of the pilot model in advance of the local elections.

Starting with the recommendations made by previous IFES voter registration experts, IFES and the CEC convened a series of roundtables in Tbilisi and the regions in February of 2002. Representatives of the Election Commissions, Georgian governmental institutions, the NGO community, and political parties participated in the discussions. To help with the fact-finding, the CEC Chairman formed a CEC Voter Registration Working Group (VRWG) composed of the CEC Chairman, Deputy Chairman, and the four Heads of Departments. This group was charged with the development of a conceptual model for the pilot in cooperation with IFES/Georgia staff and consultants. On the technical side, IFES worked with the Ministry of Interior, Ministry of Justice, and the Department of Statistics to review other government databases and assess their potential application to the voter registration initiative.

Specific recommendations proceeding from the fact-finding phase included:

- Change the existing periodic voter registration system to a *permanent, ongoing process* of maintaining the register of voters;
- Establish a clear distinction between the actual voter enumeration process and the maintenance of the centralized voter register, recognizing the necessity of both; and
- Create a network and centralized database at the CEC to collect and distill all information from the field.

This initial phase of the project proceeded relatively quickly, but moving from agreement on the overall concept to agreement on technical specifications and plans for implementation proved a difficult and lengthy undertaking.

To energize phase 2, IFES contracted Voter Registration Expert Fitzgerald Jean to travel to Georgia and meet with election stakeholders and government Ministries. Through these meetings and analysis of data provided by the Ministries, Mr. Jean authored an initial Feasibility Study and a full Software Requirements Specifications Report (based on IEEE 830-1998 standards), included with this report at Attachment 5 and Attachment 6, respectively. These reports provided a strong basis for pilot implementation, but in early April the project was delayed indefinitely with the announcement of local government elections in June. IFES decided that moving forward with phase 3 on an accelerated schedule would likely preclude significant involvement in the pilot on the part of the CEC, diminishing the utility of the pilot.

With a no-cost extension of the cooperative agreement granted by USAID, IFES returned its focus to voter registration in August of 2002. Now that the electoral events were tapering off and the groundwork had been laid for technical development of the pilot system, IFES requested a Memorandum of Understanding between the U.S. and Georgian governments regarding the intent of the pilot and their vision for its implementation. A draft Memorandum was developed jointly by IFES, USAID, and the CEC, but after months of delay, IFES agreed to move forward with an IFES-CEC agreement only.

In November, IFES regrouped and hired a team of local experts and an international consultant to assist in designing an action plan and oversee implementation. IFES Voter Registration Expert Ben Goldsmith acted as on-site advisor to the project in early December, at which time the technical specifications for the database were agreed to and the procedures for the enumeration process were worked out. IFES also contracted Davit Kiphiani, former Director of ISFED, to help manage the implementation and Systems Analyst George Kumsiashvili to build the pilot data entry software.

With agreement that the three pilot districts will be Saburtalo, Rustavi, and Samtredia, meetings were arranged with DEC staff of those three districts, as well as the relevant Ministry of Interior offices in Tbilisi and the regions. The first combined IFES and CEC working group meeting was held on 6 December at the CEC. IFES presented the recommended system design, emphasizing that the system needs to be sufficiently flexible to allow future enhancements, such as production of voter identity cards. There was some discussion, but the CEC staff requested time to read and consider the documents provided to them. In subsequent meetings, most system specifications were agreed to and the parties began mapping out preparations for enumeration and data processing.

Shortly after the system specifications and implementation plans had been agreed to, the CEC's interest in the project tapered off. This lack of commitment is at least partially attributable to the absence of a Memorandum of Understanding between the U.S. and Georgian governments regarding the purpose of the projects and the obligations of the implementing parties. It is also partly attributable to the general crisis of morale at the CEC stemming from parliamentary debates over CEC composition. With little support coming from the CEC, IFES shifted its focus to coordinating implementation with the respective District Election Commissions.

Following approval by the CEC, all materials and forms for the enumeration phase of the voter registration pilot were printed, including the registration forms (200,000), public information leaflets (50,000), and enumerators' instruction materials (500). These materials are appended to this report at Attachments 7, 8, and 9. District staff then prepared and finalized detailed maps of the areas to be enumerated. This was a problematic issue, as Georgia lacks accurate maps at the level of detail required for such an exercise. In some cases, District staff had to prepare sketches from their own surveys of the District.

A total of 344 enumerators and 28 enumeration managers were identified by DEC staff and contracted for the field work. The field work in Saburtalo commenced a week earlier than the other districts to enable the training materials, instruction booklets, forms, and the agreed

procedures to be tested before full implementation across the three districts. An IFES representative was located in each pilot district throughout the enumeration process to conduct training, provide support to the enumeration managers, and monitor the enumeration process.

After protracted negotiations with the CEC, a brief public service announcement was prepared for distribution to all the TV networks. IFES felt that this was necessary to ensure that enumerators were properly recognized by the population, particularly considering the parallel canvassing of New Rights party volunteers. The announcement ran in the pilot regions from 6 February through the end of the enumeration phase.

After enumeration was completed, all forms were brought to a central data entry center in Tbilisi. Overall, the system handled the incoming data well, with minor adjustments to the software required at the outset. Toward the end of the pilot, however, the Government of Georgia decided not to support a model of voter registration involving door to door enumeration as envisioned by the pilot. In Presidential Ordinance #193, the responsibility for collection of voter data was remanded to the Ministry of Internal Affairs. Under its Democratic Education and Electoral Assistance in Georgia program IFES is exploring strategies for supporting the computerization of the data collected by the Ministry of Internal Affairs, based on the system developed for the pilot. Without a computerized data entry process, there will be little improvement to the existing data verification process. It will also be difficult for the CEC to produce voter lists from the data within the timeframe required by the law.

B. Voter Education

With the adoption of the UEC entailing significant changes in the way that Georgian elections would be run and the adoption of the Organic Law of Georgia on Local Self-Governance and Governance granting new authority to local authorities in managing local affairs, IFES launched an aggressive voter education effort. The program was managed jointly by the IFES Be an Active Citizen program (see Section C) and IFES' Legal Adviser. It included a series of face-to-face seminars for various groups of party and candidate representatives, journalists, election officials, and voters, as well as a leaflet campaign. This highly interactive program proved one of the only sources of procedural information that many Georgians could rely on in 2001-2.

IFES' voter education efforts began with a series of information sessions immediately prior to the Vake and Bagdati by-elections in October of 2001. In joint efforts with IRI, ICFJ and the Urban Institute, information sessions for 70 representatives of the National Democratic Party, 75 representatives of the National Movement, 115 staff members of the Lagodekhi, Mtskheta, Poti and Ozurgeto Gamgeoba and Sakrebulo and 34 journalists were held. An information session was also held in conjunction with DEC staff for the Chairpersons of the 50 Vake PECs. The by-elections provided an opportunity to assess the effectiveness of this method of information dissemination and make adjustments in the lead-up to the June 2002 local elections. The session format was modified to be more participatory with the inclusion of 'Question' sheets to allow participants to self-assess their level of knowledge of the election law and the inclusion of more group discussion activities.

In December of 2001, IFES' voter education efforts were refocused on the needs of voters in relation to the local elections and expanded nationwide. Seven workshops for 77 participants from NGOs, media, local government bodies, and the public were held in Kutaisi, Khashuri, Gori and Zestaponi. From January through April, sessions were organized for 105 students in Kutaisi, Telavi, Didi Jikhaishi and Akhalstikhe and 10 journalists representing The Georgian Messenger, Akhali Epoque, New Seven Days, Mirror News Agency, Voice of America, and Gea News Agency. Some focus was given to the information needs of women by conducting workshops for 65 representatives of women's NGOs in Tbilisi, Rustavi and Kutaisi. Finally, a workshop was conducted in Tbilisi for 20 Judges from Tbilisi and the regions. Many of the IFES information sessions were jointly sponsored by local NGOs. Co-sponsors included: the International Center for Civic Culture, the International Society for Fair Elections and Democracy (ISFED), and the Women's Initiative for Equality.

During the first six months of information sessions, IFES collected a wealth of feedback on specific areas of interest to participants and the most pressing information needs of communities throughout Georgia. The sessions utilized a questionnaire asking participants to assess their own levels of knowledge of the law at the beginning and again at the end. This questionnaire, together with a more in depth discussion paper, served as a catalyst for broader discussion of the key parts of the law. The main areas of interest identified during the sessions were: voter lists, election observation, complaints procedures, local elections and their postponement, and election day procedures. General conclusions drawn from the sessions were that the level of knowledge of the UEC was low and that much more work was needed to ensure adequate knowledge prior to the election.

Responding to the suggestions of program participants and an assessment of information needs in the regions, IFES contracted 13 Community Information Officers (CIOs) to work with the 7 regional Civic Education Project Coordinators (CEPCs) and IFES' Tbilisi staff in delivering a more intensive voter education effort. In the first week of May, CIOs underwent an intensive 5-day training program on election procedures, citizen and observer rights, and the functions of local representative bodies. Each team of CIOs then worked together to develop project implementation plans and identify the areas each would cover in the period leading up to the elections. For the final three weeks prior to the elections, each CIO was required to conduct a minimum of 5 sessions per week. By the end of the month, the CIOs had facilitated over 262 community information sessions with over 6679 participants (of which 3863 were women) attending. The geographic distribution of the sessions is depicted in the table below:

Target Regions	Officers' Location	Target Districts	# of Sessions	# of Attendants	% Women
<i>Kvemo Kartli</i>	Rustavi	Rustavi	15	397 (366 Women)	92%
		Bolnisi	12	197 (104 Women)	52%
		Tetritskaro	15	345 (247 Women)	71%
<i>Kakheti</i>	Telavi	Telavi	18	424 (287 Women)	67%
		Gurjaani	17	354 (283 Women)	79%
		Kvareli	10	214 (176 Women)	82%
<i>Shida Kartli</i>	Gori	Gori	21	481 (294 Women)	61%
	Khashuri	Khashuri	22	500 (365 Women)	73%
		Surami	3	64 (43 Women)	67%
		Kareli	17	381 (254 Women)	66%
<i>Samtskhe-Javakheti</i>	Borjomi	Borjomi	22	466 (323 Women)	69%
	Akhaltsikhe	Akhaltsikhe	16	352 (189 Women)	53%
		Aspindza	13	261 (168 Women)	64%
		Adigeni	15	280 (139 Women)	55%
<i>Imereti</i>	Kutaisi	Kutaisi	14	907	
		Samtredia	16	643 (361 Women)	56%
		Zestaponi	16	413 (264 Women)	63%
<i>All Regions</i>	7 Locations	17 Districts	262	6679 (3863 Women)	57%

In addition to delivering face-to-face seminars, the CIOs were charged with disseminating IFES' print materials. A user-friendly 'Voters Guide' leaflet was developed for dissemination to voters in the regions covered, and copies of the law were available at all sessions. 12,000 copies of the Voter's Guide were printed and disseminated. The CIOs also distributed materials produced by the Urban Institute and ISFED.

C. Civic Education – Be an Active Citizen Program

The IFES Be an Active Citizen program was launched in 2000 in response to a demonstrated lack of public trust in Georgian democracy. The purpose of the program was two-fold: to

illustrate the core principles of democratic citizenship and to demonstrate the capacity of citizens in a democracy to effect change through action. Under a CEPPS II agreement, IFES carried on this mandate for bottom-up reform through active engagement of Georgian citizens in their communities. The new program built on the momentum of previous Be an Active Citizen activities and focused on moving established dialogue groups from ideas to action in 5 regions of Georgia (Kakheti, Kvemo Kartli, Shida Kartli, Samtskhe-Javakheti, and Imereti).

In order to ensure continuous, active engagement of dialogue groups, IFES employed regional Civic Education Project Coordinators (CEPCs) from within its target communities. These coordinators were given training in community mobilization and charged with identifying active citizens and community resources that could be devoted to tangible development projects. The program consisted of three core elements: a training of trainers program for the CEPCs; on-site work with dialogue groups, initiative groups, and school groups; and the Be an Active Citizen publication series.

1. Training of Trainers

Active citizenship is an underdeveloped concept in Georgian society. In general, it has not been taught in the schools and is not practiced in daily life. And while the CEPCs were uniquely active members of their communities, they were not adept at conceptualizing active citizenship as part of an integrated approach to community political and economic development. They were also not fully equipped to handle delivery of these concepts to groups of citizens in their communities. For the CEPCs to effectively engage their fellow citizens, IFES offered a training of trainers series that focused on active citizenship, community mobilization, and pedagogy.

The first CEPC staff coordination meeting was held on 25 and 26 October of 2001 in Tbilisi. Coordinators discussed the challenges of organizing and conducting discussion groups, developing success measurements, and thoughts on activities conducted in the first month of the program. In these initial sessions it became clear that further training was necessary, as CEPCs were not entirely comfortable in their new roles. IFES made the coordination meetings a regular event, holding one each month through to the end of the program.

The trainings focused on evaluation methods, how to organize and motivate citizen initiative groups, as well as one-off trainings on the census, the Election Code. Trainings incorporated case studies and examples drawn from the program itself. They were also supplemented by guest speakers, including: Temur Beridze, Chairman of the Statistics Department; Giorgi Meskhidze, Vice-president of Civitas Georgica; Servet Maharramov of IFES/Azerbaijan; and Anatoli Zabolotny of IFES/Armenia. In addition to providing training, these meetings afforded IFES' Tbilisi staff the opportunity to work with the CEPCs in troubleshooting and planning future activities.

The final coordination meeting of the CEPCs was held from 25 to 29 June in Telavi, marking the end of the "Be An Active Citizens Program." In the eight months that the CEPCs worked with communities, they conducted 275 Discussion Group meetings with over 5695 citizens

participating, 59% of whom were women. Their work took them to 11 cities and 216 villages. In Khashuri, Telavi, and Imereti, CEPCs developed and provided support to initiative groups composed of citizens who are now achieving small but significant self-funded improvements for their communities. The focus of the meeting was to examine lessons learned about community development, the value of partnering with NGOs in the regions, and NGO coordination. There was lengthy discussion about the impact on the June elections, the development of what they considered an effective methodology for working with communities, and the effectiveness of the materials produced for the program.

2. Dialogue, Initiative, and School Groups

In October of 2001, IFES/Georgia's regional Civic Education Project Coordinators (CEPCs) began conducting information sessions and discussions in communities in the 5 regions. The approach used by the CEPCs was to support and encourage citizen activity and initiative by providing information about citizen rights and responsibilities, and by promoting the development of different forms of cooperation between community members and local representative bodies. Information was distributed to villages as well as regional centers through community discussion groups on topics such as the election law, local self-government, and forms of cooperation between Sakrebulo and citizens. IFES CEPCs also worked to promote the benefits of cooperation and collaboration between organizations working in the same regions and across different regions including the benefits of sharing scarce resources.

The statistics for this program are presented in the table below:

Target Regions	Coordinator's Location	Coordinator's Working Area	Number of Dialogue/ Initiative Groups	Number of cities, towns, & villages (Districts) worked in	Number of people worked with	% Women
<i>Kvemo Kartli</i>	Rustavi	Rustavi	15	City	328 (179 Women)	54%
		Bolnisi	26	City, 21 Villages	477 (322 Women)	67%
<i>Kakheti</i>	Telavi	Telavi	26	City, 21 Villages	582 (417 Women)	71%
		Gurjaani	14	14 Villages	301 (240 Women)	79%
<i>Shida Kartli</i>	Gori	Gori	41	City, 35 Villages	641 (301 Women)	47%
	Khashuri	Khashuri	20	City, 14 Villages	459 (295 Women)	64%
		Surami	2	2 Villages	58 (39 Women)	67%
		Kareli	16	City, 13 Villages	272 (170 Women)	62%
<i>Samtskhe-</i>	Borjomi	Borjomi	41	City, 34 Villages	928 (602 Women)	64%

<i>Javakheti</i>	Akhaltsikhe	Akhaltsikhe	31	City, 25 Villages	724 (384 Women)	51%
		Aspindza	8	8 Villages	180 (30 Women)	16%
<i>Imereti</i>	Kutaisi	Kutaisi	5	City	124 (64 Women)	51%
		Samtredia	16	City, 16 Villages	320 (183 Women)	57%
		Zestaponi	14	City, 13 Villages	301 (161 Women)	53%
<i>All Regions</i>	7 Locations	14 Districts	275 Groups	11 Cities, 216 Villages	5695 (3387 Women)	59%

Throughout the 8 months of the project, emphasis was consistently placed on allowing the community participants to direct discussion. The topics of discussion varied from region to region and session to session, but some of the recurring themes included: community development, elections and citizen participation, election law, the role of local government bodies in solving local problems, the law on self-government, community schools, and the role of citizens' initiative groups. During the sessions, the CEPCs talked through community issues with the participants and encouraged them to work together as a community, to attend Sakrebulo (local council) meetings, and to be active in local decision making processes.

The goal of the discussion group activity was to air community issues in a supportive and transparent setting, but also to help participants identify resources in the community that could help address these issues, and ultimately to mobilize those resources through joint action. For discussion groups that demonstrated interest and a capacity to work together, IFES provided initiative group training. With the first three months of the program entirely devoted to establishing a rapport with the target communities and identifying community development problems, the first initiative group training workshops were held in January of 2002. Workshops were held in Telavi and Khashuri in January, Kakheti and Khashuri in February, and Imereti in March. In April, training was provided in Vardisubani, Kvaliti, Didi Jikhaishi, and Gulgula. IFES staff and CEPCs worked with the members of the discussion groups that were interested in moving on to establish initiative groups. The newly formed initiative groups were offered training in principles of community development and how to work effectively as a group. Each group also learned how to develop an action plan, tackling two case studies before preparing a plan for a particular project.

Following the trainings, each CEPC worked closely with the initiative groups and follow-up visits were conducted by IFES staff to measure progress and provide support. Projects defined by the initiative groups included: the repair of community clubrooms, the repair of a public bath, the repair of a road to a community cemetery, repair of a kindergarten, cleaning and repair of water pipes, chlorination of drinking water, support to citizens in a court case (learning effective advocacy), renewal and cataloguing of a community library, organization of after school youth activities, and organization of community 'clean-up' days. All initiative groups were responsible for identifying their own resources for the projects.

Initial results of the project were impressive. Initiative groups proved their ability to engage their communities and gather resources, as well as their ability to adapt to changing circumstances. The Vardisubani initiative group, who had initially set out to repair community clubrooms, revised their plan in response to consultations with the wider community that yielded kindergarten repairs as a higher priority. Community members agreed to volunteer both time and money to buy materials for the kindergarten project, which involved repairing the kindergarten gate, cleaning the school grounds, and painting the walls. The local Gamgebeli (Mayor) also agreed to provide some funding towards repairing the roof of the kindergarten.

The Kvaliti initiative group conducted a survey of members of their community to identify major issues of concern after successfully completing a joint project with the Sakrebulo which resulted in the road to the village being repaired. Following the survey, the community agreed to establish a community fund for undertaking priority projects and presented the findings of the survey to CARE (W-GCMI). CARE was impressed with the approach the community had used and the priorities that had been identified resulting in a first grant of \$6500 to enable some of the projects to commence. CARE has subsequently funded a second project with the community to repair the school. This second grant is for \$15,000. For CARE projects the community must contribute at least 10% to the first project in either funding or in-kind resources.

The Didi Jikhaishi initiative group, composed primarily of youth (15-24 years old), focused their work on youth issues in their community. Their first project was to repair vacant facilities to be used as a Youth Center. Subsequently they used the Youth Center to provide German language classes, singing lessons, guitar lessons, painting and other arts and crafts to youth in the community. They have also conducted training on the Rights of Children, Rights of Women and other Human Rights issues. In partnership with NGO "Atinati" they are taking care of three beehives, planting flowers and vegetables to raise money to help their village buy books for all the 1st graders. In response to these initiatives from the community youth, the Gamgebeli has supported the group with small amounts of government funds.

In addition to working with groups of active citizens from the broader community, IFES focused in some communities on school groups. Having established a Teachers Network in May 2001, IFES utilized the network to conduct seminars on the concept of community schools in the target regions. Community school seminars were conducted in Akhaltsikhe, Osiauri, and Kutaisi. Members of the Teachers Network, as well as parents, teachers, and school directors from Borjomi, Akhaltsikhe, Minadze, Khashuri, Osiauri, Kutaisi, Vardisubani, and Telavi participated in the community school training. The seminars included information on establishing partnerships between the community and the school, establishing parents and teachers associations, student self-government, and principles of education decentralization.

As a result of the seminars, community schools were established in Vardisubani, Minadze, Akhaltsikhe, Kutaisi, and Borjomi. In Kutaisi, the new community school established a cooperative agreement with the local car factory, which agreed to provide the school with financing of kindergarten childrens' meals while the school, together with the parents, has agreed that those children who enjoy the free of charge services at the kindergarten shall continue their

studies at the primary school and then at the secondary school. As part of the agreement the factory has representation on the school's advisory board, which is composed of parents and teachers, to guide decision-making processes at the school.

In its endeavours to work in mutually beneficial ways with businesses in the community, the school has established a relationship with the outpatient clinic in the settlement. The clinic has appointed two doctors who provide medical services and preventative health care for the schools children and parents at a discounted cost. In cases where the School Board certifies that a student is an orphan, and too poor to pay for the services, the clinic serves the students and teachers free of charge.

At Akhaldaba Secondary School in Borjomi, students and teachers organized elections for a student council. With training and support from IFES CEPC Marina Lomidze, the students and teachers were actively involved in the entire process, including the administration of the elections. The students formed an election commission made up of 11 students, who were trained in proper election procedures. The elections were deemed free and fair by IFES observers.

In Minadze Primary School in Akhaltsikhe, the teachers agreed that a first step toward building a community school was to establish a community library. IFES staff attending the Minadze school group's meetings agreed to contact individuals and organizations in Tbilisi about possible book donations. Through this effort over 50 books were collected to begin the community library. To continue their work, a community fund was established to improve small things in the community. Members who are unable to make a monthly donation, can volunteer their services for community projects. Through this effort the community has managed to repair the village club, library and medical station; bought equipment for the school; and conducted café evenings, which they feel are important to develop a strong sense of community.

Among the participants in the community school seminars was David Jalagania, Head of the Education Policy Department at the Ministry of Education. Mr. Jalagania was impressed with the concept of community schools and prepared a report on the IFES project for the Minister of Education. In the successor award to this cooperative agreement, IFES is working with the Ministry to pilot the community schools project in 20 schools throughout Georgia.

3. Global Youth Service Day

In order to demonstrate the capacity of the target communities to work together to accomplish community development goals and energize the project, IFES sponsored Global Youth Service Day in Georgia. Global Youth Service Day is an international event organized jointly by Youth Service America and the Global Youth Action Network. The event celebrates the contributions of youth in over 100 countries to their communities through voluntary service.

On 26-28 April 2002, IFES sponsored Georgia's participation in this event for the first time, with approximately 1500 youth in 5 regions providing volunteer services and an estimated 4000

residents participating in a day-long series of volunteer actions and community activities. Youth ranging in ages from 6 to 18, in the regions of Imereti (Kutaisi, Samtredia, Zestaponi), Samtskhe-Javakheti (Borjomi, Akhaltsikhe), Shida Kartli (Khashuri), Kvemo Kartli (Rustavi), and Kakheti (Telavi) applied their skills and energy to addressing problems within their communities. These volunteer efforts encouraged collaborative action among participants and community members as well as demonstrated community spirit and the power of civic activism.

These young leaders cleaned school grounds, parks, eldercare facilities, and major streets, planted trees, organized exhibitions of student handcrafts, solicited donations for local homeless shelters, and participated in numerous other community actions. The day was organized at little cost to IFES and enjoyed significant support from the participating communities.

4. Be an Active Citizen Publications

In order to advertise the project and provide valuable information to project participants, IFES included print publications in its Be an Active Citizen portfolio. Midway through the project, two leaflets were published: one describing the purpose and structure of an initiative group, and the other outlining the concept of community schools. In addition to these leaflets, IFES published two Be an Active Citizen Newsletters (#5 and #6 in the series), which provide information on IFES' civic education program in general and examples of the activities undertaken in target communities. The leaflets are appended to this report at Attachments 10 and 11, while the newsletters are at Attachments 12 and 13, and are available on the IFES/Georgia website: www.ifes.ge.

III. IMPACT AND EVALUATION

Through the 18 month period of this agreement, IFES' program operated under the framework of the following USAID/Caucasus Strategic Objectives:

SO 2.2: Legal Systems that better Support Implementation of Democratic Processes and Market Reform

IR 2.2.2: Effective, Transparent and Fair Public and Private Legal Sector Institutions

IR 2.2.3: Policies, Laws, and Regulations Promoting Democratic Processes and Market Reforms Established

SO 2.3: More Efficient and Responsive Local Governance

IR 2.3.1: Increased Community Participation in Local Government Oversight and Political Processes

IR 2.3.1.2: Increased Representation of Constituent Needs

IFES' elections programs primarily targeted SO 2.2, while its voter education efforts yielded gains under both SO 2.2 and 2.3, and Be an Active Citizen targeted SO 2.3.

IFES' elections program yielded results consistent with the intent of the cooperative agreement, which did not allow for election management support at the level provided in the past. In general, few improvements were seen in the effectiveness of the CEC as an election management body, but there were strong gains in the transparency of its operations. To the extent that election management issues were addressed through the UEC information program and the sponsorship of a CEC results website, transparency of election management institutions was improved. Yet lack of support for training of precinct and district election officials left these matters entirely in the hands of the CEC, which proved wholly incapable of delivering any training whatsoever.

As a result of the CEC's incapacity to properly handle training and logistics, the June local elections were an administrative failure. IFES' consolidated observer report noted that:

*"With very few exceptions, observers noted that the administration of the elections was extremely poor and disorganized. In many stations, election officials did not appear to know even the most basic procedures and struggled to maintain credibility and control of the booth in a situation where observers and party representatives often knew much more about election day procedures than the officials did."*²

Even more concerning was the inability of the CEC to meet important deadlines in the pre-election period, such as those for posting of voter lists and printing of ballots. This poor performance came as a disappointment to IFES advisors who had encouraged the CEC well in advance of the elections to organize training and set in motion a comprehensive plan for pre-election management and logistics. The IFES-sponsored observation and observer training, however, helped to ensure that the process was watched closely and that flaws were fully exposed for public scrutiny.

² *Technical Assessment of Election Day Administration: 2002 Local Government Elections of Georgia* (IFES: Tbilisi, 2002), 5.

The UEC information and website projects made measurable contributions to the legality and transparency of the process. The publication and dissemination of over 20,000 copies of the UEC empowered observers and election administrators alike to enforce the provisions of the new code. At nearly all of the polling stations that IFES visited on election day, tattered copies of the Code were in active use and PEC Chairmen noted that the UEC was the only source of information that they were provided to manage their stations. That the elections were not a total loss is attributable to the detailed procedural guidelines and anti-fraud measures contained in the code.

The CEC website also increased transparency by providing up to the minute results. Preliminary results were posted on the website in both Georgian and English on the Monday after the election for Tbilisi. Unfortunately the results for elections outside Tbilisi were not posted until one to two weeks after election day. The CEC explained that this was because the DEC's had not submitted the results to them before this date.

IFES' analyses of the local government elections and its demonstration of an effective voter registration model provide a roadmap for Georgian electoral institutions to plot their course to free and fair elections in the future. The recommendations contained in the consolidated observer report suggest both technical amendments to the Election Code and changes in the culture and operations of the CEC. If implemented by the Georgian authorities, they will represent significant progress toward the consolidation of democratic processes.

The voter registration pilot was part of a long-term project aimed at reforming the current voter registration system, which has been strongly criticized by election stakeholders. While the current system remains in place, the pilot successfully demonstrated that implementation of a system that allows for continuous registration and computer generation of lists is feasible. The successful implementation of the pilot has generated momentum for voter list reform in Parliament, the government, and the donor community. Should the pilot lead to nationwide implementation of a continuous registration process and computer generated lists, it will help to restore confidence in Georgia's elections process among election administrators, politicians, and the public. It would also make it far more difficult to manipulate the lists in an undetectable manner, a common method of electoral fraud.

The UEC information campaign was a sustained effort throughout the 8 months from the start of the agreement to the June local elections. In all, a total of 262 information sessions were held for 6679 citizens throughout Georgia. Far more citizens benefited from IFES' Voter's Guide leaflets, which were distributed at the sessions and throughout the 14 target communities by IFES CIOs. The campaign was targeted to a broad audience, which included citizens, election officials, NGOs, journalists, and students, and those who participated generally provided positive feedback to the meeting organizers.

While the impact of IFES voter education efforts is difficult to measure, as participants' propensity to vote prior to the campaign was not known, there are indicators that the campaign was a success. In the target communities, voter turnout as reflected in IFES' exit poll was higher

than the average turnout nationwide. Additionally, the campaign provided a source of information on election law and procedures for local election officials who otherwise received no training. Overall, the campaign made contributions to the transparency of public electoral institutions (SO 2.2) and yielded increased community participation in the electoral process (SO 2.3).

IFES' Be an Active Citizen Program was designed to promote cooperative action among elected leaders and participants of civil society by informing citizens about local governance and civic responsibility and encouraging the formation of community based discussion and initiative groups. The expansion of the program under this agreement sought to improve communities' access to information and better support efforts to solve community problems by locating staff in the regions.

After 8 months of implementation, it can be said that the use of regionally based CEPCs:

- greatly improved communities' access to information;
- ensured support for citizens that wish to pursue community development initiatives; and
- engaged schools in community development efforts.

These enhancements to the Be an Active Citizen Program (founded in 1999) yielded significant returns with regard to community participation in local government oversight and political processes and representation of constituent needs (SO 2.3). In general, participants in the program took ownership of the development problems facing their communities and sought to resolve those problems through support from local officials and the broader community.

The importance of the on-site coordinators to the success of this program cannot be understated. That the CEPCs were available as a resource to their community groups on a continuous basis and that they themselves were members of those communities allowed IFES to build a level of trust that would otherwise have been impossible. With the proper training, most of the CEPCs proved capable of providing the information and resources necessary for getting community development initiatives off the ground and of adapting to the unique needs and challenges of individual discussion and initiative groups. They also established working relationships with schools in the target regions that have grown into a new IFES initiative to promote civic education and active citizenship in Georgian schools.

The selection of CEPCs, however, revealed itself as pivotal to the success of the project in a given community. While all of the target communities experienced a revival of civic activism, the intensity of this revival was strongly connected to the persistence and dynamism of the responsible CEPC. Those communities that had not had significant exposure to international projects were also more responsive to working together to initiate actions without the expectation of massive injections of money from IFES. In all, the CEPCs worked with 275 discussion and initiative groups composed of 5695 active citizens. While modest, the accomplishments of these groups are an important demonstration of the capacity of the target communities to mobilize scarce resources toward solving community development problems.

IV. CONCLUSIONS AND RECOMMENDATIONS

With the parliamentary elections in 2003 and presidential elections in 2005, the coming years will bring intense political struggles. These struggles will continue to play out in the election management field, as various factions seek to ensure that their interests are adequately represented in election management structures. The quality of election management, however, is at least in part dependent on stability, which is often sacrificed as part of the pre-election politicking that will soon emerge.

As election stakeholders and the international community weigh priorities in the coming years, attention needs to be given to ensuring that election management structures (particularly the CEC) are set in place early enough that they are allowed enough time to perform their functions. As was seen during the 2002 local elections, protracted debate in Parliament over amendments to the UEC and other political issues unnecessarily limited the CEC's ability to perform. Similar problems leading into the parliamentary or presidential elections could be disastrous, as tolerance for non-performance will be much thinner.

In addition to resolving political disputes over election management issues early and decisively, election stakeholders and the international community should take measures to improve the professionalism and efficiency of election management bodies. Lack of training prior to the recent local elections was universally cited by observers as the primary source of procedural irregularities. These irregularities could be exploited in higher stakes elections as a means of defrauding voters. In the long term, a permanent training department within the CEC is the solution to this problem. This cannot be instituted under current CEC leadership, however, as Parliament continues to debate CEC recomposition. Until leadership and stability issues are resolved, all effort should be made to provide technical assistance directly to DEC's and PEC's in coordination with the CEC. Direct technical assistance could include: copies of the UEC, a pollworker manual, and/or interactive training.

The other major source of concern cited by observers of the local elections was the poor quality and late posting of the voter lists. As the process for voter registration and production of voter lists currently operates, the potential for manipulation is high. In order to ensure that lists are accurate, it is necessary to clearly define procedures for collecting voter data and to automate the process of cleaning and publishing that data. The pilot voter registration system developed and tested by IFES represents a good starting point for nationwide reform. With recent procedural guidance on data collection having been issued by the President, the collection method developed for the pilot is not appropriate leading into the parliamentary elections. The database developed for cleaning and publishing pilot voter lists, however, should be scaled up and utilized.

While the voter registration pilot was generally considered a success by everyone involved, there are a few lessons learned that should be kept in mind before proceeding to full implementation. First, it is regrettable that the U.S. government did not pursue the Memorandum of Understanding on voter registration more vigorously. In addition to causing delays in pilot

implementation, lack of mutual agreement over the purpose of the pilot as a precursor to nationwide voter registration reform yielded several undesirable outcomes, including:

- Lack of a sense of responsibility to the process on the part of the CEC;
- Diminished accountability of the Georgian government to voter registration reform; and
- Successive changes to the rules pertaining to voter registration that conflict with the pilot model.

In addition to the problems caused by the absence of a Memorandum of Understanding, IFES experienced problems with the quantity and quality of enumerators contracted for the project. The enumerators were chosen on the basis of their experience enumerating for the Georgian census and their relative cost efficiency. Each enumerator was independently responsible for 200 households. While cost efficient, the enumerators used for the census and the IFES pilot were not sufficiently qualified for the work required of them. In future projects, cost efficiency should be sacrificed for better qualified enumerators. Additionally, in the interests of ensuring the safety of enumerators and the integrity of the data collected, enumerators should be sent out in teams of two.

The final piece of IFES' elections technical assistance program was oversight. Quantitative and qualitative assessments of election management were an invaluable feature of the IFES program, both as a way of assuring the quality of IFES' work in Georgia and establishing guidelines for future electoral reform. It is important that such work is continued in future elections and IFES recommends expanding the quantitative assessment program to include nationwide surveys of voter sentiments. Nationwide surveys provide valuable information on both the integrity of official results released by election management bodies and the underlying political and economic trends that drive voter decisions.

While technical assistance to election management bodies is important to ensuring free and fair elections, voter education in the short term and civic education in the long term are equally important. Well trained election officials can protect voter rights at the polling station, but this is only a small step toward democratic development. To date, Georgia's electoral and education systems have not developed to the point where they are capable of delivering voter and civic education programs. Both are critical elements of U.S. and international efforts to help Georgia along its path to democracy.

IFES' community-based voter education program leading into the 2002 local elections represents a good model for future voter education efforts. Face-to-face meetings with community members provides an opportunity for voters to have their concerns addressed in a way that passive voter information programs, such as TV and radio PSAs, cannot replicate. Based on program feedback, however, IFES recommends that voter education efforts begin well ahead of the parliamentary and presidential elections. In many cases, IFES CIOs spent a good amount of time at the onset convincing local officials that the information sessions were legal and were not a threat to their authority. In all cases, officials eventually warmed to the project, but sufficient time (no less than 2 weeks) must be budgeted for this stage. Also, with the majority of costs invested at the front-end of the project, total return on funds invested would increase if the

campaign period were extended. Rather than commencing future efforts 1 month prior to the elections, a minimum of 2 to 3 months would be optimal.

Long-term civic education programming in Georgia is necessary if political and economic reforms are to be sustainable. These reforms have been superimposed on an extremely weak civic infrastructure, with the majority of citizens lacking a basic understanding of the rights and responsibilities that come with citizenship in a democratic society. When IFES' Be an Active Citizen staff began working in Georgia in 1999, they struggled even to find the appropriate language to describe concepts such as active citizenship and civic engagement. By the end of the 8-month community-based project, a vocabulary and methodology for conveying the meaning and importance of active citizenship had been developed.

In addition to establishing a sound methodology for engaging citizens, the Be an Active Citizen program served as a demonstration of what can be achieved through mobilization of resources already existing in Georgian communities. The real accomplishments of initiative groups working under the guidance of IFES CEPCs are an important indicator of the potential that such projects hold to other citizens in those communities. In the future, the international community should use these demonstration projects and the Be an Active Citizen methodology as a launching point for a larger effort to involve Georgian citizens in the development of their communities.

Several lessons can be drawn from IFES' experience in implementing Be an Active Citizen. First, after two years of implementation, the program received an immeasurable boost from the hiring of regional project coordinators. Any future programs seeking to mobilize community resources behind self-directed development initiatives should consider this hands-on approach. The ability of communities to interact with the program on a daily basis through the IFES CEPCs dramatically increased its impact and perceived legitimacy. An equally important lesson is that the success of such projects depends in large part on the persistence and dynamism of the community-based project coordinators. As the primary interface between the program and the citizens, IFES' CEPCs determined the degree to which Be an Active Citizen succeeded in their target communities. Recruiting of regional staff is thus critical to program success.

A final but important lesson that can be gleaned from Be an Active Citizen is that adequate time and resources must be invested in the program if sustainability is to be achieved. After 8 months of implementation, the community-based dialogue and initiative group projects had not achieved sustainability. The CEPCs had just begun to achieve breakthroughs in demonstrating the potential of initiative groups when funding for the program ran out.

ATTACHMENTS

Electronic Files

CD-ROM 1 – Attachments 1-13

CD-ROM 2 – June 2002 Local Elections Exit Poll

English Translation

**THE ORGANIC LAW OF GEORGIA
UNIFIED ELECTION CODE OF GEORGIA**

11 September, 2001

ORGANIC LAW OF GEORGIA

Election Code of Georgia

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ORGANIC LAW OF GEORGIA
Election Code of Georgia

General Section

PART I

CHAPTER I. GENERAL PROVISIONS

Article 1. Purpose of the Law

This Law determines the legal basis of preparing and holding elections for the President of Georgia, the Parliament of Georgia, the representative body of local self-governance – *sakrebulo*, of *gamgebeli* and mayor. The Law also determines the rights and guarantees of the election participants, the rule for forming the election administration and its authority, as well as the rule for adjudication of disputes in cases determined by this Law.

Article 2. Legal Basis of Elections

The legal basis for preparing for and conducting elections for the President of Georgia, the Parliament of Georgia, the representative body of local self-governance – *sakrebulo*, of *gamgebeli* and mayor, is the Constitution of Georgia, universally recognised human rights' principles and standards of international law, this Law, other legislative Acts and legal Acts of the election administration.

Article 3. Definition of Terms

Terms used for purposes of this Law have the following meaning:

- a) **Elections** – elections of the President of Georgia, the Parliament of Georgia, representative body of local self-governance – *sakrebulo*, of *gamgebeli* and mayor;
- b) **Elections conducted through proportional election system** – election of members of Parliament and the representative body of local self-governance of Georgia – *sakrebulo*, based on Party Lists;
- c) **Elections conducted through majoritarian election system** – election of *sakrebulo* members, *gamgebelis* and mayors, according to single-mandate or multi-mandate election districts;
- d) **Right to vote** – active and passive voting right;
- e) **Right to active vote** – the right of a Georgian citizen to elect the President of Georgia, a member of the Parliament of Georgia and the representative body of local self-governance – *sakrebulo*, a *gamgebeli* and a mayor;
- f) **Right to passive vote** - the right of a Georgian citizen to be elected as the President of Georgia, a member of the Parliament of Georgia and the representative body of local self-governance – *sakrebulo*, a *gamgebeli* and a mayor;
- g) **Election registration** – registration of an election subject by the relevant election commission, for the purpose of taking part in elections;
- h) **Election subject** – candidate for the Presidency of Georgia, membership of the Parliament of Georgia or the representative body of local self-governance – *sakrebulo*, candidate to the position of *gamgebeli* or mayor; Political Party or an election bloc, which is registered by the relevant election commission;

- i) **Election administration** – the Central Election Commission of Georgia (CEC), District Election Commissions (DEC) and Precinct Election Commissions (PEC);
- j) **Party** – a political union of citizens, acting in accordance with the Organic Law of Georgia on Political Unions of Citizens, which is registered by the Central Election Commission of Georgia for the purpose of taking part in elections;
- k) **Election bloc** – a union of 2 or more Parties registered by the Central Election Commission of Georgia;
- l) **Election campaign** – unity of the measures undertaken by candidates for becoming election subjects and by election subjects, for the purpose of participating and winning in elections;
- m) **Election agitation** – calling by Georgian citizens and election subjects upon voters, to support an election subject or not;
- n) **Candidate for Presidency of Georgia** – a citizen of Georgia, presented by a Party registered by the Central Election Commission of Georgia, or by an initiative group of voters, for the purpose of taking part in elections for the President of Georgia;
- o) **Candidate presented through Party list** – a citizen of Georgia included in a Party list registered by the Central Election Commission of Georgia for the purpose of taking part in elections into the Parliament of Georgia and the representative body of local self-governance – *sakrebulo*;
- p) **Majoritarian candidate** – a citizen of Georgia presented to an electoral district by a party (election bloc) or by an initiative group of voters for the purpose of taking part in elections into the Parliament of Georgia, the representative body of local self-governance – *sakrebulo*, elections of a *gamgebeli* or mayor;
- q) **Candidate to the position of *gamgebeli*** – a citizen of Georgia presented by a Party (election bloc) or by an initiative group of voters for elections of a *gamgebeli*;
- r) **Candidate to the position of mayor** – a citizen of Georgia presented by a Party (election bloc) or by an initiative group of voters for elections of a mayor;
- s) **General elections** – a poll which is held in accordance with the Constitution of Georgia or on a day determined by a Decree of the Georgian President;
- t) **Regular elections** – elections that are held within the time term established by the Constitution of Georgia, in case of expiry of the term of authority of the President of Georgia, the Parliament of Georgia, representative body of local self-governance – *sakrebulo*, of *gamgebeli* and mayor;
- u) **By-elections** – elections that are held in case if elections are declared invalid, in case of failure of the elections for the Georgian President, a Member of Parliament of Georgia, a *gamgebeli* and a mayor, as well as in case of termination, before expiry, of the term of authority of an MP elected in an elections district;
- v) **Extraordinary elections** – elections that are held in case of termination, before expiry, of the term of authority of the President of Georgia, the representative body of local self-governance – *sakrebulo*, a *gamgebeli* or a mayor;
- w) **Repeated poll** – a poll which takes place in the elections district(s), where results of the poll have been declared invalid;
- x) **New poll** – a poll that takes place in proportional elections, if none of the Parties, election blocs have received the established number of votes;
- y) **Second round of elections** – elections called upon ordinance by the Central Election

Commission of Georgia, in cases when a candidate does not receive during the first round the established number of votes;

- z) **Election documents** – applications, appeals, letters, business documents, protocols, ballots papers, special envelopes, legal Acts of the election administration, voting licenses, Control Sheets, registration journals, voters’ lists, voters’ cards and other documents submitted to and issued by the election commissions;
- aa) **Representative body of local self-governance – *sakrebulo*** – the *sakrebulo* of a village, community, city and a city not included in composition of a rayon.

Article 4. Basic Principles of Elections

Elections in Georgia shall be held on the basis of universal, equal and direct suffrage, and by secret vote.

Article 5. Universal Suffrage

1. Elections in Georgia are universal.
2. Citizens of Georgia have the right to an active vote after they reach the age of 18, regardless of their race, skin colour, language, gender, religion, political or other opinions, education, ethnic or social affiliation, descent, property or occupation.
3. Citizens of Georgia who have been deemed incapable by a court or are in a penitentiary establishment by sentence of a court shall not be entitled to suffrage.

Article 6. Equal Suffrage

1. Voters take part in elections based on equal grounds.
2. Every voter of one and the same election district has an equal number of votes.

Article 7. Direct Suffrage

1. Elections in Georgia shall be direct.
2. The President of Georgia, members of the Parliament of Georgia and the representative body of local self-governance – *sakrebulo*, as well as *gamgebelis* and mayors, are elected directly by voters.

Article 8. Secrecy of the Vote and Free Expression of the Will of the Voters

1. Elections in Georgia are held by secret ballot.
2. Any influence which limits the free expression of the voters’ will, as well as control over expression of the voters’ will is forbidden.

CHAPTER II. REGISTRATION OF VOTERS

Article 9. List of Voters

1. The main list of voters is compiled by the relevant District Election Commission according to election precincts.
2. The main list of voters includes citizens of Georgia who are entitled to vote and are registered in the territory of the relevant election precinct at the time of the compilation of the list.
3. A voter is included in only one list of voters.

4. The main list of voters is compiled in triplicate. Each page of the list is signed by the Chairperson and secretary of the District Election Commission. 2 copies of the list are sent to the relevant Precinct Election Commission no later than 35 days before the poll, while 1 copy remains at the District Election Commission.
5. The main lists of voters are compiled based on data:
 - a) Existing at the relevant agencies of the Ministry of Internal Affairs of Georgia on the persons registered in the territory of the city (rayon), including data on those persons who will be 18 years old by the day of the poll;
 - b) On deceased persons, existing at the agencies of the Ministry of Justice of Georgia, which conduct registration of citizens' status;
 - c) From the bodies of local governance and self-governance;
 - d) Transferred by the Heads of those State agencies of Georgia, which are located outside Georgia, regarding those voters who are on the consular registry of Georgia;
 - e) Transferred by ship captain, regarding those voters who are sailing on the day of the poll.
6. Heads of the agencies indicated in Subparagraphs a), b) and c) of Paragraph 5 of this Article, transfer the data on voters to the District Election Commission no later than 55 days before the poll, while the persons and Heads of the agencies indicated in Subparagraph d) and e) do the same no later than 7 days before the poll. In such cases, the District Election Commission is obliged to transfer the indicated list to the relevant Precinct Election Commission no later than 24 hour, before the poll.

Article 10. Supplementary List of Voters

1. In the supplementary lists of voters are included:
 - a) Voters – based on presenting of a voting license;
 - b) Voters who are being treated in hospitals and other inpatient clinics on the day of the poll;
 - c) Voters who are in preliminary detention;
 - d) Voters who are in military compounds;
 - e) Voters who have the status of displaced persons;
2. Voters, who have not been included in the list of voters, are included in the list of voters on polling day, based on presentation of Georgian citizen's identity card and a registration card.
3. Supplementary lists of voters are compiled by the relevant District Election Commission based on data:
 - a) Transferred by the Ministry of Refugees and Settlement of Georgia and its local agencies, regarding forcefully displaced persons;
 - b) Transferred by commanders of military compounds regarding military servants of the armed forces and compounds of Georgia, who are serving fixed terms or upon contract;
 - c) Transferred by Heads of hospitals and other inpatient medical institutions, regarding those voters who are in such institutions on polling day;
 - d) Transferred by Heads of those institutions, where voters are in preliminary detention on polling day.

4. Heads of the agencies indicated in Subparagraph a) of Paragraph 3 of this Article transfer the data on voters to the District Election Commission no later than 55 days before the poll, while the persons and Heads of the institutions indicated in Subparagraph b) to d) do the same no later than 2 days before the poll. In such cases, the District Election Commission is obliged to transfer the indicated list to the relevant Precinct Election Commission no later than 24 hours before the poll.
5. Forcefully displaced persons are included in voters' lists according to their place of actual residence, fixed-term and contract military servants of the army forces and compounds of Georgia – according to the place of stationing of military compounds, and the voters who are sailing on polling day – according to the port of the ship's registration.

Article 11. Mobile Ballot Box List

1. Mobile ballot box list is compiled based on the main and supplementary voter lists in cases when a voter, due to health situation or other reasons, is unable to go to the polling station or when a voter is:
 - a) At a location that is difficult to access;
 - b) In those military compounds, where no elections precincts are established;
 - c) In hospitals or other inpatient medical institutions;
 - d) In preliminary detention.
2. If a voter is transferred to the mobile ballot box list, a relevant note is made in the main or supplementary list and is confirmed by signature of the Precinct Election Commission secretary.

Article 12. Voting License

1. If a voter does not vote at the election precinct, at which he/she is registered, due to changing his/her location before 6 p.m. of the day before the poll, the Precinct Election Commission, based on submission by the voter of a written application, an ID of a Georgian citizen and a registration card, issues to the voter a voting license, as a result of which the voter's name is withdrawn from the voters' list.
2. Issuance/acceptance of a voting license and withdrawal from the voters' list are confirmed by the voter and an authorized representative of the Precinct Election Commission, through signatures in the list. Also, the indicated member of the commission notes that the voter has been issued with a voting license. The number of the voter's ID of Georgian citizenship (Georgian passport) and personal number are entered into the list.
3. Based on the voting license, the voter takes part in:
 - a) Majoritarian elections, as well as proportional system elections, if he/she changes location on territory of one and the same election district;
 - b) Elections for the Parliament of Georgia, held on the basis of the proportional election system, if he/she votes on territory of another election district.

Article 13. Publishing of Voters' Lists

1. The Precinct Election Commission is obliged to post, no later than 30 days before the poll, at a conspicuous place at the polling station, the voters' lists and the procedure determined by this Law for submitting appeals regarding the lists.
2. In cases of courts and District Election Commissions upholding appeals related to voters' lists, the final lists are published (posted) no later than 10 days before the elections.

Article 14. Voting Card

1. No later than 2 days before the poll, the Precinct Election Commission is obliged to provide to all the voters registered on the territory of the elections precinct and included in the voters' lists a voting card, in which shall be indicated the following:
 - a) Date and time of the poll;
 - b) Address of the polling station, including the number of the floor and the room;
 - c) Number of the voter in the voters' list;
 - d) The rule for submitting a statement or an application by voter, due to health situation or other reasons, on taking part in the poll by means of a mobile ballot box, telephone (fax) number of the District Election Commission and other information;
2. Non-receipt of a voting card does not constitute grounds for limiting the right to take part in the poll.

CHAPTER III. ELECTION DISTRICTS AND ELECTION PRECINCTS**Article 15. Election Districts**

1. The number of election districts established for elections of the Parliament of Georgia is 85 single-mandate election districts; 10 of these are in the city of Tbilisi, and 75 shall be established in accordance with the administrative-territorial division.
2. The number of the multi-mandate election districts established for elections of the representative body of local self-governance – *sakrebulo*, is determined by ordinance of the Central Election Commission of Georgia.
3. In the city of Tbilisi, is established one election district for the election of the representative body of local self-governance – *sakrebulo* by the proportional system.
4. In the cities of Batumi, Rustavi, Sokhumi, Kutaisi and Tskhinvali, is established one election district for each city for elections of city mayors.
5. The number of election districts established for elections of *gamgebeli* is determined upon ordinance of the relevant District Election Commission.
6. Election districts are established no later than 58 days before the poll, and the list is published within 3 days of the establishment of election districts.

Article 16. Election Precincts

1. For the purpose of holding the poll and counting the votes, an election district is divided into election precincts.
2. An election precinct is established for no less than 20 and no more than 2,000 voters, no later than 50 days before the poll.
3. In exceptional cases (locations difficult to access, military compounds, ships sailing on polling day, etc.), election precincts are established no later than 5 days before the poll.
4. Election precincts are established and boundaries of the established precincts are determined by District Election Commissions, based on the data of the bodies of local self-governance and government, functioning on the territory of the rayon, city, city district.

5. Election precincts on the ships sailing on polling day, as well as in military compounds, are established through the rule determined by this Law, according to ports of registration of relevant vessels and location of stationing of military compounds.
6. Election precincts at the State institutions of Georgia, existing outside Georgia, are established upon ordinance of the Central Election Commission of Georgia, based on the data of the Ministry of Foreign Affairs of Georgia. Upon the same ordinance, the Central Election Commission decides the issue of attributing these precincts to election districts.
7. The District Election Commission shall, within 5 days of the establishment of election precinct, and in cases envisaged by Paragraph 3 of this Article – within 2 days, publish through the press and other mass media the numbers of election precincts, addresses, telephone (fax) numbers of the Precinct Election Commissions and other information.

CHAPTER IV. ELECTION ADMINISTRATION

Article 17. System of Election Administration

1. For the purpose of ensuring the conduct of elections, the following election commissions are formed:
 - a) Central Election Commission of Georgia;
 - b) District Election Commissions;
 - c) Precinct Election Commissions.
2. Election commissions represent a centralized system of election administration.

Article 18. Composition of Election Commissions

1. An election commission consists of the commission Chairperson, Deputy Chairperson, commission secretary and other members.
2. The election commission members and staff are officials of the election administration.
3. Members of the Central Election Commission of Georgia and Chairpersons of District Election Commissions are civil servants.
4. Members of Precinct Election Commissions and members of District Election Commissions, except for District Election Commission Chairpersons, are non-permanent staff employees of the relevant District Election Commission.
5. Employees of the Central Election Commission of Georgia, except for auxiliary employees and employees who are not on the permanent staff, are civil servants.
6. Only the citizens of Georgia, who have the right to vote, may be appointed (elected) to an election commission, except for:
 - a) Persons, to whom the Central Election Commission of Georgia has not awarded a certificate of an official of election administration;
 - b) Persons, who have been dismissed from commission membership by the Central Election Commission of Georgia or the relevant District Election Commission, for violation of election legislation;
 - c) Persons, whose violation of election legislation has been proved and upheld by a court;
 - d) Members of the bodies of legislative authority;
 - e) Heads and Deputy Heads of the agencies of executive authority;

- f) Heads and Deputy Heads of the bodies of local self-governance and government;
 - g) Employees of Ministry of Internal Affairs, the Ministries of Defense and State Security, the Departments of Intelligence and State Frontier Guard and the Special Service of State Security;
 - h) Judges and their assistants;
 - i) Employees of the Prosecutor's Office (except for technical and auxiliary staff);
 - j) Election subjects and their representatives;
 - k) Domestic and international observers.
7. According to the rules established by this Law, the following entities have the right to appoint (elect) a member to an election commission:
- a) Parliament of Georgia;
 - b) Higher level election commission;
 - c) The Party (election bloc), which overcame the 7% threshold during the last Parliamentary elections;
 - d) The 5 Parties (election blocs) who had the best results during the last Parliamentary elections;
 - e) Representative body of local self-governance – *sakrebulo*, and in rayons – the Representative body of local self-governance – rayon *sakrebulo*.

Article 19. Rights and Obligations of Election Commission Members

1. A member of an election commission is obliged to take part in its activities as of the day of appointment (election) as commission member.
2. A member of a District or Precinct Commission is obliged to sign the summary protocol of results of the poll or elections and, in a case where he/she does not agree with the data included in the protocol, is authorized to make a relevant note on the same line with his/her signature and attach a different opinion to the protocol, in written form.

Article 20. Term of Authority of Election Commission Members

1. The term of authority of a member of the Central or District Election Commission of Georgia begins as of the day of his/her appointment (election) and expires immediately upon the first meeting of the newly composed commission.
2. A member of the Central or District Election Commission of Georgia is appointed (elected) for a term of 4 years.
3. The term of authority for a member of the Precinct Election Commission begins as of the day of his/her appointment (election) and ends immediately upon the expiration of authority of the commission.
4. In a case of termination (before expiry) of the term of authority of a member of the Central Election Commission of Georgia, a new member is elected by the Parliament of Georgia at the earliest session.

Article 21. The Basis and Rules for Replacement of Election Commission Member

1. The grounds for replacement of an election commission member are constituted by the following:
 - a) Expiry of the term of authority;

- b) Termination of authority before expiry.
2. Authority of an election commission member is terminated before expiry in the following cases:
 - a) Based on personal statement;
 - b) Upon legal enactment of a court conviction;
 - c) Upon court decision declaring the member incapable, missing or deceased;
 - d) Upon losing Georgian citizenship;
 - e) Upon failure to attend 3 commission sessions in a row, without a valid excuse;
 - f) In case of death;
 - g) Upon commission member occupying a position incompatible with the status of commission member;
 - h) Upon dismissal from commission membership, for violation of elections legislation, based on relevant decision made by a higher level commission or a court;
 - i) Upon the appointing Party or Political Bloc withdrawing their member.
3. In cases envisaged by Subparagraphs b), c), d), f) g) and i) of Paragraph 2 of this Article, the authority of an election commission member is terminated automatically.
4. In the case envisaged by Subparagraph a) of Paragraph 2 of this Article, statement by a member of the Central Election Commission of Georgia on relieving him/her of his/her authority is submitted to the Central Election Commission, while statement by a member of the District or Precinct Election Commission is submitted to the higher level election commission and must be satisfied no later than within 2 days of its submission. The Statement by Chairperson, Deputy Chairperson or secretary of the Central Election Commission regarding resignation is submitted to the Central Election Commission, while statement by Chairperson, Deputy Chairperson or secretary of the District Election Commission or Precinct Election Commission is submitted to the relevant election commission and must be satisfied no later than within 2 days of its submission.
5. Replacement of a member of an election commission is inadmissible less than 7 days before the poll, except for cases of violation of election legislation.
6. In the case envisaged by Subparagraph e) of Paragraph 2 of this Article, a decision on the termination of authority of an election commission member before their expiry is taken upon an ordinance by the relevant commission, by the majority of its listed composition.

Article 22. Rules for Management of an Election Commission

1. The rules for the work of election commissions is determined by this Law and by regulations of the relevant commission, which is passed through a Decree by the Central Election Commission of Georgia.
2. Chairperson, Deputy Chairperson and secretary of an election commission are elected by the relevant commission, by a majority of its listed composition.
3. In case of absence of election commission Chairperson, or upon delegation of the Chairperson, his/her duties are carried out by the Deputy Chairperson.
4. Frequency of election commission sessions is determined by relevant commission. In case of necessity, upon request by Chairperson or Deputy Chairperson, an extraordinary session is called.
5. Sessions are chaired by the Chairperson or Deputy Chairperson.

6. Session has authority, if it is attended by the majority of the commission's listed composition.
7. Commission takes decisions by the majority of votes of the members attending the session.
8. In case of equal division of votes, the vote of the session's Chairperson is decisive.
9. Staff issues are decided at the session by the majority of the commission's listed composition.
10. Minutes for the session are compiled, which are signed by the session's Chairperson and the commission secretary.
11. The session Minutes are processed within 2 days of the date of the session.
12. A member of an election commission, who does not agree with a decision of the commission, has the right to express a different opinion in written form, which is attached to the Minutes of the session. The member who is of a different opinion, is obliged to respect and obey the decision made by the commission. He/she does not have the right to prevent, by his actions, the execution of this decision.
13. The Central Election Commission of Georgia passes Decrees by 2/3 of listed composition. Passing of a Decree is inadmissible less than 4 days before the poll.
14. An election commission passes ordinances by the majority of votes of the commission members attending the session.
15. An election commission accepts, issues and registers documents until 6 p.m. on workdays, except for the cases envisaged by this Law.
16. During acceptance of a statement (appeal), in the registration journal of the commission and the reference sheet issued to the applicant (appellant) is noted the date and time of its acceptance. Commission adjudicates the statement (appeal) and makes an appropriate decision.
17. An election commission is authorized not to adjudicate statements (appeals), if the deadline and rules for their submission has been violated.

Article 23. Compensation for Members of the Central Election Commission of Georgia

1. The Chairperson, Deputy Chairperson, commission secretary and other members of the Central Election Commission of Georgia are paid salaries from the State budget of Georgia, for the whole term of their authority.
2. Staffing and budget expenses of the Central Election Commission of Georgia are approved by the Parliament of Georgia, upon submission by the Central Election Commission.
3. Extra time and overtime work of members of the Central Election Commission of Georgia is compensated by an amount determined by the Central Election Commission, from the funds allocated for the conduct of elections.

Article 24. Compensation for Members of District and Precinct Commission

1. The Chairperson of the District Election Commission is paid a salary from the State budget for the whole term of their authority.
2. Salaries from the funds allocated for the conduct of elections are paid to the Deputy Chairperson, commission secretary, accountant and lawyer of the District Election Commission for the whole time for preparation and conduct of elections, while other

members of commissions are paid salaries during the last 15 days of preparation and conduct of elections, upon order of the Chairperson of the relevant commission.

3. Salaries from the funds allocated for the conduct of elections are paid to the Chairperson, Deputy Chairperson and commission secretary of the Precinct Election Commission for the whole time for preparation and conduct of elections, while other members of commission are paid salaries during the last 15 days of preparation and conduct of elections, upon order of the Chairperson of the relevant commission.
4. The amount of the salary paid to members of District or Precinct Election Commissions is determined by the Central Election Commission of Georgia.
5. Extra time and overtime work of members of District or Precinct Election Commissions is compensated by an amount determined by the Central Election Commission.

Article 25. Legal Acts of Election Commissions and Their Chairpersons

1. Legal Acts of election commissions and their Chairpersons are;
 - a) Decree and ordinance of the Central Election Commission of Georgia;
 - b) Order of the Chairperson of the Central Election Commission of Georgia;
 - c) Ordinance of the District Election Commission;
 - d) Order of the Chairperson of the District Election Commission;
 - e) Ordinance of the Precinct Election Commission;
 - f) Order of the Chairperson of the Precinct Election Commission;
2. A decree of the Central Election Commission of Georgia is a Sub legal Act, while ordinances of the Central Election Commission, District Election Commission or Precinct Election Commission and orders of commission Chairpersons are individual legal Acts.
3. Decrees of the Central Election Commission of Georgia, as well as ordinances of the Central Election Commission, District Election Commission or Precinct Election Commission, are signed by the Chairperson and secretary of the relevant commission.
4. A decree of the Central Election Commission of Georgia comes into force as of the day of publication in “Sakartvelos Sakanonmdablo Matsne”.

Article 26. Central Election Commission of Georgia

The Central Election Commission of Georgia is a permanently functioning body, which ensures preparation and conduct of elections, ensuring the exercising of the right of Georgian citizens’ to vote, and controls, within its competence, uniform application of the election legislation on all of the territory of Georgia.

Article 27. Composition of Central Election Commission of Georgia

1. The Central Election Commission of Georgia is formed with a composition of 7 members.
2. A coalition (group), which includes no less than 10 unions (associations) and/or foundations, that are registered before November 25, 1997, in accordance with the rules established by Georgian legislation, and whose goals include facilitation of building of democracy, protection of human rights and fair elections, has the right to nominate to the Parliament of Georgia candidates for membership of the Central Election Commission.
3. At least one member of the coalition (group) must have experience in monitoring of no less than 2 general elections on all of the territory of Georgia.
4. One and the same union (association) and foundation can be part of the composition of

- only one coalition (group).
5. The number of candidates nominated by coalition (group) for membership of the Central Election Commission of Georgia must equal twice the number of members of the Central Election Commission.
 6. From the candidates nominated by coalition (group), Central Election Commission members are elected by the Parliament of Georgia, through roll-call vote, by no less than 2/3 of the listed composition of Parliament Members.
 7. It is inadmissible to nominate as a candidate for Central Election Commission membership a person who, for the last 2 years prior to elections, held one of the positions envisaged by Subparagraph d) to i), of Paragraph 6 of Article 18, or was an election subject, or its representative, or a member of any Party during the last 5 years prior to elections.
 8. One month before expiry of the term of authority of the Central Election Commission of Georgia, coalition (group) submits a list of candidates for Central Election Commission membership to the Parliament of Georgia.

Article 28. Election of the Management of the Central Election Commission of Georgia

1. Managing members of the Central Election Commission of Georgia are the Chairperson, Deputy Chairperson and commission secretary.
2. The Chairperson, Deputy Chairperson and secretary of the commission are elected by the commission from its members, within 10 days of the election of complete membership of the commission, by the majority of the listed composition.
3. No less than 3 commission members together have the right to nominate a candidate for commission Chairperson; The commission Chairperson has the right to nominate a candidate for the Deputy Chairperson of the commission; the commission Chairperson or no less than 3 commission members together have the right nominate a candidate for commission secretary. One and the same candidate can only be nominated twice.

Article 29. Responsibilities of the Central Election Commission of Georgia

1. The Central Election Commission of Georgia shall:
 - a) Within the limits of its competence control adherence to the Constitution of Georgia and this Law on all of the territory of Georgia and ensure their uniform application.
 - b) Administer the activities of District and Precinct Election Commissions; hear their information;
 - c) Inspect the legitimacy of decisions made by election commissions, and in cases of discovery of violations. change these decisions and/or abolish them;
 - d) Control the provision of District and Precinct Election Commissions with buildings, transport and means of communication, consider other issues of material-technical supply of elections;
 - e) Ensure the equal exercising of the rights of participants of elections and election subjects;
 - f) Ensure production and distribution of ballots and special envelopes to District Election Commissions;
 - g) Adjudicate statements and appeals regarding decisions and actions of District Election Commissions, also including those on consolidation of the results of the elections;

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- h) Publish final results of the elections and the list of the elected election subjects in the press and other mass media;
 - i) Exercises other responsibilities prescribed by this Law.
2. By its Decrees the Central Election Commission does the following:
- a) In case of necessity makes decisions on the termination, before expiry of authority, of a subordinate election commission and on transferring the authority of this commission to a special group, formed by the Central Election Commission;
 - b) Determines the rules for distribution and use of expenses related to elections;
 - c) Determines the form of election documents, the design of the ballot box and seals of election commissions;
 - d) In exceptional cases, if observing of requirements of this Law is impossible, determines the new timeframe and rules for holding election events in an election district;
 - e) Determines the timeframe and rules for holding qualification examinations for election administration officials and for awarding certificates to election administration officials;
 - f) Adopts regulations of election commissions;
 - g) Determines the timeframe and rules for storage and destruction of election documents;
 - h) Determines the rules for nominating candidates for membership of Precinct Election Commissions;
3. By its ordinances the Central Election Commission does the following:
- a) Establishes election districts and elects 3 members of a District Election Commission, by the majority of the Central Election Commission's listed composition;
 - b) In case of necessity, in order to solve the issues defined beforehand, creates a special group and determines the timeframe and limits of its authority;
 - c) Determines the amounts of the salaries of Chairperson, Deputy Chairperson, commission secretary, other commission members, accountant and lawyer of District Election Commissions or Precinct Election Commissions;
 - d) In case of a seat having been vacated in a District Election Commission, accepts nominations within 7 days and appoints new member of the commission no later than 3 days after the closing of the time period for accepting nominations;
 - e) Decides the allocation of election precincts established outside Georgia to election districts;
 - f) Establishes and publishes the dates for the beginning and ending of election events;
 - g) Confirms, changes and/or abolishes decisions of District Election Commissions;
 - h) Declares results of the poll in an election precinct invalid;
 - i) Announces repeated poll in an election precinct;
 - j) Decides the issue of re-counting of ballots and special envelopes and of inspection of voters' lists;
 - k) Announces the second round of elections and repeated elections in an election district;
 - l) Determines the general number of voters according to election districts;
 - m) In case of withdrawal of a Parliament Member elected through Party list or a member of the representative body of local self-governance – *sakrebulo*, determines his/her

- replacement in accordance with this Law;
- n) Registers Parties (election blocs) that take part in elections;
 - o) Registers Party lists;
 - p) Ensures organization and conduct of seminars, training sessions and courses for increasing qualification of members of election commissions and employees, as well as holding of qualification examinations and awarding of certificates to election administration officials;
 - q) Issues consent for subjecting candidates for the Presidency of Georgia and Membership of Parliament of Georgia to criminal investigation, detention, arrest and search;
 - r) Determines the form of report on the funds used for elections;
 - s) Exercises other responsibilities in accordance with this Law.

Article 30. Chairperson of Central Election Commission of Georgia

1. The Central Election Commission of Georgia is managed and represented by the commission Chairperson.
2. The Chairperson of the Central Election Commission of Georgia shall:
 - a) Carry out full administrative and organizational functions at the Central Election Commission;
 - b) Issue relevant Identity cards to candidates for Presidency of Georgia, to candidates of Membership of Parliament of Georgia nominated through Party lists, to majoritarian candidates nominated by a Party (election bloc), to the elected President of Georgia, the elected MP and, in case of withdrawal of an MP elected through Party list – to his/her replacement;
 - c) Transfer to the interim mandate commission of the Parliament of Georgia the documents necessary for inspection of authorities of elected MPs;
 - d) Call and chair sessions of the Central Election Commission;
 - e) Distribute funds to District Election Commissions;
 - f) Issue relevant license to representatives of Parties (election blocs);
 - g) Sign Decrees and Ordinances of the Central Election Commission;
 - h) Disposes of the funds of the Central Election Commission;
 - i) Distribute the documents and correspondence submitted to the Central Election Commission;
 - j) Sign Minutes of the sessions of the Central Election Commission, as well as outgoing documents and correspondence on behalf of the commission;
 - k) Issue assignments and instructions to the Deputy Chairperson, commission secretary and other members of the Central Election Commission;
 - l) Issue Ordinances;
 - m) Exercise other authority in accordance with this Law.
3. The Chairperson of the Central Election Commission by his/her order does the following:
 - a) Accredits representatives of the press and other mass media and registers local unions (associations), foundations, organizations registered in other countries and international organizations;
 - b) Appoints members of the special and working group;

- c) Appoints and dismisses employees of the Central Election Commission.

Article 31. Apparatus of the Central Election Commission of Georgia

1. The apparatus of the Central Election Commission of Georgia shall be established for the purpose of ensuring organizational, legal and technical support of elections.
2. The apparatus structure, rules for activities and its authorities are determined by regulations of the Central Election Commission.
3. It is inadmissible to accept into the apparatus a person, who has not been awarded a certificate of an election administration official by the Central Election Commission, except for auxiliary and technical staff.

Article 32. Composition of District Election Commission

1. A District Election Commission is formed with a composition of no less than 7 members.
2. 3 members of the District Election Commission are elected by the Central Election Commission within 2 weeks of the election of the Central Election Commission; one member is elected by the relevant representative body of local self-governance, and in rayons - by the representative body of local governance – rayon *sakrebulo*, one member is appointed by each Party (election bloc) which overcame the 7% threshold at the last Parliamentary elections.
3. The decision of the representative body of local self-governance, and in rayons – of the representative body of local governance – rayon *sakrebulo*, and statement signed by the authorized person of a Party (election bloc) on the election (appointment) of a District Election Commission member is submitted to the Central Election Commission of Georgia.
4. A Coalition (group) defined by Paragraph 2 of Article 27 of this Law or a majoritarian MP elected to the Parliament from the relevant election district, nominate to the Central Election Commission of Georgia the candidates for District Election Commission membership.
5. If a Coalition (group) defined by Paragraph 2 of Article 27 of this Law or a majoritarian MP elected to the Parliament from the relevant election district do not nominate candidates for District Election Commission membership within 1 week of the formation of the Central Election Commission of Georgia, members of the District Election Commission are elected by the Central Election Commission. In such cases, no less than 3 members of the commission have the right to nominate candidates for commission membership.
6. If the number of those Parties (election blocs), which overcame the 7% threshold at the last Parliamentary elections turns out to be less than 3, the District Election Commission members required for fulfilling the minimum number of commission members are elected by the Central Election Commission of Georgia in accordance with the rules established by Paragraph 5 of this Article.
7. In the case of termination of authority of a commission member before expiry, the subject which has the right to appoint (elect) this member appoints (elects) a new member within 10 days.

Article 33. Election of the Management of District Election Commissions

1. Managing persons of the District Election Commission are the commission Chairperson, Deputy Chairperson and commission secretary.
2. Commission Chairperson, Deputy Chairperson and commission secretary are elected by the commission from its members, by the majority of listed composition, within 5 days as of beginning of authority of new composition of the commission.

3. No less than 3 members together have the right to nominate a candidate for commission Chairperson, commission Chairperson has the right to nominate a candidate for Deputy Chairperson, while a candidate for commission secretary may be nominated by commission Chairperson or by no less than 3 commission members together. One and the same candidate may be nominated only twice.
4. In case of the termination, before expiry of authority, of the commission Chairperson, Deputy Chairperson or commission secretary, the commission elects a replacement within 5 days, and if the election process is underway – within 3 days.

Article 34. Responsibilities of District Election Commission

1. The District Election Commission shall:
 - a) Within the limits of its competence control adherence to the Constitution of Georgia and this Law on the territory of the election district and ensure their uniform application;
 - b) Publish District Election Commission addresses, telephone (fax) numbers and other information through the press and other mass media;
 - c) Publish the composition of the District Election Commission through the press and other mass media;
 - d) Administer activities of the Precinct Election Commissions, hear their information;
 - e) Control provisioning of the Precinct Election Commissions with buildings, transport and means of communication, considers other issues of material-technical supply of elections in the election district;
 - f) Ensure equal conditions for election subjects in election campaign;
 - g) Ensure publication and dissemination of information materials, including lists of majoritarian candidates registered in the election district, their biographical data and main provisions of election programs;
 - h) Facilitate meetings of election subjects with voters;
 - i) Ensure supply of Precinct Election Commissions with ballots and special envelopes;
 - j) Publish the results of the poll held in the election district;
 - k) Organize the conduct of a repeated poll in an election district;
 - l) Organize the conduct of by-elections in an election district;
 - m) Determine and publish the voters' lists;
 - n) Pass ordinances;
 - o) Exercises other responsibilities in accordance with this Law.
2. By its ordinances the District Election Commission does the following:
 - a) In accordance with the rules determined by this Law, establishes election districts, establishes election precincts or/and verifies the boundaries of established precincts, while taking into account the suggestions (proposals) of the bodies of local self-governance and government functioning on the territory of rayon, city, city district;
 - b) Elects 6 members of Precinct Election Commissions by the majority of the listed composition;
 - c) Determines the general number of voters in an election district;
 - d) Adjudicates statements and appeals regarding decisions and actions of Precinct Election Commission, including verification of the results of the poll in an election

- district (re-counting of ballots and special envelopes, inspection of voters' lists, etc.) and makes appropriate decisions;
- e) In the case of a seat having been vacated in a Precinct Election Commission, accepts nominations within 7 days and appoints the new member of the commission no later than within 3 days of closing of the time for accepting nominations;
 - f) Registers candidates nominated to election precincts by initiative groups of voters;
 - g) Amends voters' lists.

Article 35. Chairperson of District Election Commission

1. A District Election Commission is managed and represented by the commission Chairperson.
2. The Chairperson of a District Election Commission shall:
 - a) Carry out full administrative and organizational functions at the District Election Commission;
 - b) Issue relevant ID cards to majoritarian candidates registered in the district;
 - c) Issue relevant ID card to representatives of election subjects, domestic observers and representatives of the press and other mass media;
 - d) Call and chair sessions of the District Election Commission;
 - e) Sign ordinances of the District Election Commission;
 - f) Dispose of the funds of the District Election Commission;
 - g) Distribute correspondence submitted to the District Election Commission;
 - h) Sign the Minutes of sessions of the District Election Commission, as well as outgoing documents on behalf of the commission;
 - i) Issue assignments and instructions to Deputy Chairperson, commission secretary and other members of the District Election Commission;
 - j) Submit to the Central Election Commission of Georgia election documents and/or delegates the indicated function, upon written delegation, to the Deputy Chairperson or commission secretary of the District Election Commission;
 - k) Issue orders;
 - l) Exercises other authority in accordance with this Law.
3. The Chairperson of a District Election Commission by his/her order does the following:
 - a) Appoints accountant, lawyer, auxiliary and technical staff of the District Election Commission;
 - b) Accredits representatives of the press and other mass media and registers domestic observer organizations.

Article 36. Composition of Precinct Election Commissions

1. A Precinct Election Commission is formed with a composition of 11 members.
2. 6 members of the Precinct Election Commission are elected by the relevant District Election Commission, while 5 members are appointed by the 5 parties (election blocs), which had the best results at the last Parliamentary elections.
3. The rules for nominations to the District Election Commission of candidates for membership of the Precinct Election Commission is determined by Decree of the Central

Election Commission of Georgia.

Article 37. Election of Management of the Precinct Election Commissions and Appointment (Election) of Other Members

1. The managing members of the Precinct Election Commission are the commission Chairperson, Deputy Chairperson and commission secretary.
2. The Commission Chairperson, Deputy Chairperson and commission secretary are elected by the commission from its members, within 5 days of the beginning of authority of newly composed commission, by a majority of its listed composition
3. No less than 3 members together have the right to nominate a candidate for commission Chairperson, commission Chairperson has the right to nominate a candidate for Deputy Chairperson, while a candidate for commission secretary may be nominated by the commission Chairperson or by no less than 3 commission members together. One and the same candidate may be nominated only twice.
4. In case of termination, before expiry of authority, of a commission member, subject that has the right to appoint (elect) this member appoints (elects) a new member of the commission within 10 days.
5. In case of termination, before expiry, of authority of the commission Chairperson, Deputy Chairperson or commission secretary, the commission elects a replacement within 5 days, and if the election process is underway – within 3 days.

Article 38. Responsibilities of Precinct Election Commissions

1. A Precinct Election Commission shall:
 - a) Informs voters about the voters' lists, accepts and adjudicates appeals of voters regarding the lists and immediately transfers these appeals to the relevant District Election Commission;
 - b) Upon request of voters, issues them with their voting licenses;
 - c) Ensure preparation of the polling station, booths and rooms, ballot boxes and information stands;
 - d) Notify voters about the time and place of the poll, hands out voter cards;
 - e) Be responsible for organizing the poll and maintenance of the polling station;
 - f) Conduct polling and be fully responsible for ensuring that voters exercise their voting right;
 - g) Pass ordinances;
 - h) Exercise other responsibilities in accordance with this Law.
2. By its ordinance the Precinct Election Commission does the following:
 - a) Determines the general number of voters in election precinct, as well as the turnout and the number of votes received by election subjects;
 - b) Adjudicates statements and appeals regarding preparation of elections and organization of the poll and makes appropriate decisions.

Article 39. Chairperson of Election Precincts

1. A Precinct Election Commission is managed and represented by the commission Chairperson.

2. The Chairperson of a Precinct Election Commission shall:
 - a) Carry out full administrative and organizational functions at the Precinct Election Commission;
 - b) Supervise the conduct of the poll in accordance with this Law and ensure that voters exercise their voting rights fully;
 - c) Organize distribution of functions amongst Precinct Election Commission members on polling day, by casting of lots;
 - d) Be responsible for observing order inside the polling station and on adjacent territory, on polling day;
 - e) Sign ordinances of the Precinct Election Commission;
 - f) Issue orders.

CHAPTER V. REGISTRATION OF ELECTION SUBJECTS AND LISTS OF SUPPORTERS

Article 40. Registration of Election Subjects

1. For the purpose of obtaining the right to take part in elections, election subjects are registered by the relevant election commission, in accordance with the rules established by this Law.
2. For the purpose of undergoing registration, election subjects apply to relevant election commission and submit appropriate documents, in accordance with the rules prescribed by this Law.

Article 41. Lists of Supporters

1. Voters confirm the initiative of election subject to take part in an election by signing the form of supporters' list.
2. Sample form of supporters' list is determined by ordinance of the Central Election Commission of Georgia.
3. In the supporters' list form should be indicated the following information on voters:
 - a) First and last name;
 - b) Date of birth (year, month and day);
 - c) Number of the ID of a Georgian citizen (passport of a Georgian citizen) and personal number;
 - d) Place of registration (according to registration license of a Georgian citizen);
 - e) Date signed;
 - f) Signature.
4. On the form should be shown the first and last name, place of registration (according to registration license of a Georgian citizen) and contact telephone number of the person responsible for the collection of signatures, including the date of filling of the form and it should be confirmed by the signature of this person.
5. In the upper left corner of the form should be indicated the title (first and last name) of the election subject, whose initiative in taking part in the elections is supported by the voter.

Article 42. Inspection of Lists of Supporters

1. Supporters' lists are inspected by relevant election commissions.
2. The election commission, based on random selection, non-sequentially inspects the authenticity of 20 percent of the supporters' list number as determined by legislation. If no less than 10 percent of it is invalid, the commission inspects an additional 20 percent by the same rule. In the case where no less than 10 percent of the additional sample is invalid, the supporters' list is completely invalid and upon the ordinance of the relevant election commission the election subject is denied election registration.
3. Signature of a voter on a supporters' list is deemed invalid, if;
 - a) First and last name are not indicated or are indicated incompletely;
 - b) Date of birth (year, month and day) is not indicated or is indicated incompletely;
 - c) Place of registration (location, street, house and apartment numbers) is not indicated or is indicated incompletely;
 - d) Date of signing is not indicated or does not comply with the time period for compilation of supporters' list, established by this Law;
 - e) There is no signature or the signature is by another person, which is confirmed in writing by the voter, instead of whom the signature was placed;
 - f) In the supporters' list of a candidate nominated to an election district is included a voter registered in another election district;
 - g) Signature was placed through deception, intimidation or use of force and this is confirmed in writing by the signatory;
 - h) Number of the ID of a Georgian citizen (number of a passport of a Georgian citizen) and personal number are indicated incompletely or incorrectly;
4. All signatures placed on a form, which is not confirmed by signature of the person responsible for collection of signatures, or in which the data on this person is not indicated or is indicated incompletely, are invalid.
5. Inspection of supporters' list takes place within 10 days of its submission;
6. Representatives of election subjects have the right to attend the process of inspection of supporters' list.
7. Only members of election commissions have the right to become acquainted with a supporters' list. In case of submission of an appeal – the court also has the right to become acquainted with supporters' list. Supporters' lists are destroyed no earlier than 5 days and no later than 2 days before the poll.

CHAPTER VI. ELECTION FUNDING

Article 43. Expenses Related to Elections

Preparation and conduct of elections is funded from the State Budget of Georgia.

Article 44. Money Funds Necessary for Elections

1. The Central Election Commission of Georgia, submits to the Ministry of Finance of Georgia the plan of funding of preparation and conduct of elections, no later than 55 days before the poll.
2. The Ministry of Finance of Georgia, in accordance with the submitted plan, deposits to the account of the Central Election Commission of Georgia the funds allocated from the State

Budget of Georgia for elections, no later than 50 days before the poll.

3. The Central Election Commission of Georgia determines the rules for distribution and use of election funds necessary for elections by election commissions.
4. No later than 45 days before the poll, the Central Election Commission of Georgia deposits the funds allocated for District Election Commissions to their current account.

Article 45. Disposal of Money Funds Necessary for Elections

1. Funds allocated for election commissions are disposed of by the Chairperson and accountant of the commission, who are also responsible for the proper use of the funds.
2. The District Election Commission, no later than 30 days after the poll, ceases any settlement of accounts with organizations and individuals and, within 10 days, transfers the remaining funds in its account to the account of the Central Election Commission of Georgia. Within 2 weeks of transfer of the remaining funds, the District Election Commission submits a financial report to the Central Election Commission of Georgia.
3. The form of the District Election Commission report on expenses related to elections is determined by an ordinance of the Central Election Commission of Georgia.
4. The Central Election Commission of Georgia submits to the Ministry of Finance of Georgia a summary financial report on expenses related to elections.
5. The proper use of the funds allocated for elections is controlled by the Chamber of Control of Georgia.

Article 46. Election Campaign Fund

1. An election campaign fund is all the funds intended for the election campaign of an election subject.
2. Opening of an election campaign fund is obligatory for all election subjects. Candidates for membership of the representative body of local self-governance – *sakrebulo* of a village and community open election campaign funds voluntarily.
3. Funds attracted by an election subject must be deposited to the account of the election campaign fund, which is opened at the National Bank of Georgia or a commercial bank, or its relevant branch office, within 5 days of registration of the election subject at the relevant election commission. The account is opened only in the national currency.
4. Within 2 days of opening of an election campaign fund, the election subject submits to the relevant election commission a document issued by the bank confirming the opening of an election campaign fund, the number of the account, the identity and address of the manager and accountant of the election campaign fund.
5. The personal account of a Party, candidate for Presidency of Georgia or a majoritarian candidate cannot be used as the account of an election campaign fund. It is inadmissible to open more than one account for an election campaign fund.
6. At the time of opening of an election campaign fund and for transactions with a bank, a Party has the right to use the Party seal, and upon agreement with the Parties included in an election bloc – to use the seal of one of the Parties included in the bloc, which is determined by the statute of the election bloc.
7. Funds attracted to the election campaign fund are considered to be the funds deposited to the account of the election campaign fund, as well as any goods or services received free-of-charge (at market prices).

Article 47. Contributions to the Election Campaign Fund

1. Contributions to the election campaign fund are considered to be the funds deposited to its account by persons and legal entities, as well as all kinds of material values and services received free-of-charge.
2. A legal entity making a contribution to an election campaign fund is obliged to indicate its title and legal address, while persons must indicate the first and last name, address, number of the ID of a Georgian citizen (passport of a Georgian citizen) and personal number.
3. It is inadmissible to deposit funds to an election campaign fund without declaring the information required by Paragraph 2 of this Article. Anonymous contributions are transferred to the State budget of Georgia.
4. It is inadmissible for an election subject to use during the elections any funds other than the funds of the election campaign fund.
5. It is inadmissible to accept the following contributions to the election campaign fund:
 - a) From other States;
 - b) From persons or legal entities from other States;
 - c) From persons with no citizenship;
 - d) From international organizations and movements;
 - e) From non-entrepreneurial legal entities and religious organizations;
 - f) From a Georgian entrepreneurial legal entity, in which there is a State share.

Article 48. Rules for Disposal of Election Campaign Funds

1. For the purpose of effective use and disposal of election campaign funds, an election subject appoints (elects) a manager and accountant of the election campaign fund.
2. An election campaign fund is disposed of by the manager and accountant of the fund, upon the instruction of the election subject. The manager and accountant are also responsible for the proper use of the election campaign fund.
3. The rules for appointment (election), by an election bloc, of the manager and accountant of the election campaign fund, are determined by the bloc's charter.
4. The manager of an election campaign fund is obliged to verify the legality of the funds deposited to the election campaign fund and to notify the Central Election Commission of Georgia, within 2 days of the depositing of each election contribution, of the source, quantity and receipt date of the contribution.
5. The manager of an election campaign fund processes documents on all transactions. If any expense cannot be documented, it must be processed through a bilateral Act.
6. No later than one month after the publication of election results, the election subject shall submit to the relevant election commission a report on the funds used for elections, with a statement of the source of the funds deposited to the election campaign fund. The election subjects which, according to preliminary data, receives the necessary number of votes established by this Law, must do the same, no later than 8 days after the poll.
7. Election subjects who do not submit a report on the election campaign fund, are banned from the right to take part in elections, including the relevant next elections.
8. Election subjects who receive the necessary number of votes determined by this Law and do not submit an election campaign fund report within the established deadline, or

violation of the requirements of Paragraphs 2, 3, 4, 5 and 7 of Article 46 of this Law, Paragraphs 4 and 5 of Article 47, Paragraphs 4, 5 and 6 of this Article, is proven, the relevant election commission considers and decides the issue of the consolidation of the results of the elections without taking into account the votes received by these elections subjects.

9. The election subject is obliged to close the account of election campaign fund no later than 20 days after the consolidation of the final results of the elections. Remaining funds in the account are returned to the contributing persons and legal entities, in proportion to the funds contributed.
10. The form of the report on funds used for elections is determined by an ordinance of the Central Election Commission of Georgia.
11. Information about election contributions is open, public and accessible. The Central Election Commission of Georgia is obliged to provide all interested persons and legal entities with the information on the amount, source and date of depositing of funds existing in election campaign funds.

CHAPTER VII. POLLING

Article 49. Time and Place of Polling

1. Polling is held at the polling station, on polling day, from 7 a.m. to 8 p.m.
2. The Precinct Election Commission notifies voters of the time and place of polling no later than 2 days before polling, by issuing voters their voter cards;
3. During polling it is inadmissible to lock the polling station, cease or suspend polling, except for cases when it is impossible to continue polling and the free expression of the will of voters is not possible, which is confirmed by an ordinance of the Precinct Election Commission.
4. Voters may be present at the polling station only for the time necessary for voting.
5. In election precincts established in military compounds, on ships sailing on polling day and in locations difficult to access, Precinct Election Commission may declare polling finished at any time, if all voters included in the voters' list have voted.
6. It is forbidden to hold polling before or after polling day, except for the cases envisaged by this Law.

Article 50. Arrangements at the Polling Station

1. Bodies of State authority and local self-governance and government transfer to election commissions the buildings and facilities necessary for preparation and conduct of elections for a period of time, free-of-charge.
2. Election commissions must not be located in the same building, in which are located the bodies of State authority and local self-governance and government and/or Parties, except for those cases when there are no other buildings on the territory of election precincts or when it is impossible to hold the poll in other buildings in accordance with this Law. Exceptions are allowed upon the ordinance of the District Election Commission.
3. In the polling station:
 - a) Ballot booths (rooms) must be arranged to ensure a secret vote. As a rule, one ballot booth (room), one registration table and a relevant number of pens should be provided

- for every 400 voters;
- b) Locations must be allotted for registration of voters, issuing and confirmation of ballots;
 - c) A transparent ballot box must be standing in a conspicuous place;
 - d) Voters' lists, Party lists, lists of candidates and an instruction on how to fill out ballots must be displayed.
4. If any of the election subjects included on the ballot paper are not taking part in elections anymore, a statement about this must be posted at a conspicuous place, both at the polling station and in the ballot booth (room).
5. Responsibility for preparations for polling, ensuring free expression of the will of voters, ensuring secrecy of polling and for maintenance of the polling station in accordance with the requirements of this law, is laid upon the Chairperson of the Precinct Election Commission.

Article 51. Ballot Papers and Special Envelope

1. Ballot papers are printed in the Georgian language, and also in the Abkhazian language in Abkhazia and, in case of necessity, also in other languages understandable to the local population.
2. The Central Election Commission of Georgia, no later than 2 days before polling, transfers to District Election Commissions the ballots papers and special envelopes intended for districts. District Election Commissions, no later than 24 hours before the poll, transfer the ballot papers and special envelopes to Precinct Election Commissions.
3. The number of ballot papers and special envelopes shall be accurately recorded. During transfer of ballot papers and special envelopes by the Central Election Commission of Georgia to District Election Commissions and by District Election Commissions to Precinct Election Commissions, there is compiled a protocol, in 2 copies, in which is indicated the title of the election commissions issuing and receiving the ballot papers and special envelopes, the quantity and type of the ballot papers transferred, the numbers. The protocol is signed by the persons issuing and receiving the ballot papers and special envelopes (one copy of the protocol is transferred to each relevant election commission).
4. The quantity of ballot papers and special envelopes transferred to each Precinct Election Commission shall be 3% higher than the total number of voters included on the voters' lists.
5. For the purpose of accounting for the exact quantity of ballot papers, ballot papers of each type are numbered in sequence and each one hundred ballots shall be bound.
6. Each pack of ballot papers has a cover page on which is printed columns for numbers and titles of the election districts and precincts, for indication of the dates of receipt of the ballot papers by District Election Commissions and Precinct Election Commissions and the signatures of the persons issuing and receiving the ballot papers, as well as a column for signatures of the Precinct Election Commission Chairperson, and as a rule, his/her Deputy, secretary of the Precinct Election Commission and of the commission member, to whom this pack is transferred.
7. On the ballot paper must be indicated the following:
 - a) Title of the election precinct (on the rear and on the ballot itself);
 - b) Number of the election precinct (on the rear and on the ballot itself);

- c) The rule for filling out of the ballot paper;
 - d) Title and sequential number of the election subject;
 - e) Place for seal of the Precinct Election Commission;
 - f) Place for signature of Precinct Election Commission members;
8. In those cases where an election subject withdraws from the elections, at the issue of the ballot paper, on the ballot paper, on the same line as the name of the indicated election subject is placed a stamp – “election subject withdrawn”.

Article 52. Opening of Election Precincts

1. Before the start of polling, in the presence of Precinct Election Commission members and the persons who have the right to be present in the polling station, the Precinct Election Commission Chairperson, through the casting of lots, selects from commission members the following:
 - a) Registrar of voters and the commission members who issue special envelopes; 2 commission members who sign election ballots and special envelopes;
 - b) Commission member who stamps election ballots and special envelopes with a seal of the Precinct Election Commission;
 - c) Commission member who shall supervise the ballot box;
 - d) No less than 2 commission members who shall accompany the mobile ballot box;
 - e) Commission member who shall regulate the stream of people in the polling station.
2. For the purpose of casting lots, the Precinct Election Commission Chairperson writes the functions of commission members on sheets of paper of identical shape and kind, with one and the same writing instrument. The sheet must be approved with the commission’s seal. The sheet is folded in such a way that the text is impossible to read. The Commission Chairperson places the filled out sheets and blank sheets approved with the commission’s seal into a transparent mobile ballot box and mixes them. The total quantity of blank and filled out sheets equals the number of the commission’s members. Commission members take one sheet each from the box, in turn.
3. The temporary transfer of functions of a commission member identified as a result of the casting of lots is admissible only upon consent of the commission Chairperson.
4. After casting of lots, the Precinct Election Commission Chairperson does the following;
 - a) Announces the number of voters according to the main and supplementary lists;
 - b) Inspects that the packages of election ballots and special envelopes are intact and announces the number of ballot papers and special envelopes received;
 - c) Inspects that the package in which the Precinct Election Commission seal is placed is intact, and afterwards opens it;
 - d) Inspects and seals the main and mobile ballot boxes.
5. The data required by Subparagraphs a) and b) of Paragraph 4 of this Article is immediately entered by the Precinct Election Commission secretary into the relevant protocol of the consolidation of the poll results.
6. The main and mobile ballot boxes are sealed and control sheets are placed in them after arrival of the first voter. The control sheets of the main and mobile ballot boxes are signed by the first voter and by all members of the Precinct Election Commission. On the control sheet is indicated the exact time when it is placed in the ballot box, as well as the first

name, last name, place of registration, number of the ID of a Georgian citizen (passport of a Georgian citizen) and personal number of the first voter.

7. Commission members who issue ballot papers and special envelopes are given one pack of ballot papers and special envelopes each, which is confirmed by the signatures placed on the pack's cover page by the Precinct Election Commission Chairperson and the commission member who receives the pack.

Article 53. Issue of Ballot Papers and Special Envelopes

1. Precinct Election Commission issues ballot paper(s) and a special envelope based on a voters' list or a voting license, in the case of presenting of an ID of a Georgian citizen (passport of a Georgian citizen).
2. On the day of the poll to each voter is issued one special envelope and a relevant number of ballot papers.
3. When the ballot paper and special envelope is issued, the number of ID of the Georgian citizen (passport of a Georgian citizen) is entered into the voters' list.
4. In the case of participation in elections based on presenting of a voting license, the voting license must be attached to the supplementary list of voters.
5. The voter confirms receipt of their ballot paper(s) and special envelope by signing the voters' list.

Article 54. Conduct of the Poll

1. Each voter votes personally. It is inadmissible to vote instead of another person.
2. Voting is conducted according to the following rules and sequence:
 - a) The voter takes the ballot paper(s) and special envelope to a table standing separately at a conspicuous location, where they are confirmed by signature of the 2 commission members who sign election ballots and special envelopes and are also confirmed with the Precinct Election Commission seal, by the commission members who confirm election ballots and special envelopes with the Precinct Election Commission seal. Authorisation of ballot papers and special envelopes with the election commission seal or signature of commission members is inadmissible;
 - b) Voter goes into a ballot booth (room), fills out the ballot paper and puts it into the special envelope;
 - c) Voter goes to the ballot box and puts the special envelope into the box. Two or more voters cannot go to a ballot box at the same time.
 - d) The commission member who supervises the ballot box must always be standing next to the ballot box;
 - e) After polling is over, the slot for inserting special envelopes into the ballot box is sealed.
3. When the voter is filling out their ballot papers the presence of other persons is forbidden. Voters who are incapable of filling out their ballot papers independently, have the right to invite to the ballot booth (room) any person, except for the following:
 - a) Election commission member;
 - b) Candidate;
 - c) Representative of an election subject;

- d) Observer.
4. If a voter or a Precinct Election Commission member spoils a ballot paper or secret envelope, he/she notifies the Precinct Election Commission Chairperson, returns the spoiled ballot paper or special envelope and receives a new one. A corner is cut off the spoiled election ballot or special envelope, in the voter's presence, and it is stored separately.
 5. Precinct Election Commission members and the persons who have the right to be present in the polling station have the right to demand from voters, before entering the ballot booth (room), that they show that they have only the number of election ballots and special envelopes determined by this Law. Voters are obliged to satisfy this demand.
 6. If the intactness of the ballot box seal is violated during polling, the Precinct Election Commission stops the polling process and makes a decision, by ordinance, on whether the ballot box shall be re-sealed and the polling continued.
 7. The polling station is locked at 8 p.m. The voters who are in a line by this time may vote. The commission member who regulates the stream of voters in the polling station counts the voters who are standing in line and notifies the Precinct Election Commission Chairperson of their number and the identity of the last voter. The Precinct Election Commission Chairperson then announces that only the voters standing in line may take part in polling.

Article 55. Observing Order in Polling Station on Polling Day

1. The Precinct Election Commission Chairperson supervises and is responsible for the observing of order on polling day in the polling station
2. Carrying out of the decisions taken by the Precinct Election Commission Chairperson for the purpose of observing order in the polling station is obligatory for election commission members, all the persons who have the right to be present in the polling station and for all voters.
3. It is inadmissible for armed persons to enter the polling station.
4. If in the polling station, or on its adjacent territory, there arises a threat to the conduct of the poll in accordance with the requirements of this Law, or to safe movement of election documents, upon request of the Precinct Election Commission Chairperson may be summoned police employees, who may remain present on adjacent territory of the polling station. Immediately upon having prevented violation of public order and in case of consent of the Precinct Election Commission Chairperson, police employees leave the polling station and its adjacent territory.

Article 56. Voting by Means of Mobile Ballot Box

1. Voting by means of a mobile ballot box and the conduct of the poll at the address of the voters is admissible, if a voter is in a location difficult to access; in a military compound; hospital or other inpatient treatment institution; a penitentiary; in preliminary detention or if a voter cannot go to the polling station due to the State of his/her health or other reasons.
2. In case of an inability to attend at the polling station on polling day, a voter addresses the Precinct Election Commission, before 12 pm. on polling day, with a request to vote by means of a mobile ballot box. A voter is included in the mobile ballot box list, after:
 - e) Voter's written statement or verbal application made by telephone is registered in the Precinct Election Commission journal, on which fact the Precinct Election Commission secretary has to make a relevant entry to the Precinct Election

- Commission journal, with indication of the exact time of the telephone call and to confirm it by signature. It is mandatory to indicate in the Precinct Election Commission journal the telephone number, by which the voter made the verbal application;
- f) In the main or supplementary list of voters is indicated the transfer of a voter to the mobile ballot box list, which is confirmed by signature of the Precinct Election Commission secretary.
3. After 1 pm. on polling day, the Precinct Election Commission Chairperson instructs the Precinct Election Commission members who shall accompany the transportable ballot box, on the conduct of the poll at the address of the voters, and hands them the mobile ballot box list.
 4. No less than 2 members of the Precinct Election Commission and the persons who have the right to be present in the polling station take part, upon their will, in conduct of the poll at the address of the voters.
 5. For the purpose of conducting the poll at the address of the voters is used one mobile transparent ballot box.
 6. If, in cases envisaged by Paragraph 1 of this Article, the place of registration and the place of actual location of a voter are in the same election district, the voter is given the right to take part in elections held through proportional and majoritarian election systems and to him/her is issued a relevant ballot paper and special envelope. Otherwise, the voter is given only the right to take part in elections held through the proportional election system. The procedure of polling is conducted by the Precinct Election Commission, on the territory of the military compound, hospital or other inpatient treatment institution, or penitentiary, where the voter is located.
 7. Polling by means of a mobile ballot box ends at 8 p.m. on polling day. Upon ending of the poll, the mobile ballot box is sealed in such a way which makes it impossible to open it, without damaging the seal. The sealed mobile ballot box must be immediately returned to the Precinct Election Commission, but no later than 9 pm on polling day.

Article 57. Procedures to be Carried Out Before Opening of Ballot Box

1. After the closing of the poll, the Precinct Election Commission Chairperson, in the presence of the persons who have the right to be present in the polling station, identifies among election commission members no less than 3 counting officers, by the rules for casting of lots, established by this Law.
2. Counting officers sequentially count the general turnout of the voters taking part in polling according to the main, supplementary and mobile ballot box lists. Results are entered by the Precinct Election Commission secretary in the relevant summary protocol of the poll results.
3. Counting officers count in the following sequence and bind into packages:
 - a) Unused ballot papers and special envelopes, the number of which is entered by the Precinct Election Commission secretary on the relevant summary protocol of the poll results. On the cover page of the package is written the number of unused ballot papers and special envelopes;
 - b) Spoiled ballot papers and special envelopes, the number of which is entered by the Precinct Election Commission secretary on the relevant summary protocol of the poll results. On the cover page of the package is written the number of spoiled ballot papers and special envelopes;

4. On each package must be written the title and number of election precinct, type of ballot papers, quantity of the unused and spoiled ballot papers and special envelopes.
5. Packages must be sealed and signed by the counting officers and the Precinct Election Commission Chairperson.
6. After the completion of polling in election precincts in military compounds, the Precinct Election Commission seals the ballot box, voters' list, unused and spoiled ballot papers and special envelopes. Ballot box, voters' list and sealed unused and spoiled ballot papers and special envelopes are immediately transferred to the Precinct Election Commission which is determined beforehand by the District Election Commission. The Precinct Election Commission then follows the procedures in accordance with the rules established for mobile ballot boxes. The results of these two precincts are processed through one protocol.

Article 58. Opening of Ballot Box

1. Chairperson of Precinct Election Commission, in presence of commission members and the persons who have the right to be present in polling station, inspects intactness of the seal on the ballot box.
2. If intactness of the seal turns out to have been violated, but Precinct Election Commission deems that this has not caused violation of the requirements of this Law, upon an ordinance of the Precinct Election Commission the procedure for consolidation of the results of the poll continues. Otherwise, the ballot box is sealed and the ordinance of the Precinct Election Commission and the sealed ballot box are immediately transferred to the District Election Commission.
3. Counting officers carry ballot boxes to a separately standing table and occupy such a position, that on the opposite side of them, one meter away, are election commission members and the persons who have the right to be present in the polling station.
4. After the procedure described in Paragraph 3 of this Article, the main ballot box is opened. Counting officers empty out the special envelopes from the ballot box onto the table and check that a control sheet is in the ballot box. After that, counting officers open the mobile ballot box, empty out the special envelopes onto the table, check that a control sheet is in the ballot box and mix the special envelopes from the main and mobile ballot boxes together.

Article 59. Counting of Votes

1. Precinct Election Commission counts election ballots while observing the following rule:
 - a) The first counting officer takes the ballot out of the special envelope, announces to whom the vote was given and transfers the ballots of one type to the second counting officer, the ballots of the second type – to the third counting officer, etc., meanwhile placing special envelopes separately. Counting officers place ballot papers separately, according to the votes given to each election subject;
 - b) Unofficial ballot papers and the ballot papers deemed invalid by counting officers are placed separately. The ballots, authenticity of which causes doubt, are placed separately;
 - c) The ballot papers found in the ballot box without special envelopes are deemed invalid;
 - d) If the number of ballot papers in a special envelope exceeds the determined number, all of them are deemed invalid, an inscription “invalid” is made on top and it is placed

- separately.
2. Persons who have the right to be present in the polling station have the right to point out to the counting officers the ballot papers, authenticity of which has caused doubt, or to place such ballots separately. Counting officers are obliged to satisfy this demand.
 3. A ballot paper is deemed invalid only in the following cases:
 - a) A ballot paper or a special envelope, in which a ballot paper was placed, is not confirmed with a seal of the election commission and with signatures of both commission members who sign ballot papers and special envelopes;
 - b) It is impossible to determine, to which election subject the voter marked their vote for;
 - c) The number of ballots in a special envelope has turned out to exceed the determined number;
 - d) Special envelope is not in the approved form;
 - e) A ballot paper in the ballot box is not in a special envelope;
 - f) Ballot paper was intended for another election precinct.
 4. After all ballot papers are filed according to categories, the ballot papers authenticity of which has caused doubt are inspected. The issue of authenticity of each ballot paper is decided by the Precinct Election Commission. Ballots that are deemed valid are added to the pile of valid ballot papers, while ballots that are deemed invalid are added to the pile of invalid ballot papers.
 5. After the procedure described in Paragraph 4 of this Article, unofficial ballot papers are counted and afterwards are counted the ballot papers that have been deemed invalid, according to their categories and shall be bound separately.
 6. On invalid ballot papers is made an inscription “invalid”, which is signed by the counting officers and the Precinct Election Commission Chairperson. They are bound into separate packages and the number of ballot papers is entered by the Precinct Election Commission secretary into the summary protocol of election results.
 7. Each package of election ballot papers is sealed in a way which makes it impossible to withdraw a ballot from the package or insert a ballot into the package without damaging the seal. On the package should be inscribed the title and number of the election precinct, the quantity and type of the ballots.
 8. After the procedure described in Paragraph 7 of this Article, the number of votes given to each election subject is counted and these ballot papers are respectively bound together.
 9. Every 50 ballot papers are bound with a metal staple and on each pack, complete as well as incomplete, is inscribed the number of ballot papers bound. These packs are bound into a single pack. On these packs of ballot papers should be inscribed the title and number of the election precinct, information on the election subject (title, first and last name) and the number of votes received by the election subject, as well as the number of election ballots in the pack.

Article 60. Summary Protocol of Election Results

1. After counting of votes, results of the poll are entered into the relevant summary protocol of poll results.
2. During elections of the Georgian President, representative body of local self-governance – *sakrebulo*, of a *gamgebeli* or a mayor, is compiled one summary protocol of results of the elections held through the majoritarian election system. An exception is the election of

sakrebulo of Tbilisi, during which is compiled a summary protocol of results of the elections held through the proportional election system, while during elections of Parliament of Georgia are compiled 2 protocols. One protocol is compiled according to results of the elections held through the proportional election system and the other - according to results of the elections held through the majoritarian election system.

3. The summary protocol of election results shall include:
 - a) Number and title of the election precinct;
 - b) General number of voters;
 - c) General number of voters in the main list;
 - d) General number of voters in the supplementary list;
 - e) Turnout of voters participating in the poll, which equals the number of the signatures in the voters' lists, minus the voters to whom voting licenses have been issued;
 - f) Number of received ballots and special envelopes;
 - g) Number of unused ballots and special envelopes;
 - h) Number of spoiled ballots and special envelopes;
 - i) Number of official ballots and special envelopes in the ballot box;
 - j) Number of ballots deemed invalid;
 - k) Number of unofficial ballots and envelopes;
 - l) Title (first and last name) of each election subject and the number of votes received by this election subject.
4. All members of the Precinct Election Commission are obliged to sign the protocol, by which is confirmed their presence at the election precinct. Protocol is approved by the Precinct Election Commission seal.
5. If a Precinct Election Commission member does not agree with the data entered into the protocol, he/she has the right to attach to the protocol a different opinion in writing.
6. In case of expression of a different opinion, Precinct Election Commission member is obliged to sign the summary protocol of election results.
7. 2 copies of the summary protocol of election results, along with sealed packages, are immediately sent to the relevant District Election Commission.
8. One copy of the protocol is immediately transferred to each election subject, or its representative, which is confirmed by them with their signatures made in the election commission's registration journal.

Article 61. Statements and Appeals Regarding Violation of Procedures of Polling and Counting of Votes

1. Statement (appeal) on violation, at an election precinct, of the procedure of polling and with a demand to cancel results of the poll, must be compiled immediately upon noticing a violation of this Law, from 7 a.m. to 8 p.m. of the polling day.
2. In the statement (appeal) is noted the following:
 - a) Date and time of compilation of the statement (appeal);
 - b) First name, last name and address of the person making the statement (appellant);
 - c) Number and address of the election precinct;
 - d) The violation and the time when it was committed;

- e) In case of the existence of a witness – the first name, last name and place of registration of the witness;
 - f) In case of having determined the violator - the first name, last name and place of registration of the violator;
 - g) Explanation of the violator (in case of existence of such);
 - h) Other additional information.
3. Statement (appeal) regarding a violation committed during polling must be transferred to the Precinct Election Commission Chairperson before the end of the poll.
 4. Precinct Election Commission Chairperson is obliged to immediately make an appropriate reaction to the statement (appeal) and eliminate the existing violation.
 5. Statement (appeal) regarding violations committed during the procedures of counting of votes and consolidation of the results of the poll must be compiled before compilation of the summary protocol of election results and must contain the following:
 - a) Date and time of compilation of the statement (appeal);
 - b) First name, last name and address of the person making the statement (appellant);
 - c) Number and address of the election precinct;
 - d) The violation and the time when it was committed;
 - e) In case of the existence of a witness – the first name, last name and place of registration of the witness;
 - f) In case of having determined the violator - the first name, last name and place of registration of the violator;
 - g) Explanation of the violator (in case of existence of such);
 - h) Other additional information.
 6. Statement (appeal) regarding violations committed during the procedures of counting of votes and consolidation of the results of the poll is transferred to the District Election Commission no later than 8 pm. on the day after polling day.
 7. Precinct Election Commission journal is closed with signatures of the commission secretary and commission members and is approved with the Precinct Election Commission seal.
 8. Precinct Election Commission journal and submitted statements (appeals) are sealed separately and bound into a single package.
 9. Seal of the Precinct Election Commission is sealed in a separate package. The package is signed by the Precinct Election Commission Chairperson, commission secretary and other members of the commission.

Article 62. Adjudication of Statements and Appeals at District Election Commission

1. District Election Commission adjudicates the statements (appeals) regarding violations committed during the procedures of counting of votes and consolidation of the results of the poll no later than the 3rd day after the election and immediately submits its opinion regarding cancellation of the poll results to the Central Election Commission of Georgia.
2. Decisions of the District Election Commission, may be contested at the Central Election Commission of Georgia, within 2 days of its enactment, which has to make a relevant decision within 3 days of acceptance of the statement (appeal).
3. Statements (appeals) compiled and submitted with violation of the procedures established

by Paragraphs 1, 2, 3, 5 and 6 of Article 61 of this Law, are not adjudicated.

Article 63. Consolidation of Poll Results at District Election Commission

1. No later than the 4th day after the poll, the District Election Commission, based on the protocols submitted by Precinct Election Commissions, sums up at its session the results of the poll and compiles a summary protocol of the results of the poll held in the district. In the protocol is noted the following:
 - a) Number and title of the election district;
 - b) General number of voters;
 - c) Turnout of voters;
 - d) Number of received ballots and special envelopes;
 - e) Number of unused ballots and special envelopes;
 - f) Number of spoiled ballots and special envelopes;
 - g) Number of official ballot papers and special envelopes deposited in the ballot box;
 - h) Number of ballots deemed invalid;
 - i) Number of unofficial ballots;
 - j) Title of each election subject and the number of votes received by this election subject.
2. The protocol is signed by all members of the District Election Commission, which confirms their presence in the District Election Commission. The protocol is approved by the District Election Commission seal.
3. If an election commission member does not agree with the data entered into the protocol, he/she has the right to attach to the protocol a different opinion in writing.
4. The number of copies of summary protocol of poll results exceeds by three the number of election subjects nominated in this district. One copy of the summary protocol of poll results remains at the District Election Commission, the second copy, together with one copy each of the Precinct Election Commission protocols, is transferred to the Central Election Commission of Georgia no later than 5 days after the poll, and the third copy is posted at a conspicuous location at the District Election Commission building; one copy of the protocol is immediately transferred to each election subject or their representatives. Election subject or its representative must confirm receipt of the protocol by signing in the District Election Commission journal.

Article 64. Consolidation of Election Results at the Central Election Commission of Georgia

1. No later than 10 days after polling, the Central Election Commission of Georgia, based on the protocols received from District Election Commissions, sums up the results of elections at its sessions and approves the summary protocol of election results.
2. In case of the existence of a statement (appeal) and/or a different opinion of an election commission member, the Central Election Commission of Georgia can sum up results of the election based on the District Election Commission protocols.
3. The Central Election Commission of Georgia sums up results of the elections and determines:
 - a) General number of voters;

- b) Turnout of voters;
 - c) Number of ballots deemed invalid;
 - d) Number of unofficial ballots and envelopes;
 - e) Number of the votes received by election subjects.
4. The Central Election Commission of Georgia cancels the results of polling in the election precinct, where the requirements of this Law were significantly violated.
 5. The issue of canceling results of the poll is adjudicated and decided by the Central Election Commission of Georgia no later than 8 days after polling day.
 6. Summary protocol of results of the election is signed by the Central Election Commission Chairperson and commission secretary. One copy of the protocol is filed at the Central Election Commission of Georgia, the second copy is transferred to the agencies defined by this Law. Copies of the protocol are transferred to all interested persons.
 7. Within 5 days of the final consolidation of election results, the Central Election Commission of Georgia publishes information on results of the elections through the press and other mass media.

CHAPTER VIII. TRANSPARENCY DURING PREPARATION AND CONDUCT OF ELECTIONS

Article 65. Transparency of Elections

1. The process of preparation and conduct of elections in Georgia shall be transparent.
2. Derived from the goals of this Law, the activities of election commissions, election subjects, State authority and bodies of governance, of unions (associations) and foundations registered in accordance with the legislation of Georgia, is carried out openly and publicly.
3. Representatives of election subjects, domestic and foreign observer organizations, of press and other mass media, have the right to be present in polling stations on polling day and to observe the polling process.

Article 66. Transparency During Preparation and Conduct of Elections

1. For the purpose of ensuring transparency during preparation and conduct of elections, election commissions publish the following information:
 - a) Their activities;
 - b) Establishment of election districts and precincts;
 - c) Composition, location and working hours of election commissions;
 - d) Election subjects.
2. Election commissions, in buildings allocated to them, post at conspicuous locations the following:
 - a) Voters' lists and the rules and timeframes for appealing regarding inaccuracies in these lists;
 - b) Lists of election subjects;
 - c) Election programs of election subjects (in case of submission of such), which will be taken down before midnight on the day before polling day;
 - d) Decisions of the Central Election Commission of Georgia and of the relevant District

- Election Commissions, which concern activity of the commission in question.
3. Relevant election commissions publish through press and other mass media the following:
 - a) Party lists of the Parties and election blocs taking part in elections;
 - b) Election programs and platforms of elections subjects;
 - c) Decisions of the Central Election Commission of Georgia;
 - d) Summary protocol of the final results of the election.
 4. Election documents are accessible to all persons. An Election commission is obliged to provide to all interested persons the election documents and information on elections, within 2 days of their request, and in case of a request for copies, the relevant election commission may establish a fee of the amount necessary for producing the copies, in accordance with the rules determined by Georgian legislation.

Article 67. Transparency of Election Commission Session. Persons Who Have the Right to Be Present in Polling Station

1. Election commission sessions are open and transparent. All interested persons have the right to attend election commission sessions. In cases of violation of order and disturbance of work of the commission, the Chairperson of the commission has the right to make the person who violates order leave the session.
2. The following persons have the right to be present in the polling station:
 - a) Members of the Central Election Commission of Georgia, of District and Precinct Election Commissions;
 - b) Representatives of the Central Election Commission of Georgia and of District Election Commissions;
 - c) Representatives of election subjects;
 - d) Representatives of the press and other mass media;
 - e) Observers.

Article 68. Domestic and Foreign Observers

1. Local unions (associations), foundations, organizations registered in another State and international organizations registered at the Central Election Commission of Georgia or at a relevant District Election Commission, have the right to observe elections.
2. Domestic observer organization may be a local union (association), foundation, registered in accordance with Georgian legislation no later than 2 years before polling day, the charter or provision of which, at the moment of undergoing registration, includes election monitoring and/or protection of human rights and which is registered at the Central Election Commission of Georgia or a relevant District Election Commission for the purpose of observing elections.
3. Domestic observer organization observes elections by means of the organization's representative - a domestic observer.
4. Domestic observer of a domestic observer organization may be any citizen of Georgia above the age of 18, except for the following:
 - a) Persons occupying State-political positions;
 - b) Members of Parliament of Georgia;
 - c) Members of representative bodies of local self-governance – *sakrebulo*s;

- d) Heads and Deputy Heads of the bodies of local governance;
 - e) Judges;
 - f) Heads and Deputy Heads of the Ministry of State Security, the Ministries of Internal Affairs and Defense, the State Department of the State Frontier Guard of Georgia, the State Department of Intelligence, the Special Service of State Security;
 - g) Officials of the Prosecutor's Office;
 - h) Election subjects and their representatives;
 - i) Election commission members.
5. International observer organization may be a representative of another State, organization registered in another State or an international organization, the founding document of which includes monitoring of elections or/and protection of human rights and which is registered at the Central Election Commission of Georgia for the purpose of observing elections.
 6. International observer organization observes elections by means of the organization's representative – an international observer.
 7. An international observer may be accompanied by an interpreter, who undergoes registration at the Central Election Commission of Georgia together with the international observer.

Article 69. Registration of Observer Organizations

1. Chairperson of the Central Election Commission of Georgia registers those domestic and international observer organizations, which conduct observation on all of the territory of the country or on territory of several election districts.
2. Those domestic observer organizations that conduct observation on territory of one election district, are registered by the Chairperson of the relevant District Election Commission.
3. For the purpose of undergoing registration, an observer organization addresses Chairperson of the relevant election commission with an application and submits a notarized copy of the charter.
4. Chairperson of the relevant election commission issues an order on registration of observer organization within 3 days of the submission of an application.
5. Chairperson of election commission does not have the right to refuse registration of an observer organization, if the indicated organization meets the requirements established by this Law. An order by Chairperson of election commission on refusing registration must be justified.
6. Relevant election commission registers observer organization no later than a week before the poll.
7. No later than 2 days before the poll, registered domestic or international organization submits to the Chairperson of the Central Election Commission of Georgia the list of observers who will observe elections on the territory of all Georgia or on territory of several election districts, while the list of those observers who will observe elections only on territory of one election district is submitted to the Chairperson of the relevant District Election Commission, with indication of identity of observers (first name, last name, place of registration).
8. Election commission Chairperson is obliged to issue observer licenses to the observer

organization, no later than on the day after submission of the observers' list.

9. In the observer license should be indicated;
 - a) First and last name of the observer;
 - b) Title of the domestic or international organization which presented the observer.

Article 70. Rights of Observers

1. Observer has the right to;
 - a) Attend and observe election commission sessions;
 - b) Be present in the polling station at any time on polling day and observe all stages of the poll process;
 - c) Replace, at any time on polling day, another registered representative of the organization (in cases where such a representative exists);
 - d) Take part in the inspection of ballot boxes, before their sealing and after their opening;
 - e) Observe registration of voters on voters' lists, issue of ballot papers and special envelopes and their approval, without disrupting the polling process;
 - f) Attend the procedures of counting of votes and of consolidation of results;
 - g) Observe the process of voting by means of a mobile ballot box;
 - h) Observe the counting of voters' votes in such conditions which ensure visibility of ballot papers;
 - i) Observe the process of election commission compiling summary protocol of election results and other documents;
 - j) Address the District Election Commission Chairperson with statements (appeals) regarding issues related to the procedures of voting and polling, by which he/she demands reaction in case of registering a particular violation;
 - k) Demand from voters to show, how many special envelopes do they have in hand;
 - l) Make appeals, regarding actions of election commission, to a higher level election commission, or a court;
 - m) Observe the ballot box, inserting of special envelopes into the ballot box, opening of the ballot box, counting of ballot papers and compiling of protocols;
 - n) Become acquainted with the summary protocols of polling and election results, compiled by election commissions.
2. Observer does not have the right to:
 - a) Interfere in the functions and activities of election commissions;
 - b) Exert influence upon the free expression of the will of the voters;
 - c) Agitate voters in favour or against an election subject;
 - d) Wear symbols or signs of any election subject;
 - e) Violate other requirements of this Law.

Article 71. Representatives of Election Subjects and Their Responsibilities

1. Representative of an election subject represents that election subject in relations with the relevant election commission.

2. Parties (election blocs) and candidates taking part in elections for the Presidency of Georgia have the right to appoint their representatives to all of the election commissions, while majoritarian candidates have the right to appoint their representatives to relevant District Election Commissions and Precinct Election Commissions.
3. Election subject must immediately notify the relevant election commission of the appointment of a representative. Chairperson of the election commission is obliged to issue to the representative a license within 2 days.
4. With the statement on appointment of a representative is attached his/her consent on being appointed as a representative. In the statement, which is signed by the Head of the Party or election bloc, or an independent candidate taking part in elections, must be indicated:
 - f) First and last name of the representative;
 - g) Date of birth (year, month, day) of the representative.
5. Representative of the election subject has the right to attend election commission sessions, be present in the polling station on polling day and attend all the procedures of polling, counting votes and consolidation of results of the poll.

Article 72. Representatives of Press and Other Mass Media

1. Representatives of the press and other mass media, accredited at the relevant election commission, have the right to attend election commission sessions and to be present in the polling station on polling day.
2. Accreditation of representatives of the press and other mass media, working on the territory of several election districts is carried out by the Chairperson of the Central Election Commission of Georgia, while the representatives working only on territory of one election district are accredited by the Chairperson of the relevant District Election Commission.
3. Application on accreditation of representatives of the press and other mass media is submitted to the relevant election commission, no later than 10 days before the poll.
4. Within 3 days of the submission of the application, Chairperson of the relevant election commission decides the issue of registration of representatives of the press and other mass media and, within 2 days, issues relevant licenses to the representatives who have undergone registration.
5. On polling day, one and the same organization of the press and other mass media has the right to have no more than 3 representatives in an election precinct at the same time.

Article 73. Election Agitation

1. Election agitation begins as of the moment of announcement of the elections. Candidates on becoming election subjects enjoy equal rights as of this day.
2. Voters, election subjects and their representatives have the right to conduct election agitation in support or against election subjects.
3. On polling day, election agitation and placement and dissemination of agitation materials is forbidden in the District Election Commission building and within a radius of 100 meters of the building, while any agitation materials displayed on this territory earlier must be removed before midnight on the day before polling day.
4. In the case of the announcement of the second round of elections, repeated polling, new polling or new election, election agitation will be renewed as of the day of announcement.

5. The following persons and entities do not have the right to take part in election agitation:
 - a) Election commission members;
 - b) Heads of bodies of State executive authority;
 - c) Judges;
 - d) Public officials of the of the Ministry of State Security, the Ministries of Internal Affairs and Defense, the State Department of the State Frontier Guard of Georgia, the State Department of Intelligence and the Special Service of State Security;
 - e) Heads of bodies of local governance;
 - f) Foreign citizens and organizations;
 - g) Charity and religious organizations;
 - h) Public officials of bodies of State and local governance, when they are carrying out the duties related to their office and job;
6. Election agitation may be carried out through the mass media, through holding of mass events (assemblies and meetings with citizens, public debates and discussions, gatherings and manifestations), publishing-dissemination of printed agitation materials, use of public address systems, or in other ways, in accordance with the rule established by Georgian legislation.
7. As of the day of announcement of elections, candidates on becoming election subjects have the right to produce election slogans, statements, inscriptions, leaflets, photo materials, etc. It is forbidden to prevent their dissemination and to expropriate them, as well as to expropriate automobile transport and other means used for agitation purposes, or to prevent their use for election agitation purposes.
8. Commanders of military compounds, within limits of military compounds, ensure for all election subjects equal conditions of holding meetings with voters who are in military compounds.
9. From the moment of publication of the relevant legal Act that announces the elections until the publication of the final results of the elections, it is forbidden to election subjects and their representatives to personally, or through somebody, transfer to voters money, gifts and other items of material value, to sell them goods at privileged prices, to supply free-of-charge or disseminate any goods, except for the agitation materials envisaged by this Law, as well as to cause interest of voters by promising them to transfer to them money, securities and other items of material value. In case of such facts being proved by court, registration of the election subject is cancelled by court decision.
10. Is forbidden to conduct election agitation in buildings of the following institutions:
 - a) Parliament of Georgia;
 - b) Government and sub-agency departments of executive authority of Georgia;
 - c) Courts and bodies of the Prosecutor's Office.
11. When publishing the results of surveys of public opinion related to elections, there must be indicated the organization or person, who conducted the survey, the date the survey was conducted, the number of people questioned, method of the survey, exact wording of the questions and statistical assessment of possible inaccuracy.

Article 74. Pre-Election Gatherings and Manifestations

1. Holding of gatherings and manifestations during the pre-election period is regulated by

this Law.

2. If holding gatherings and manifestations may disrupt movement of people and transport, the organizers are obliged to notify, in writing, the relevant bodies of local self-governance and government beforehand, about the date and location of holding the indicated event. They, on their part, ensure safety of planned events.
3. It is inadmissible to forbid and stop gatherings and manifestations, except for cases when there are slogans calling to violate human rights and liberties, independence and the territorial integrity of the country, to instigate national, ethnic, provincial, religious and social strife, to overthrow the constitutional system and replace it through violence, as well as to propagate war and violence.
4. Bodies of local self-governance and government are obliged to support election subjects in organizing and holding meetings and assemblies with voters, public debates and discussions, gatherings and manifestations and to ensure the safety of these events.
5. For the purpose of holding mass election events, buildings under the management of the bodies of State or local self-governance and government are provided free-of-charge to election commissions.
6. The District Election Commission, based on the list of buildings and premises allocated by bodies of local self-governance and government, determines, by casting of lots, the schedule for holding election events. It is inadmissible to establish unequal conditions for election subjects when allocating the use of buildings and premises.
7. From the moment of the announcement of polling day until the publication of the final results of the elections it is forbidden for the President of Georgia, MPs and other officials to speak on air on the State Television of Georgia for the purpose of election agitation, except during the free-of-charge airtime allocated to them for the purpose of election agitation.
8. State Television and Radio of Georgia are obliged to allocate a daily 3 hours of free-of-charge airtime for the purpose of election agitation, which will be equally distributed among election subjects.
9. Private TV and radio companies determine an equal price for airtime for election subjects and submit to election commissions the information on allocation and distribution of airtime.
10. From the moment of announcement of polling day until the publication of the final results of the elections, it is forbidden to have staff transfers of senior officials of the bodies of local government and self-governance, police and the Prosecutor's office, except in cases when they have violated the law.

Article 75. Agitation Materials

1. District Election Commissions, together with relevant State agencies, no later than 15 days before polling, ensure publication and dissemination of information materials. Dissemination of Party lists, candidates nominated to the election district, biographical data of candidates and election programs is mandatory. In case of a breach of the timeframe established for presenting these materials, only the official data existing at the District Election Commission will be printed.
2. Election subjects and their supporters have the right to present a program of further activity. Election program must not contain propaganda of war and violence, of overthrowing the existing State and social system or replacing it through violence, of violating territorial integrity of Georgia, of calling to instigate national strife and enmity,

religious and ethnic confrontation.

3. Printed agitation materials may be displayed on building and premises and other objects, by consent of their owners or possessors.
4. It is forbidden to post election posters on religious (cult) buildings on the interior and exterior of the buildings of State authority, local self-governance and government, courts, the Prosecutor's office, military compounds and police, as well as on traffic signs. *Sakrebulo*s of village, community, *daba* and city may forbid posting of posters on certain buildings, only proceeding from considerations of protection of monuments of architecture and culture. A list of such buildings is published no later than 50 days before polling day. Bodies of local self-governance and government are obliged to allocate places and/or install the stands for posting and displaying election posters. The stand must be of such a size that all election subjects be provided with equal conditions during display of election posters. Removal, tearing down, covering up or damaging of election posters is inadmissible and punished in accordance with the law, unless they are posted in forbidden places.
5. On printed agitation materials must be indicated titles and addresses of the organizations that have ordered and produced them, as well as information on the number of copies and date of issue. Dissemination of printed agitation materials without indicating this information is forbidden.
6. Copies of printed agitation materials must be submitted to the election commission, at which the election subject underwent election registration.
7. Within 15 days of official publication of the final results of the elections, the relevant election subject is obliged to ensure removal of agitation materials, otherwise upon the election subject is laid the responsibility envisaged by Georgian legislation.

Article 76. Prohibition on Use of Official Position During Election Agitation and Campaign

1. It is forbidden to use for election agitation and campaign the material-technical resources of those organizations that are being funded from the State budget of Georgia.
2. The candidates taking part in the elections, who occupy positions in bodies of the State or local authority, do not have the right to use their official position or office accommodation for the purpose of supporting or opposing any Party (election bloc), candidate.
3. Use of an official position or office accommodation implies:
 - a) Involving office subordinates or other dependent persons, during their work hours, in such activity, which facilitates nomination and/or election of a candidate;
 - b) Use of buildings occupied by bodies of State authority and local self-governance and government, as well as by organizations that are funded from the State budget of Georgia, for purposes of such activity, which facilitates nomination and/or election of a candidate, when other election subjects do not have the opportunity of using the same building on the same terms;
 - c) Use of the means of communication, information services and various equipment intended for bodies of State authority and local self-governance and government, as well as for organizations that are funded from the State budget of Georgia, for purposes of such activity, which facilitates nomination and/or election of a candidate;
 - d) Free-of-charge use or use on privileged terms of the means of transportation owned by the bodies of State authority or local self-governance and government, for purposes of

- such activity, which facilitates nomination or/and election of a candidate;
- e) Collection of signatures and conduction of election agitation by officials of bodies of State authority and local self-governance and government, during business trips (funded by bodies of State authority or local self-governance and government).
4. A registered candidate who is not an employee of bodies of State authority or local self-governance and government, does not have the right to use the advantage of his/her job situation, in particular:
- f) A registered candidate, to whom the incompatibility of office with the status of a candidate does not extend, but who is a Head or Deputy Head of a body of State authority and local self-governance and government, has the right to conduct election agitation only during the time when he/she is not carrying out his official duties. This rule does not function when a registered candidate is using for election agitation the free-of-charge airtime allocated by the State and local TV and radio companies;
 - g) Violation by election subject of the provisions of this Article constitutes ground for canceling registration.

CHAPTER IX. ADJUDICATION OF DISPUTES

Article 77. Timeframes and Rules for Adjudicating Disputes

1. All decisions of election commissions may be contested at a higher level election commission or a court, within 3 days of their adoption, while decisions of the Central Election Commission may be contested in a court. Court adjudicates election commission decisions within 3 days, unless another timeframe is established by this Law.
2. A decision by the Central Election Commission of Georgia regarding decisions of subordinate election commissions may be contested at the Supreme Court of Georgia, within 3 days of its adoption. Decisions of the Supreme Court are final and are not subject to appeals.
3. Constitutionality of the announcement of the elections for the President of Georgia, Parliament of Georgia and the representative body of local self-government – *sakrebulo*, may be contested at the Constitutional Court of Georgia within 7 days of the publication of the legal Act announcing the elections. Constitutional Court of Georgia adjudicates the indicated dispute and shall make its decision within 15 days.
4. Constitutionality of elections may be contested at the Constitutional Court of Georgia within 3 days of the Central Election Commission of Georgia consolidation of the results of the elections. Constitutional Court of Georgia shall make its decision within 5 days.
5. An ordinance by a District Election Commission on the establishment of an election precinct may be contested, within 3 days of its publication, at the rayon (city) court. The court shall make its decision within 3 days, which is final and not subject to appeals.
6. An ordinance on accommodation of a Precinct Election Commission in buildings may be contested at the rayon (city) court, within 3 days of its publication. The court shall make its decision within 2 days, which is final and not subject to appeals.
7. An ordinance on accommodation of a District Election Commission in buildings may be contested within 3 days of its publication, at the relevant district court,. The court shall make its decision within 2 days, which is final and not subject to appeals.
8. Relevant decision on election (appointment) of a member to a Precinct Election Commission may be contested, within 3 days of its publication, at the rayon (city) court.

- The court shall make its decision within 2 days, which is final and not subject to appeals.
9. Relevant decision on election (appointment) of a member to the Central Election Commission of Georgia and a District Election Commissions may be contested, within 5 days of its publication at the relevant district court. The court shall make its decision within 3 days, which is final and not subject to appeals.
 10. An ordinance on refusal to register candidates nominated to an election district may be contested within 3 days of its publication, at the relevant district court. The court shall make its decision within 3 days, which is final and not subject to appeals.
 11. An ordinance by the relevant election commission on registration of election subject may be contested within 3 days of its adoption, while observing the following rules:
 - a) An ordinance by the Central Election Commission of Georgia on registration of Parties (election blocs) and majoritarian candidates nominated through Party lists, may be contested at the Supreme Court of Georgia, which shall make its decision within 3 days. It is final and not subject to appeals;
 - b) An ordinance by a District Election Commission on registration of a majoritarian candidate nominated to a district may be contested at the district court, which makes a decision within 3 days. It is final and not subject to appeals;
 - c) An ordinance by the Central Election Commission of Georgia on registration of a candidate for the Presidency of Georgia may be contested at the Supreme Court, within 3 days of its adoption. The court shall make its decision within 3 days, which is final and not subject to appeals.
 12. An ordinance by the Central Election Commission of Georgia regarding awarding of the name of an election bloc may be contested, within 3 days of its adoption, at the rayon (city) court, which shall make its decision within 3 days. This decision may be contested, within 2 days, at the relevant district court, which adjudicates the case within 3 days. The decision of the district court is final and not subject to appeals.
 13. An ordinance on the registration of domestic and international observers may be contested, within 3 days of its adoption, at the district court. The court shall make its decision within 3 days, which is final and not subject to appeals.
 14. An ordinance regarding accreditation of representatives of the press and other mass media may be contested, within 3 days of its adoption, at the district court. The court shall make its decision within 3 days, which is final and not subject to appeals.
 15. An appeal regarding compilation by a District Election Commission of voters' lists is submitted, within 5 days of the compilation of the lists, to the rayon (city) court, which makes a decision within 5 days. The decision may be contested at the district court, the decision of which is final and not subject to appeals.
 16. An appeal regarding voters' lists must be submitted to Precinct Election Commission no later than 20 days before polling.
 17. The Precinct Election Commission immediately transfers the appeal regarding the voters' lists to the District Election Commission, which adjudicates it within 3 days and adopts a relevant ordinance.
 18. In the case where the appeal regarding voters' lists is upheld, the voter is included by the District Election Commission in the relevant voters' lists, while the relevant Precinct Election Commission, based on an ordinance of the District Election Commission, introduces relevant amendments into the relevant voters' lists.
 19. An appellant has the right to contest an ordinance of the District Election Commission,

within 3 days as of its adoption, at the rayon (city) court, which shall make its decision within 2 days of the submission of the appeal. The decision is final and not subject to appeals. Upholding of the appeal by the court causes introduction of relevant amendments to the main list of voters.

20. An appeal regarding violation of the rules for establishing an election fund and accepting and disposing of election contributions, is submitted to the relevant district court, which shall make its decision within 5 days. This decision may be contested, within 3 days, at the Supreme Court of Georgia, which shall make its decision within 3 days. In the case of a violation of the rules defined by this Law being proven before polling, the election registration of the election subject is cancelled.
21. An appeal regarding violation of the rules of election agitation, as defined by this Law, is submitted to the rayon (city) court, which shall make its decision within 3 days. In the case of a violation of the rules defined by this Law being proven before polling, the election registration of the election subject is cancelled, while if it is proven after polling – the election subject is prohibited from taking part in the next elections.
22. An appeal regarding a decision by the Precinct Election Commission on stopping polling on polling day and closing the election precinct takes place no later than 6 pm. of the second day after its receipt, at the relevant rayon court. No later than 6 pm on the second day after its receipt, the court makes a decision which is final and not subject to appeals.
23. A decision by the Central Election Commission of Georgia on a District Election Commission decision on registering a candidate for membership of the representative body of local self-government – *sakrebulo*, a candidate for the position of a *gamgebeli* or a mayor, may be contested at the relevant district court, which shall make its decision within 3 days. It may be contested, within 3 days, at the Supreme Court of Georgia, which shall make its decision within 3 days. The Supreme Court decision is final and not subject to appeals.

SPECIAL SECTION**PART II****CHAPTER X. ELECTIONS OF PRESIDENT OF GEORGIA****Article 78. Elections of Georgian President**

President of Georgia is elected by citizens of Georgia for the term of 5 years. One and the same person may be elected the President of Georgia only twice in a row.

Article 79. Holding of Regular Elections of Georgian President

1. First round of regular elections of Georgian President is held on the 2nd Sunday of April of the 5th year as of holding of the previous elections.
2. Elections of Georgian President are not held during martial law or wartime.

Article 80. Right to Passive Vote

1. President of Georgia may be elected a citizen of Georgia by birth who has the right to vote, is above 35 years of age, has lived in Georgia for at least 15 years and is living in Georgia on the day of appointment of elections.
2. Candidate for Georgian President may not be a citizen who has not lived in Georgia during the last 2 years and is not registered by consular office of Georgia in any country.

Article 81. Right to Nominate Candidate of Presidency of Georgia

1. Political union (Party) of citizens or a 5 –person group of voters has the right to nominate a candidate for Georgian President.
2. Nomination of a candidate for Georgian President must be confirmed by signatures of no less than 50,000 voters.

Article 82. Rule for Nominating Candidate of Presidency of Georgia

1. A Party, initiative group of voters registered at the Central Election Commission of Georgia has the right to nominate one candidate for Georgian President each.
2. For the purpose of nominating a candidate for Georgian President, a Party, initiative group of voters, must address the Central Election Commission of Georgia with an application, no later than 50 days before the poll, after which they have the right to collect signatures of supporting voters.
3. In the application must be indicated the following information regarding the candidate of Presidency:
 - a) First name, last name;
 - b) Date of birth;
 - c) Profession;
 - d) Position (activity);
 - e) Place of employment;
 - f) Place of registration;
 - g) Party affiliation;
 - h) Time term of residence in Georgia;

- i) Title of the nominating Party, first names, last names, numbers of the IDs of citizens of Georgia (passports of citizens of Georgia), place of registration, contact telephone and other information (in case of existence of such) on members of the initiative group of voters and their representative.
4. With the application must be attached written consent of the person nominated as a candidate for Georgian President, to take part in elections, a copy of his/her birth certificate and three photographs.
5. Application is signed by the Head of the Party or by all members of the initiative group of voters.

Article 83. Lists of Supporters of Candidates of Presidency of Georgia

1. For the purpose of registering a candidate for Georgian President, representatives of the Party, initiative group of voters, must submit, no later than 40 days before the poll, to the Central Election Commission of Georgia a list of supporters of the candidate.
2. In the list of supporting voters there must be signatures of no less than 50,000 voters.

Article 84. Registration of Candidate of Presidency of Georgia

1. Candidate for Georgian President undergoes registration by an ordinance of the Central Election Commission of Georgia, no later than 30 days before the poll.
2. The Central Election Commission of Georgia issues a relevant license to the candidate for Georgian President, within 3 days as of registration.
3. The Central Election Commission of Georgia, no later than the 6th day as of registration of candidate for Georgian President, publicizes through press and other mass media a notice about registration of a candidate for Georgian President, with indication of first name, last name, year of birth, occupied position (activity), place of residence and place of employment.
4. Candidate for Georgian Presidency may withdraw his candidature at any time before polling day, for the purpose of which he/she must address with a written statement the Central Election Commission of Georgia, which satisfies this request by an ordinance.

Article 85. Guarantees of Activity of Candidates or Presidency of Georgia and Their Representatives

1. Candidates of Presidency of Georgia take part in election campaign based on equality, as of the moment of registration at the Central Election Commission of Georgia. They enjoy equal rights of using the press and other mass media on all territory of Georgia.
2. During election campaign, candidates of Presidency of Georgia and their representatives may not be dismissed from office or transferred to another job or another position without their consent.
3. Candidate of Presidency of Georgia may not be faced with criminal charges, detained, arrested or searched, unless there is consent of the Central Election Commission of Georgia upon notification made by bodies of the Prosecutor's Office. An exception is the case of being caught at the scene of the crime, of which the Central Election Commission must be notified immediately. If the Central Election Commission does not issue consent, the candidate for President who has been detained or arrested, must be released immediately.

Article 86. Consolidation of the Results of Elections

1. Elections of Georgian President are considered to have been held, if the majority of the general number of voters takes part in them.
2. The candidate, who receives more than half of the votes of the voters, taking part in elections, is considered elected.
3. If elections are declared to have been held and none of the candidates has managed to collect the necessary number of votes, the second round of elections is appointed.
4. If elections are not declared to have been held, or have been held, but in the first round took part only one candidate and he/she did not receive the necessary number of votes, or if the President of Georgia was not managed to be elected in the second round – new elections are held.
5. The Central Election Commission of Georgia, no later than the 10th day as of the poll, sums up results of the election at its session, according to election districts, and processes a summary protocol.
6. Within 5 days as of the consolidation of the results, the Central Election Commission of Georgia publicizes through the press and other mass media a notice about results of the election.

CHAPTER XI. SECOND ROUND OF ELECTIONS OF GEORGIAN PRESIDENT. NEW ELECTIONS OF GEORGIAN PRESIDENT. EXTRAORDINARY ELECTIONS OF GEORGIAN PRESIDENT.**Article 87. Second Round of Elections**

1. Second round of elections is held, if none of the candidates for Georgian President have received more than half of the votes of participants of the election.
2. Second round of elections is appointed by the Central Election Commission of Georgia. Second round of elections is held in 2 weeks time as of the general elections (first round).
3. Two candidates who had the best results in the first round have the right to take part in the second round of elections.
4. Second round is considered to have been held, if in it took part at least 1/3 of the general number of voters.
5. The candidate who receives more votes, but no less than 1/5 of the general number of voters, is considered elected.

Article 88. New Elections

1. New elections of President of Georgia are held if:
 - a) Elections were not declared to have been held;
 - b) Elections were held, but only one candidate took part in the first round and he/she did not collect the necessary number of votes;
 - c) President was not elected in the second round of elections.
2. New elections are held in 2 weeks time as of the general elections (first round).
3. New elections are appointed by Parliament of Georgia.
4. Notice about appointment of new elections is publicized through the press and other mass media.

5. During new elections, elections are held through the rule established by this Law and within the time terms determined by the Central Election Commission of Georgia.

Article 89. Extraordinary Elections of President of Georgia

1. In case of termination, before expiry, of authority of the President of Georgia, extraordinary elections are held no later than the 45th day as of the moment of termination of authority.
2. If termination, before expiry, of authority of the President of Georgia coincides with Parliament holidays or a non-session week, the Parliament of Georgia meets no later than in 48 hours as of the moment of termination of authority of the President of Georgia.
3. Date of extraordinary elections of the President of Georgia is appointed by the Parliament of Georgia, no later than in 72 hours as of the moment of termination of authority of the President of Georgia.
4. Holding of extraordinary elections of President of Georgia is ensured by the Parliament of Georgia, by means of the Central Election Commission of Georgia.
5. For the purpose of nominating a candidate for Georgian President, a Party, initiative group of voters, must address the Central Election Commission of Georgia no later than the 40th day before extraordinary elections.
6. For the purpose of registering a candidate for Georgian President, representative of the Party, initiative group of voters, must submit to the Central Election Commission of Georgia, no later than the 30th day before extraordinary elections, a list of no less than 50,000 voters supporting the candidate.
7. Candidates of Presidency of Georgia are registered by the Central Election Commission of Georgia, no later than the 25th day before extraordinary elections.
8. Extraordinary elections of President of Georgia are held through the rule established by this Law.

PART III

CHAPTER XII. ELECTIONS FOR PARLIAMENT OF GEORGIA

Article 90. Appointment of Elections for the Parliament of Georgia

1. Elections for the Parliament of Georgia are held no later than 15 days before the expiry of its authority.
2. The date of the elections is appointed by the President of Georgia, no later than 60 days before the elections.
3. If the time for elections coincides with martial law or wartime, elections are held no later than 60 days after abolition of martial law or wartime.

Article 91. Term of Authority of the Parliament of Georgia. Composition of Parliament

1. The Parliament of Georgia is elected for a time term of 4 years.
2. 150 members of the Parliament of Georgia are elected through Party lists, proportional election system, while 85 are elected based on the majoritarian election system.

Article 92. Right to Passive Vote

1. A Georgian citizen over the age of 25, who has the right to vote and has permanently

resided in Georgia for no less than 10 years, may be elected as a member of the Parliament of Georgia.

2. A citizen who has not resided in Georgia during the last 2 years and is not registered by the consular office of Georgia in any country, may not be elected as a member of the Parliament of Georgia.

Article 93. Right to Take Part in Elections for the Parliament of Georgia

Party, election bloc and majoritarian candidates, registered at the relevant election commission, have the right to take part in elections for the Parliament of Georgia.

Article 94. Incompatibility of Position with the Status of Candidate for the Parliament of Georgia

1. Persons occupying the following positions must be dismissed (resign) from their positions before addressing the relevant election commission with an application for the purpose of being registered as candidates for membership of the Parliament of Georgia:
 - a) President of Georgia;
 - b) Heads and Deputy Heads of the government and State sub-agency institutions;
 - c) Members of the Security Council of Georgia;
 - d) Members of the council of the National Bank of Georgia;
 - e) Chairperson and Deputy Chairpersons of the Chamber of Control of Georgia;
 - f) Head of staff of the Parliament of Georgia;
 - g) Proxies of the President of Georgia and their Deputies;
 - h) Heads and Deputy Heads (secretaries) of the bodies of local self-governance and government of rayon, city, city district;
 - i) Officers of the Ministry of Internal Affairs, Ministries of Defense and State Security of Georgia, the State Departments of Intelligence and State Frontier Guard and the Special Service of State Security;
 - j) Judges;
 - k) Public Defender and Deputy Public Defender of Georgia;
 - l) Members of the consultative body of the President of Georgia (who are not members of the Parliament of Georgia);
 - m) Aides of the President of Georgia;
 - n) Members of the Council of Auditor Activity;
 - o) Members of the Georgian National Commissions of Securities, Accounting Standards, the National Commission of Energy Regulation and other national regulatory commissions of Georgia;
 - p) Chairperson and Deputies of the Informational Bureau of Property and Financial Situation of Officials;
 - q) Prosecutors, their Deputies, aides and investigators.

CHAPTER XIII. REGISTRATION OF ELECTION SUBJECTS TAKING PART IN ELECTIONS FOR THE PARLIAMENT OF GEORGIA

Article 95. Registration of Parties and Election Blocs

1. After the appointment of elections for the Parliament of Georgia, for the purpose of obtaining the right to take part in the elections, Parties must address the Central Election Commission of Georgia with a relevant application.
2. The Central Election Commission of Georgia, immediately upon receipt of an application, gives to the Party representative a sample of the list of supporters.
3. The Party is obliged to submit to the Central Election Commission of Georgia, no later than 50 days before the poll, a list of at least 50,000 supporting voters, confirming the initiative of the Party to take part in the elections. The exception is a Party, which, by the day of appointment of elections, has a representative in the Parliament of Georgia.
4. Along with the application to the Central Election Commission signed by the Head (s) of the Party, are submitted notarized copies of the registration license and charter of the Party.
5. In the application must be indicated:
 - a) Title (abbreviation), under which it takes part in the elections;
 - b) Identity of the Head(s);
 - c) First name, last name, place of registration, telephone number and limits of authority of the representative;
 - d) In case of the existence of several Heads – the limits of authority of each, as it relates to the election process.
6. The title (abbreviation) indicated in Subparagraph a) of Paragraph 5 of this Article must not coincide with:
 - a) Official title (abbreviation) of another Party registered by the Ministry of Justice of Georgia;
 - b) Title (abbreviation) of the election bloc, within which it takes part in the elections, if application of this bloc was submitted to the commission earlier;
 - c) Title (abbreviation) used by another Party (election bloc) in the previous Parliamentary elections, unless there exists its consent.
7. Those Parties, that have submitted lists of supporters, have the right to address the Central Election Commission of Georgia, no later than 45 days before the poll, with a joint application on uniting into an election bloc.
8. An application, submitted to the Central Election Commission of Georgia, must be signed by the Heads of all the Parties included in an election bloc.
9. In the application must be indicated the following information on the election bloc:
 - a) Title (abbreviation), under which it takes part in elections;
 - b) Identity of the Head(s);
 - c) First name, last name, place of registration, telephone number and limits of authority of the representative;
 - d) In case of the existence of several Heads – the limits of authority of each, as it relates to the election process.
10. The title (abbreviation) indicated in Subparagraph a) of Paragraph 9 of this Article must

not coincide with:

- a) Official title (abbreviation) of another Party (except for a member Party of the same bloc) registered by the Ministry of Justice of Georgia;
 - b) Title (abbreviation) of another election bloc, under which it takes part in elections, if application of that bloc was submitted to the commission earlier;
 - c) Title (abbreviation) used by another election bloc in the previous Parliamentary elections, unless there exists its consent.
11. With the application must be attached the charter of the election bloc, signed by the Heads of all the Parties included in the election bloc.
 12. In the election bloc charter must be noted:
 - a) Title of the election bloc, under which it takes part in elections;
 - b) Rules by which the bloc makes decisions related to election events;
 - c) Rules for nominating candidates for membership of Parliament and for withdrawing a nomination;
 - d) Rules for compiling Party list;
 - e) Rules for a Party withdrawing from the bloc;
 - f) Rules for accepting new members into the bloc;
 - g) Rules for dismissal of a Party from the bloc;
 - h) Person(s), who have the right to sign the bloc's documents;
 - i) Rules for using the seal of a Party included in the bloc, during opening of election campaign fund;
 - j) Rules for appointing the manager and accountant of the election campaign fund
 13. A Party united in an election bloc cannot be included, at the same time, in another election bloc or take part in elections independently.
 14. Immediately upon receipt of the applications and other documents indicated in this Article, the Central Election Commission of Georgia issues to the representative of the bloc a statement confirming receipt of these documents.
 15. The Central Election Commission of Georgia, no later than 40 days before the poll, shall make its decisions on registration of Parties and/or election blocs.
 16. In the case of refusing a registration, the representative of the bloc shall be issued, no later than the next day of adoption of the ordinance, a copy of the ordinance of the Central Election Commission of Georgia, in which must be noted the reason for refusal.
 17. If after registration of an election bloc, only one Party is left in the bloc, registration of the election bloc is cancelled.
 18. A Party, election bloc registered in accordance with this Article has the right to take part, based on its application, in elections of all levels that will be held before the Parliament elections.
 19. No later than 37 days before the poll, the Central Election Commission, through the press and other mass media, publishes a list of registered election subjects, according to the order of submission of applications, as well as a list of those candidates who have been refused registration as election subject and the reasons for refusal.

Article 96. Submission of Party Lists

1. Parties, that are taking part in elections independently, and election blocs have the right to submit Party lists.
2. Each Party, taking part in elections independently, and each election bloc has the right to submit one Party list.
3. The number of candidates for membership of Parliament in submitted lists must not be less than 100 or more than 235.
4. In the case of nomination of a candidate, included in a Party list, to a single-mandate election district, in the Party list is made an indication that the candidate is nominated for a single-mandate election district.
5. It is inadmissible to include in a Party list the persons, who are, at the same time, members of another Party taking part in the elections, except for the Parties united into one election bloc.
6. It is inadmissible to include one and the same person in different Party lists.
7. Rules for compiling Party lists are determined by Parties and election blocs.
8. The list must be compiled taking into account that as a result of elections, the mandates received by a Party, election bloc, are distributed in sequence, beginning from the top of the list.
9. In the Party list must be included the following information on each candidate:
 - a) First name, last name;
 - b) Date of birth;
 - c) Number of the ID of a Georgian citizen (passport of a Georgian citizen) and personal number;
 - d) Profession;
 - e) Position (activity);
 - f) Party affiliation (in case of being a Party member, and if the person is not a member of any Party, there must be made an indication – “no party affiliation”).
10. A Party list must be approved by the signatures of the authorized signatory (signatories) of all the Parties taking part in the elections independently, while the Party list of an election bloc must be approved by signatures of the Heads of all Parties united in the bloc.
11. A Party list shall be submitted to the Central Election Commission of Georgia no later than 30 days before the poll.
12. With the list must be attached the following:
 - a) Registration card (with indication of biographical data, number of the ID of a Georgian citizen (passport of a Georgian citizen) and personal number of the candidate), signed by each candidate for membership of Parliament;
 - b) Two photographs of the candidate;
 - c) Consent of the candidate to stand as a candidate as part of the indicated list and, in the case of the candidate being nominated to a single-mandate election district – also consent to stand as a candidate in this district, as a representative of the Party, election bloc, which nominated him/her.
13. Registration cards are given to the Party representative beforehand by the Central Election Commission.

14. Immediately upon receipt of documents, the representative of the election bloc is issued a statement confirming receipt of the documents, with the date on it.

Article 97. Nomination of Candidate to Election District

1. The following entities have the right to nominate a candidate for membership of Parliament:
 - a) Party;
 - b) Election bloc;
 - c) 5-person initiative group of voters.
2. Each Party, taking part in elections independently, and election bloc has the right to nominate one candidate for membership of Parliament to each single-mandate election district.
3. An Initiative group of voters has the right to nominate to single-mandate election district, one candidate for membership of Parliament.
4. For the purpose of nominating a majoritarian candidate to an election district, a 5 –person initiative group of voters must address the relevant District Election Commission with an application, no earlier than 40 and no later than 30 days before polling.
5. With the application must be attached 4 photographs of the candidate for membership of Parliament and the registration card signed by him/her (in two copies), in which, along with biographical data of the candidate it must be noted that he/she agrees to stand as a candidate in the indicated election district. Registration cards are given to the initiative group of voters beforehand by the District Election Commission. The District Election Commission immediately sends one filled out registration card to the Central Election Commission of Georgia.
6. In the application should be indicated:
 - a) First name, last name, place of registration, number of the ID of a Georgian citizen (passport of a Georgian citizen) and personal number of all members of the initiative group;
 - b) First name, last name, place of registration, contact telephone, number of the ID of a Georgian citizen (passport of a Georgian citizen) and personal number of the representative of the initiative group of voters;
 - c) First and last name of the candidate for membership of Parliament; date of birth; number of the ID of a Georgian citizen (passport of a Georgian citizen) and personal number; profession (activity), Party affiliation (in case of membership of any Party), number of the election district to which the candidate is nominated.
7. No later than 30 days before polling, filled out and numbered forms of signatures of supporting voters, together with the application of the group of voters, in which must be indicated the complete number of signature forms and of the voters that have signed them, is submitted to the District Election Commission. The application is signed by all members of the initiative group.
8. The nomination of a candidate must be confirmed by no less than 1,000 signatures of the voters registered on the territory of the relevant District Election Commission, except for the case where the nominated candidate was elected a Member of the Parliament of Georgia at the last Parliamentary elections.

Article 98. Registration of Party Lists, Candidates for Membership of Parliament of

Georgia

1. The registration of Party lists and candidates for membership of the Parliament of Georgia is discussed and a decision is made, if all the documents envisaged by this Law have been submitted to the relevant election commission.
2. Within 5 days of the receipt of the documents, which cannot be submitted later than 25 days before polling, the Central Election Commission of Georgia and relevant District Election Commissions inspect the documents and decide, by an ordinance, the registration of Party lists, as well as of registration of candidates nominated by initiative groups of voters.
3. A candidate for membership of Parliament shall not be registered, and a registered candidate will be withdrawn from the elections by the Chairperson of the Central Election Commission or a court, if the documents submitted to the election commission do not meet all the requirements envisaged by this Law, namely:
 - a) Data indicated in them is inaccurate or incomplete;
 - b) There exists, or existed, the consent of one and the same person to stand as a candidate for the Presidency of Georgia, a candidate for membership of the representative body of an Autonomous Republic, in elections of self-governance and as a candidate for Parliament membership;
 - c) A candidate is included in more than one Party list and the candidate's consent exists on each;
 - d) A candidate included in a Party list is, at the same time, a member of another Party, taking part in the elections, or a Party included in an election bloc;
 - e) A candidate included in a Party list is nominated to a single-mandate election district by another Party, election bloc or an initiative group of voters.
4. Registration of a Party and Party list is cancelled if, no later than 2 days before the poll, the number of candidates in the Party list turns out to be less than the number determined by this Law.

Article 99. Determining Sequence of Election Subjects

1. Order of the election subjects is determined no later than 15 days before polling.
2. Order of the Parties, election blocs taking part in the elections is determined according to the order of the Parties, election blocs that took part in the last Parliamentary elections. If an election bloc which took part in the last Parliamentary elections does not take part in elections anymore, the right to participate under its number is sequentially awarded to the Parties, named in the list of the election bloc. If an election bloc includes Parties, that took part in the last elections separately, in the charter of the election bloc must be indicated, the right of which Party included in the bloc will be used during awarding of the sequential number. In this case, the Parties, election blocs that are next in the sequence, will respectively move up.
3. Order of Parties, election blocs, except for the Parties and election blocs indicated in Paragraph 2 of this Article, is determined by casting of lots.
4. In case of cancellation of election registration of an election bloc, the remaining Parties, election blocs retain their sequential numbers, awarded in the election ballot by casting of lots.
5. A candidate nominated by a Party, election bloc to a single-mandate election district, is awarded the same sequential number, as the Party, election bloc that nominated him/her,

while order of other candidates is determined by casting of lots.

6. For the purpose of casting of lots, the Chairperson of the election commission writes on sheets of the same shape and type, with the same writing instrument, the numbers corresponding to the quantity of Parties, election blocs and majoritarian candidates. Each sheet must be approved by the commission seal. The sheet is folded in a way which makes it impossible to read the number written on it. The commission Chairperson places the filled out sheets into a transparent box, from where representatives of Parties, election blocs and majoritarian candidates take the sheets, in turn. The number cast becomes the sequential number of the candidate.
7. Registered Party lists are published by the Central Election Commission of Georgia through the press and other mass media, while the data on candidates nominated to single-mandate election districts, which is entered onto the election ballot is published by District Election Commissions, no later than 12 days before polling.

Article 100. Cancellation of Decision on Nomination of Candidate for Membership of Parliament of Georgia

1. A candidate for membership of the Parliament of Georgia, as well as the nominating Party, election bloc, have the right, at any time, but no later than 2 days before the poll, to refuse to take part in the elections or to refuse the nominated candidate, for the purpose of which they have to address the relevant election commission with an application.
2. A Party, which is taking part in elections independently, or an election bloc, has the right to cancel its nomination of a candidates for membership of the Parliament of Georgia, after the authority of the elected MPs is recognized, except for the cases when authority of an MP elected through this list is terminated, from the moment of termination of authority until recognition of authority of the MP who replaces him/her. His/her candidature will be withdrawn by the Central Election Commission of Georgia, based on a statement signed by the Head of the Party (person determined by the charter of the election bloc), taking part in elections independently.
3. Candidate for membership of Parliament may withdraw his/her candidature, no later than 2 days before polling, for which the candidate must address the relevant election commission with a statement.
4. Election commission immediately publicizes the information on withdrawal of an election subject, or a separate candidate, from elections, through the press and other mass media.

Article 101. Dismissal of Candidate for Membership of the Parliament of Georgia from Carrying Out Official Duties

A candidate for membership of the Parliament of Georgia, based on his/her own statement and presenting of relevant license, is given a paid vacation for the period of the election campaign.

Article 102. Immunity of Candidate for Membership of the Parliament of Georgia

1. A candidate for membership of the Parliament of Georgia, before official publication of the final results of the elections, cannot be faced with criminal charges, detained, arrested or searched, unless there is consent of the Central Election Commission of Georgia upon notice from bodies of the Prosecutor's office, an exception is the case of being caught at the scene of a crime, about which the Central Election Commission must be notified immediately. If the Central Election Commission does not issue consent, the detained or arrested candidate must be released immediately.

2. The Central Election Commission adopts decisions on issuing consent by an ordinance.

CHAPTER XIV. CONSOLIDATION OF THE RESULTS OF ELECTIONS FOR THE PARLIAMENT OF GEORGIA

Article 103. Counting of Votes at Precinct Election Commission

1. Precinct Election Commission sums up results of the poll and enters them into the protocols of results of polling held through majoritarian and proportional systems.
2. Summary protocol of results of the poll conducted by a proportional election system is compiled according to Party lists, while the protocol of results of the poll conducted by a majoritarian election system is compiled according to candidates nominated to single-mandate election district.
3. Two copies of each of the protocols is immediately sent to the District Election Commission, while one copy of each is given to the representative of the election subject, who confirms receipt of protocol by signing in the registration journal of the Precinct Election Commission.

Article 104. Consolidation of the Results of the Poll at District Election Commission

1. The District Election Commission, based on the protocols of the Precinct Election Commissions, sums up at its session the results of polling and enters them into the protocols of results of polling held through majoritarian and proportional systems.
2. In case of existence of a statement, appeal or a different opinion of a commission member, which seeks to deem the results of the poll invalid or to check them, the District Election Commission, by its ordinance, makes a decision on opening the packages received from the relevant Precinct Election Commission and on the re-counting the election ballot papers (special envelopes).
3. One copy of each of the summary protocols of the elections held through majoritarian and proportional election systems, remains at the District Election Commission, one copy of each, along with one copy each of the Precinct Election Commission protocols, is transferred to the Central Election Commission of Georgia, no later than 5 days after the poll, while one copy of each is given to representatives of the election subjects, who confirm their receipt by signing in the registration journal of the District Election Commission.

Article 105. Consolidation of the Results of the Elections at the Central Election Commission of Georgia

1. The Central Election Commission of Georgia, based on the protocols received from the District Election Commissions and Precinct Election Commissions, no later than 10 days after the poll (general elections) sums up, at its sessions, results of elections of Parliament of Georgia and enters them into the protocol.
2. One copy of the protocol is filed at the Central Election Commission of Georgia, the second copy is transferred to the Parliament of Georgia, while copies confirmed by seals are transferred to representatives of the election subjects.
3. Elections held based on the proportional election system are considered to have been held, if at least 1/3 of the general number of voters took part in the elections. Elections in single-mandate election district are considered to have been held, at least 1/3 of the general number of voters in the election district took part in the elections.

4. The candidate, who receives most votes, but no less than those of 1/3 of the election participants, is considered to be elected.
5. Mandates of Members of Parliament of Georgia are awarded only to the Party list, which receives no less than 7% of the votes of the voters.
6. For the purpose of determining the number of mandates received by a Party list, the number of votes received by this list must be multiplied by 150 and divided by the total number of the votes received by such Parties. Total number arrived at, as a result, represents the number of mandates received by the Party list.
7. If the total of the numbers of mandates received by a Party or election bloc turns out to be less than 150, one mandate from undistributed mandates is awarded to each of those Party lists that received a higher number of votes in the elections.
8. If the number of votes received by one or more Party list turns out to be equal, the mandate is awarded to the list which was the first to undergo registration at the Central Election Commission of Georgia.
9. If a candidate is elected both from an election district and through a Party list, then he/she is considered to be elected from the election district and is withdrawn from the Party list and the candidates who are next on the list will move up one place on the list.
10. Those candidates for membership of Parliament, whose sequential numbers in this list are less than or equal to the number of mandates received by the list, are considered to be elected through Party lists. The number of MPs, elected according to this list, remains unchanged.
11. The Central Election Commission of Georgia declares elections invalid in those election districts, where requirements of this Law were significantly violated. The Central Election Commission of Georgia considers the indicated issue and adopts an ordinance no later than within 8 days of the poll.
12. In the case of existence of a statement, appeal or a different opinion of a member of the District Election Commission, who is demanding to declare results of the elections invalid, or to check them, the Central Election Commission of Georgia, by ordinance, makes a decision on opening the packages received from the relevant Precinct Election Commission and on re-counting of the election ballot papers (special envelopes). The Central Election Commission has the right to sum up results of the elections based on protocols of Precinct Election Commissions.
13. In case of the poll having been declared invalid in an election precinct, the Central Election Commission of Georgia appoints repeated polling in this precinct, in cases where the remainder of the votes of the candidates who have the best results is less than the general number of voters of this election district. In this case, if the results of the poll are cancelled, results of the elections are summed up without taking this precinct into account.
14. Repeated polling may be appointed both after the first round and the second round of elections. In cases of necessity, the Central Election Commission of Georgia is authorized to task the same or different composition of the District Election Commission to hold repeated polling. Repeated polling is held within 2 weeks of the first round (second round).
15. Repeated polling in the elections held through the system of proportional election is appointed in those cases where the complete number of voters in these precincts is 10% higher than the general number of voters. In such case, repeated polling is appointed within 2 weeks of the general elections.

16. If the elections held through the proportional election system are declared to have been held, but none of the Parties or election blocs have managed to receive the threshold, upon ordinance by the Central Election Commission of Georgia a new poll is held within 2 weeks of the general elections.
17. Only those Parties and election blocs, that have received 2% of votes of the voters' in the general elections, have the right to take part in the new poll. Party lists of the Parties and election blocs that take part in the new poll remain unchanged. Amendments may be introduced to them only in accordance with the general rule established by this Law.
18. In the summary protocol of the final results of the elections, must be indicated the titles and numbers of those election districts and precincts, in which elections were declared invalid, as well as the number of voters in them, the reason for declaring the elections invalid, general number of voters in each election district, turnout of election participants, number of Members of Parliament elected and those elected listed alphabetically.
19. Within 5 days of the consolidation of the final results of the elections, the Central Election Commission of Georgia publishes the summary protocol of election results through the press and other mass media.

Article 106. Second Round of Elections. New Elections in Single-mandate Election District and Rules for Replacement of Member of Parliament of Georgia

1. If a member to the Parliament of Georgia has not been elected in the first round of elections, the Central Election Commission of Georgia, within 2 weeks of the poll, appoints the second round of elections, in which participate the two candidates who achieved the results in the First Round. If several candidates turn out to have the equal best result, or several candidates following the candidate with the best result have the equal best result, all of the above indicated candidates pass to the second round of elections.
2. The candidate who receives the highest number of votes will be considered to have been elected in the second round of elections. If candidates receive the same number of votes, the candidate who received more votes in the first round will be considered to have been elected.
3. If 1/3 of the general number of voters do not take part in polling then the elections are declared not to have been held. In cases where there is a termination, before expiry, of authority of an MP elected in single-mandate district, new elections are held.
4. The date of new elections and the timeframe for holding these election are appointed by ordinance of the Central Election Commission of Georgia, no later than 2 months before holding of the poll.
5. New elections in single-mandate election districts are held twice a year in May-June and October-November. Elections must be held in the nearest time period.
6. If the Member of Parliament is withdrawn 6 months before termination of authority of the Parliament, new elections are not held.
7. If a withdrawn Member of Parliament was elected through a Party list, then within 1 month the next candidate in the same party list shall replace such member, provided that the candidate consents within 15 days, to be a Member of Parliament of Georgia. Otherwise, this candidate is withdrawn from the list and the vacant seat is occupied by the next candidate, etc. If there are no more candidates to be elected in the submitted Party list, this MP mandate is canceled.
8. In the case provided for by Paragraph 7 of this Article, the Central Election Commission

- of Georgia submits relevant documents to the mandate commission of the Parliament.
9. In case of the withdrawal of a Member of Parliament elected from a single-mandate election district, the right to nominate the candidature for his replacement is awarded to the Party and election bloc (notwithstanding whether this candidate is included on the registered Party list), as well as to the initiative group of voters.
 10. After confirmation by the Parliament of Georgia on authority of MPs, the status of candidates for membership of the Parliament is suspended to the persons remaining in Party lists.
 11. The status of a candidate for membership of the Parliament of Georgia, immediately upon termination of authority of an MP elected through the relevant Party list, is restored to the person who is the replacement of this MP, in accordance with Paragraph 7 of this Article, as well as to the person nominated by this Party or election bloc to a single-mandate election district, starting from the moment of the Central Election Commission registering this person as a candidate for membership of the Parliament of Georgia.

Article 107. Registration of Elected Members of Parliament of Georgia

Within 5 days of the final consolidation of the results of the elections, the Central Election Commission of Georgia registers the elected Members of the Parliament of Georgia and issues to them temporary licenses on having been elected MPs.

PART IV

CHAPTER XV. ELECTIONS OF REPRESENTATIVE BODY OF LOCAL SELF-GOVERNANCE – SAKREBULO, ELECTIONS OF GAMGEBELI, ELECTIONS OF MAYOR

Article 108. Appointment of Elections of Representative Body of Local Self-governance – *sakrebulo*, elections of *gamgebeli*, elections of mayor

1. Elections of the representative body of local self-governance – *sakrebulo*, elections of *gamgebeli*, elections of mayor, are held once in 4 years.
2. Elections of the representative body of local self-governance – *sakrebulo*, elections of *gamgebeli*, elections of mayor, are appointed by the President of Georgia, no later than 2 months before the expiry of the term of their authority.
3. Elections of the representative body of local self-governance – *sakrebulo*, elections of *gamgebeli*, elections of mayor, are not held during martial law or wartime.
4. Notice about appointment of elections of the representative body of local self-governance – *sakrebulo*, elections of *gamgebeli*, elections of mayor, is published through the press and other mass media, no later than 3 days after the appointment of the elections.

Article 109. Election System

1. Elections of the representative body of local self-governance – *sakrebulo*, in a village, community, *daba*, city and the city not included in the rayon, are held according to multi-mandate election districts, based on the majoritarian election system.
2. Elections of the representative body of local self-governance – *sakrebulo*, in the city of Tbilisi are held based on the proportional election system.
3. In the city, where the number of voters is more than 5,000 and in the city not included in the rayon, except for Tbilisi and Poti, *gamgebeli*, mayor is elected based on the majoritarian election system.

Article 110. Right to Active and Passive Vote

1. A citizen of Georgia, who is 21 years of age by the day of polling, has permanently resided in Georgia for at least 5 years and is registered through the rules established by Law, may be elected a member of the representative body of local self governance – *sakrebulo*, *gamgebeli* or mayor:
 - a) During elections of members of the representative body of local self-governance – *sakrebulo*, on territory of the relevant *sakrebulo*;
 - b) During elections of *gamgebeli*, mayor, on territory of the relevant city.
2. A citizen of Georgia may not be a member of two representative bodies simultaneously, except a member of the rayon *sakrebulo* and a member of the *sakrebulo* of a village, community, *daba*, city included in this rayon.
3. Voters who, by the day of appointment of elections, are permanently or temporarily residing outside the borders of Georgia and voters who are on ships sailing, do not take part in elections of the representative body of local self-governance – *sakrebulo*, elections of *gamgebeli*, mayor.
4. Military servants for a fixed term and upon contract take part in elections of the representative body of local self-governance – *sakrebulo*, elections of *gamgebeli*, mayor,

according to the location of the military compound.

Article 111. Equal Right to Vote

1. Voters in the elections of the representative body of local self-governance – *sakrebulo*, based on the majoritarian election system, have as many rights to vote, as there are members in the relevant *sakrebulo*.
2. In the city of Tbilisi, in the elections of the representative body of local self-governance – *sakrebulo*, based on the proportional election system, each voter has the right to one vote.
3. In elections of *gamgebeli*, mayor, each voter has the right to one vote.

Article 112. Composition of Representative Body of Local Self-governance - Sakrebulo

1. *Sakrebulo* consists of:
 - a) 5 members, if the number of voters on the territory of the relevant administrative unit does not exceed 5,000;
 - b) 7 members, if the number of voters on the territory of the relevant administrative unit is 5,000 to 10,000;
 - c) 9 members, if the number of voters on the territory of the relevant administrative unit exceeds 10,000;
2. *Sakrebulo*s of the cities of Batumi, Rustavi, Sokhumi, Poti, Kutaisi and Tskhinvali, consists of 15 members each.
3. *Sakrebulo* of the city of Tbilisi consists of 30 members.
4. The number of members to be elected in a *sakrebulo* is determined according to the number of voters on the territory of the relevant *sakrebulo*, according to the situation by January 1 of the year of elections.

Article 113. Terms of Authority of Representative Body of Local Self-governance – Sakrebulo, of Gamgebeli, of Mayor

1. Authority of the new composition of a *sakrebulo* begins, and authority of the old one ceases, upon the first gathering of the newly elected *sakrebulo*.
2. Authority of *gamgebeli*, mayor, begins from the day of official publishing of the final results of the elections.

Article 114. Incompatibility of Office with Status of Candidate of Membership of Representative Body of Local Self-governance – Sakrebulo, Candidate Running for Gamgebeli, Mayor

1. In case of being nominated as a candidate for membership of *sakrebulo*, candidate running for *gamgebeli*, mayor, authority of office is suspended for the officials indicated in Article 94 of this Law. Members of the Parliament of Georgia, the supreme representative bodies of Abkhazia and Adjara remove their authority, based on personal statement, before being nominated as candidates in elections of the representative body of local self-governance – *sakrebulo*, elections of *gamgebeli*, mayor.
2. Authority of office is suspended (removed) for the officials, indicated in Paragraph 1 of this Article, before they are nominated to the relevant election commission as candidates.
3. Authority of office is suspended (removed) to candidates of membership of *sakrebulo*,

candidates running for *gamgebeli*, mayor, in accordance with the legislation of Georgia.

CHAPTER XVI. ELECTION DISTRICTS AND ELECTION PRECINCTS

Article 115. Election Districts

1. For the purpose of the election, based on the majoritarian election system, *sakrebulo* of a village, community, *daba*, city, are established multi-mandate election districts.
2. For the purpose of the election, based on the majoritarian election system, a *gamgebeli* or mayor, are established election districts, the number of which is determined in accordance with the number of voters on the territory of the city, according to the situation on January 1 of the year of the elections.
3. Election districts for the cities of Batumi, Rustavi, Sokhumi, Poti, Kutaisi and Tskhinvali are established by ordinance of the Central Election Commission of Georgia.
4. Election districts of a village, community, *daba*, city, are established by ordinance of the relevant District Election Commission.
5. In the city of Tbilisi, during elections, based on the proportional election system, of the *sakrebulo* of Tbilisi, functions of the District Election Commission are carried out by the Central Election Commission of Georgia.
6. Within 5 days of the appointment of the elections, election commissions publish a notice on the election districts through the press and other mass media, with a statement of their boundaries.

CHAPTER XVII. RIGHT TO TAKE PART IN ELECTIONS OF REPRESENTATIVE BODY OF LOCAL SELF-GOVERNANCE – SAKREBULO, IN ELECTIONS OF GAMGEBELI, MAYOR, REGISTRATION OF ELECTION SUBJECTS, NOMINATION OF CANDIDATES AND ELECTION BALLOT

Article 116. Right to Take Part in Elections of *Sakrebulo*, Elections of *Gamgebeli*, Elections of Mayor

A Party, election bloc, a candidate nominated by a Party, an election bloc, who is registered at the relevant election commission, may take part in elections of the representative body of local self-governance – *sakrebulo*, elections of *gamgebeli*, mayor.

Article 117. Registration of Parties

Those Parties that at the last Parliamentary elections did not undergo election registration at the Central Election Commission of Georgia, undergo election registration for the purpose of taking part in elections of the representative body of local self-governance – *sakrebulo*, elections of *gamgebeli*, mayor, in accordance with the rules established by Article 95 of this Law.

Article 118. Submitting of Party Lists in Elections of Representative Body of Local Self-governance – *Sakrebulo* for the City of Tbilisi

1. For the purpose of taking part in elections, in the city of Tbilisi, based on the proportional election system, of the representative body of local self-governance – *sakrebulo*, Parties that are taking part in election independently, and election blocs submit Party lists to the

- Central Election Commission of Georgia, no later than 30 days before polling.
2. Each Party and election bloc has the right to submit to the Central Election Commission of Georgia one Party list.
 3. The number of candidates in the Party list submitted by Parties and election blocs in elections of the representative body of local self-governance – *sakrebulo* for the city of Tbilisi, must not be less than 30 or more than 60.
 4. Only Party members or those persons, who are not members of another Party taking part in the elections, may be included in a Party list. Only members of the Parties in an election bloc or those persons, who are not members of another Party taking part in the elections, may be included in a Party list submitted by an election bloc.
 5. The rules for compiling Party lists are determined by Parties and election blocs. During compilation of a Party list it should be taken into account, that according to election results, the mandates received by a Party, election bloc, will be distributed sequentially, from the top of the list, according to the sequence.
 6. In a Party list must be indicated the following information on each candidate:
 - a) First name, last name;
 - b) Date of birth;
 - c) Profession;
 - d) Position (activity);
 - e) Place of employment (if the candidate is unemployed, it is indicated – “unemployed”);
 - f) Party affiliation (in case of Party membership, and if the candidate is not a member of any Party, it is indicated – “no Party affiliation”);
 - g) Number of the ID of a Georgian citizen (passport of a Georgian citizen) and personal number;
 - h) Place of registration.
 7. The Party list must be confirmed with the signatures of the Head of the Party taking part in the elections independently, and with the signatures of the Heads of all Parties in an election bloc.
 8. With the Party list must be attached two photographs of each candidate, registration card (in two copies) signed by the candidate, the date of its filling out, where, along with the biographical data of the candidate (first name, last name, number of the ID of a Georgian citizen (passport of a Georgian citizen) and personal number, place of registration, date of birth) must be included a declaration that the candidate has permanently resided in Georgia for 5 years and consents to stand as a candidate through this Party list.
 9. For elections of the representative body of local self-governance – *sakrebulo* for the city of Tbilisi, the Central Election Commission of Georgia issues the registration cards beforehand to the representative of the Party (election bloc). Immediately upon receipt of the documents, the representative of the Party, election bloc, is issued with a confirmation of receipt statement, with the date indicated.

Article 119. Nomination of Candidates for Membership of Representative Body of Local Self-governance – *Sakrebulo*, Candidates for *Gamgebeli*, Mayor

1. The following entities have the right to nominate to the relevant election district the candidates for membership of representative body of local self-governance – *sakrebulo*,

- candidates for position of a *gamgebeli*, mayor:
- a) Initiative group of voters, consisting of no less than 5 persons;
 - b) Party taking part in elections independently;
 - c) Election bloc.
2. A Party, election bloc, initiative group of voters has the right to nominate a person who has the right to vote, if he/she is supported by no less than 10 voters residing in the village, community, *daba*, and in cities – no less than 100, and in the city not included in the rayon – no less than 200 voters.
 3. For the purpose of nominating a candidate to a majoritarian district, initiative group of voters, Party taking part in elections independently and election bloc, must address the relevant District Election Commission with an application, no earlier than 40 and no later than 30 days before polling and must submit signatures of supporting voters.
 4. In the application must be indicated the following information on majoritarian candidates;
 - a) First name, last name;
 - b) Date of birth;
 - c) Profession;
 - d) Position (activity);
 - e) Place of employment (if the candidate is unemployed, it is indicated – “unemployed”);
 - f) Number of the ID of a Georgian citizen (passport of a Georgian citizen) and personal number;
 - g) Place of registration.
 - h) Title and number of the election district, where he/she is nominated as a majoritarian candidate;
 - i) Party affiliation (in case of Party membership, and if the candidate is not a member of any Party, it is indicated – “no Party affiliation”);
 5. An application nominating a candidate for membership of representative body of local self-governance – *sakrebulo*, candidate for position of a *gamgebeli*, mayor, is transferred to the relevant District Election Commission. The application must be confirmed with the signature of the authorized person of the Party, or with signatures of authorized persons of all the Parties included in the election bloc, while in the application signed by all members of the initiative group of voters must be indicated the following information on the members and representative of this group: first name, last name, number of the ID of a Georgian citizen (passport of a Georgian citizen) and personal number, place of registration, telephone number.
 6. With the application must be attached two photographs of the candidate and registration card signed by him/her in two copies, along with the biographical data of the candidate (first name, last name, number of the ID of a Georgian citizen (passport of a Georgian citizen) and personal number, place of registration, date of birth) must be indicated the fact of the candidate having permanently resided in Georgia for 5 years and consent to stand as a candidate in the indicated election district.
 7. It is inadmissible to nominate one and the same person as a candidate for membership of representative body of local self-governance – *sakrebulo*, for position of a *gamgebeli*, mayor, as well as a candidate for membership of Parliament of Georgia and for President

of Georgia.

Article 120. Registration of Party List, of Candidates for Membership of Representative Body of Local Self-governance – *Sakrebulo*, Candidates for *Gamgebeli*, Mayor

1. Party list is registered by the Central Election Commission of Georgia within 5 days of its submission.
2. Candidates for membership of the representative body of local self-governance – *sakrebulo*, candidates for *gamgebeli*, mayor, nominated for an election district, are registered by the relevant District Election Commission, no later than 5 days of their nomination.
3. Registration of candidates for membership of the representative body of local self-governance – *sakrebulo*, candidates for *gamgebeli*, mayor, ends no later than 25 days before polling.
4. Within 3 days of registration of candidates for membership of the representative body of local self-governance – *sakrebulo*, candidates for *gamgebeli*, mayor, relevant District Election Commissions issue to them candidate licenses.
5. A candidate nominated for an election district shall be registered, if the following documents have been submitted;
 - a) Registration card of the candidate;
 - b) Application of the initiative group of voters;
 - c) List of supporting voters;
 - d) Two photographs.
6. A Party list or a candidate nominated by a Party, election bloc, shall not be registered, if in the registration card is not indicated or is indicated incompletely the following:
 - a) First name, last name;
 - b) Number of the ID of a Georgian citizen (passport of a Georgian citizen) and personal number;
 - c) Date of birth (year, month, day);
 - d) Place of registration;
 - e) Application for nomination of the candidate, which is confirmed by the Heads of the Parties and election blocs;
 - f) Party affiliation (in case of Party membership, and if the candidate is not a member of any Party, it is indicated – “no Party affiliation”);
 - g) Position and place of employment (if the candidate is unemployed, it is indicated – “unemployed”);
 - h) The fact of permanent residence in Georgia for the last 5 years;
 - i) Consent of the candidate to take part in the poll;
 - j) Date of filling out of the registration card.
7. If submitted documents do not satisfy the requirements of this Law, the election commission does not register the Party list or the candidate nominated by the Party, election bloc.
8. In case of violation of the requirements indicated in Paragraphs 5 and 6 of this Article, the relevant District Election Commission or the Central Election Commission of Georgia

does not register the candidate.

9. Sequence of the Parties, election blocs and candidates, nominated by them, taking part in elections of a *gamgebeli*, mayor, as well as the elections of the representative body of local self-governance – *sakrebulo* for the city of Tbilisi, is determined by the relevant sequence of results of the Parties, election blocs that took part in the last parliamentary elections. If a bloc that took part in the last Parliamentary elections does not take part in elections anymore, the right to take part under its number is sequentially awarded to the Parties which are named on the list of the election bloc. If in an election bloc are included Parties that took part in the last Parliamentary elections separately, in the charter of the election bloc should be indicated, the right of which Party, included in the bloc, will be awarded the sequential number. In this case, the Parties, election blocs that are next in sequence, will respectively move up.
10. Order of Parties, election blocs, except for the Parties, election blocs, indicated in Paragraph 9 of this Article, is determined through casting of lots.
11. In case of the cancellation of election registration of a Party, election bloc, the remaining Parties, election blocs, retain on the ballot paper the sequential number awarded through casting of lots.
12. Order of the candidates, nominated to the relevant election district by Parties, election blocs and initiative groups of voters, is determined through casting of lots. Casting of lots is held in accordance with Article 99 of this Law.
13. Information regarding order of election subjects is published through the press and other mass media, no later than 3 days after the end of the term of registration. A list of the subjects, which have been refused registration, is published within the same timeframe.

Article 121. Canceling Decision on Nomination of Candidate

1. A Party, election bloc, has the right to cancel its decision on nomination of a candidate, no later than 2 days before polling.
2. A candidate can withdraw his/her candidature, no later than 2 days before polling, for which purpose he/she must address with a statement the relevant election commission, which immediately notifies the Central Election Commission of Georgia.
3. Notice regarding cancellation of a candidate's registration and nomination, is immediately published by the relevant District Election Commission.

Article 122. Election Ballots

1. Ballot papers of two different types are prepared for elections of the representative body of local self-governance – *sakrebulo*.
2. In the ballot intended for elections of the representative body of local self-governance – *sakrebulo*, based on the proportional election system, are indicated names of the Parties, election blocs (after the name of the bloc must be indicated the names of the Parties united in it), in accordance with the established order.
3. In the ballot intended for elections of the representative bodies of local self-governance – *sakrebulo*s, based on the majoritarian election system, are indicated sequential numbers, first and last names of all the candidates nominated for election to the relevant *sakrebulo*. Next to the name of the candidate, nominated by an initiative group of voters will be indicated - “candidate of initiative group”, while next to the names of the candidates nominated by Parties and election blocs will be indicated the names of the relevant Party or election bloc. Data on candidates is included on the ballot paper in accordance with the

sequence, determined through casting of lots at his/her relevant District Election Commission.

4. For elections of *gamgebeli*, mayor, ballot papers are compiled separately and in them are indicated the sequential numbers, first and last names of all candidates to be elected *gamgebelis*, mayors. Next to the name of the candidate, nominated by an initiative group of voters will be indicated - “candidate of initiative group”, while next to the names of the candidates nominated by Parties and election blocs will be indicated the names of the relevant Party or election bloc.
5. On the ballot paper, compiled for elections of the representative body of local self-governance – *sakrebulo* in the city of Tbilisi, in which the names of Parties and election blocs are included, voter draws a circle only around the sequential number of the Party list of that Party or election bloc, for which he/she is voting.
6. In the election ballot, intended for elections of the representative body of local self-governance – *sakrebulo*, in which the data regarding candidates is included, voter draws a circle around no more than the sequential numbers of as many candidates, as there are members to be elected in the relevant *sakrebulo*, while in elections of a *gamgebeli*, mayor – only around the sequential number of the candidate, for which he/she is voting.

Article 123. Determining Results of Elections in Election District

1. Elections of the representative body of local self-governance – *sakrebulo*, elections of *gamgebeli*, mayor, are considered to have been held, if at least 1/3 of the voters of the relevant election district took part in the poll.
2. In order to determine the number of mandates received by a Party list, the number of votes received by the Party list must be multiplied by the number of mandates in the election district and divided by the total number of the votes received by Parties (election blocs). Total number arrived at, as a result, represents the number of mandates received by the list.
3. If the total of the numbers received by Party lists in the election district turns out to be less than the general number of mandates, undistributed mandates are distributed only among those Parties (election blocs), which have obtained at least one mandate. In this case, one mandate in turn is awarded to each of those Party lists, that received a higher number of votes in the elections.
4. If the number of votes received by two or more Parties turns out to be equal, the mandate is awarded to the one, which was the first to undergo registration at the relevant District Election Commission, for the purpose of taking part in elections.
5. Those candidates, whose sequential numbers in the Party list are less than or equal to the number of mandates received by this Party list, will be considered to have been elected into the *sakrebulo* based on the proportional election system.
6. In a multi-mandate election district, those candidates, who receive more votes than others, will be considered to have been elected in accordance with the number of members to be elected to the *sakrebulo* based on the majoritarian election system.
7. In elections of *gamgebeli*, mayor, the candidate who receives more votes than others will be considered to have been elected.
8. If two candidates taking part in elections collect an equal number of votes, the candidate who was the first to have been registered at the relevant District Election Commission will be considered to have been elected.

9. A District Election Commission can declare results of the poll invalid in the election district, where this Law was significantly violated. Before adoption of decisions on those appeals, based on which it is possible to declare results of polling in an election district invalid, it is inadmissible to sum up results of the elections at the District Election Commission.
10. Elections shall be declared invalid in an election district, if the general number of voters in those election precincts, where results of the poll have been declared invalid, is more than 20% of the number of voters in the election district.
11. A District Election Commission, at its session, determines results of elections and approves a protocol.
12. In elections of the representative body of local self-governance – *sakrebulo*, the District Election Commission, based on the protocols received from Precinct Election Commissions, determines the following:
 - a) General number of voters;
 - b) Turnout of participants of elections;
 - c) Number of unused and spoiled election ballot papers and special envelopes;
 - d) Number of election ballots deemed valid;
 - e) Number of election ballots deemed invalid;
 - f) Number of unofficial ballot papers;
 - g) Number of votes given to election subjects.
13. In elections held based on the majoritarian election system, the candidate for the position of *gamgebeli*, mayor, who receives the highest number of votes, will be considered to have been elected.
14. The number of copies of the District Election Commission summary protocols of election results must exceed by four the number of candidates, nominated by Parties, election blocs, initiative groups of voters, included on the ballot paper.
15. No later than 5 days after the end of the poll, the first copy of the protocol, is sent to the Central Election Commission of Georgia, the second copy is filed at the relevant District Election Commission, the third is transferred to the mandate commission of the *sakrebulo*, the rest of the copies are transferred to Parties, election blocs, representatives of majoritarian candidates.
16. District Election Commission is obliged to immediately post the fourth copy of the summary protocol of election results at a conspicuous location, so that all may become acquainted with it.
 - a) Within 10 days of the consolidation of the election results, the District Election Commission, through the press and other mass media, publishes a notice on results of the elections of *sakrebulo*, *gamgebeli*, mayor in the relevant election district. In the notice must also be indicated the Party affiliation (in case of Party membership, and if the person is not a member of any Party, it is indicated – “no Party affiliation”), year of birth, profession, main activity, place of employment of the elected *sakrebulo* members, *gamgebeli*, mayor.

Article 124. Repeated polling, New Elections, Extraordinary Elections.

1. If polling is declared invalid in an election precinct, the relevant Precinct Election Commission appoints repeated polling, which must be held within 2 weeks of the general

elections. Repeated polling is held in cases where the discrepancy between the candidate, who has the least best result from the relevant number of candidates to be elected to the representative body of local self-governance – *sakrebulo*, and the candidate who has the next best result, is less than the general number of voters of this district, or the general number of voters of invalid districts.

2. During repeated polling, in case of invalidation of results of the poll in an election precinct, the relevant District Election Commission sums up the results of elections held in the election district without taking this precinct into account.
3. In the case when the elections of the representative body of local self-governance – *sakrebulo*, elections of *gamgebeli*, mayor, are declared not to have been held, new elections are held.
4. In case of termination, before expiry, of the term of authority of the representative body of local self-governance – *sakrebulo*, of *gamgebeli*, mayor, extraordinary elections are held.
5. During repeated polling, during new and extraordinary elections, polling, counting of votes and consolidation of the results of the elections is carried out in accordance with the rules prescribed by this Law.

Article 125. Registration of Persons Elected as Members of Representative Body of Local Self-governance – *Sakrebulo*, as *Gamgebeli*, Mayor

Within 5 days of the consolidation of the final results of the elections, the relevant District Election Commission registers the persons elected as members of the representative body of local self-governance – *sakrebulo*, as *gamgebeli*, mayor, and issues to them relevant licenses.

Article 126. Replacement of Excluded Member of *Sakrebulo*

1. If the authority of a *sakrebulo* member, as a *sakrebulo* member, is terminated before expiry, his seat in the relevant *sakrebulo* is occupied, within 2 weeks, by the person replacing him/her:
 - a) The candidate who is the next in order on the same Party list (for *sakrebulo* of the city of Tbilisi), if he/she, within 10 days of having been notified by the Central Election Commission of Georgia, declares consent to become a *sakrebulo* member. If there are no more candidates in the submitted Party list, the mandate is cancelled;
 - b) The candidate who has the best results among the candidates who have not been elected *sakrebulo* members, if he/she, within 10 days of having been notified, declares consent to become a *sakrebulo* member. Otherwise, he/she is withdrawn from the list and the vacant seat is occupied by the next candidate. In case of non-existence of such a candidate, the mandate is cancelled.

CHAPTER XVIII. TRANSITIONAL PROVISIONS

Article 127

1. Until the jurisdiction of Georgia is fully restored in Abkhazia and necessary conditions are established for elections of Members of Parliament of Georgia:
 - a) Authority of Members of Parliament is extended to the Members of Georgian parliament elected as a result of the elections of 1992, who are Members of the Parliament of Georgia by the day of enactment of this Law. Immediately upon holding of elections of Members of the Parliament of Georgia in single-mandate

election districts in Abkhazia and upon recognition of their authority, authority of the Member of Parliament, whose authority has been extended, shall cease.

- b) If a Member of Parliament, envisaged by Subparagraph a) of this Article, will be registered as a candidate for membership of the Parliament of Georgia, his/her authority is not extended.

Article 128

1. Coalitions (groups) envisaged by Paragraph 2 of Article 27 of this Law shall submit at the nearest plenary session of the Parliament of Georgia a list of candidates for membership of the Central Election Commission of Georgia
2. The authority of commission members is retained by the members of the Central Election Commission and District Election Commission of Georgia, who were appointed (elected) before enactment of this Law, until formation of commissions in accordance with this Law.
3. In the elections of the representative bodies of local self-governance – *sakrebulo*s, elections of *gamgebelis*, mayors, the District Election Commission, based on voters' list or voting license, issues on polling day ballot papers, on presentation of one of the documents listed below:
 - a) ID or passport of a Georgian citizen (including the passport with symbols of the former USSR);
 - b) Military ID card or ?????
 - c) Pensioner's license;
 - d) Driving license;
 - e) License of a Internally Displaced Person;
 - f) Voter card issued by the relevant Precinct Election Commission.
4. If a voter residing in a village and community does not have one of the documents indicated in Paragraph 3 of this Article for the purpose of taking part in elections, he/she must address the Precinct Election Commission with a statement, no later than 2 days before polling. **In case of positive solution of the issue**, the voter is issued with an card, which is signed by the Commission Chairperson and secretary. Data of the voter is entered by commission members into the voters' list, while in the column provided for entering the number of the ID is made an indication "reference card No.) and is indicated the date of issuance of the card. **In case of a negative solution** of the issue, on the next day the applicant is issued a copy of the decision, where the reason for refusal is indicated.

Article 129

1. A Party registered at the Central Election Commission of Georgia before enactment of this Law, has the right to take part, based on its application, in the elections at all levels that are held until the next Parliamentary elections.
2. Subparagraph a) of Paragraph 6 of Article 18 of this Law, which concerns the possibility of election or appointment of the composition of an election commission only of those persons, who have been awarded by the Central Election Commission of Georgia the certificates of election administration officials, shall come into force from August 31, 2002.
3. New elections for Members of the Parliament of Georgia, of October 21, 2001, shall be held in accordance with the rules and timeframes established by this Law. The Central

Election Commission of Georgia shall bring the legislative Acts related to holding of elections into compliance with this Law, within 10 days.

CHAPTER XIX. CONCLUSIVE PROVISIONS

Article 130

1. In connection with enactment of this Law shall be considered invalid:
 - a) Organic Law of Georgia On Elections of Parliament of Georgia (Sakartvelos Parliamentis Utskebani, 1995, No.31-33).
 - b) Organic Law of Georgia On Elections of President of Georgia (Sakartvelos Parliamentis Utskebani, 1995, No.31-33).
 - c) Law of Georgia On Elections of Representative Bodies of Local Self-governance *Sakrebulos* (Parlamentis Utskebani, 1998, No.27-28).

Article 131. Enactment of the Law

This Law shall come into force upon its publication.

President of Georgia Eduard Shevardnadze
Tbilisi,
August 2, 2001.
No.1047-rs

IFES TECHNICAL OBSERVATION

2002 LOCAL ELECTIONS IN ELECTORAL DISTRICT #.....

GEORGIA

2 JUNE, 2002

ELECTION OBSERVATION FORM FOR CLOSING AND COUNTING PROCEDURES

NAMES OF THE OBSERVERS:	1.	2.
	3.	4.
NUMBER AND NAME (LOCATION) OF THE POLLING PRECINCT: #		

TIME OF VISIT	ARRIVAL:	DEPARTURE:
NUMBER OF REGISTERED VOTERS AT THE STATION:		
NUMBER OF VOTERS WHO HAVE VOTED AT THE MOMENT OF ARRIVAL:		
TURNOUT OF VOTERS (NO OF REGISTERED VOTERS/VOTERS ALREADY CAST THEIR VOTES):		

CLOSING OF THE POLLING STATION (TO BE ANSWERED ONLY IF PRESENT AT THE CLOSING OF THE POLLS)	YES	NO
DID THE POLLING STATION CLOSE ON TIME?		
WERE THERE STILL PEOPLE IN LINE WHEN THE POLLING STATION CLOSED?		
WERE PEOPLE STILL IN LINE ALLOWED TO VOTE?		
WERE OBSERVERS AND PARTY/BLOC/CANDIDATES REPS ALLOWED TO REMAIN INSIDE THE POLLING STATION TO OBSERVE THE COUNTING?		
WERE THE ESTABLISHED CLOSING PROCEDURES FOLLOWED PROPERLY?		
DID OTHER INTERNATIONAL OR DOMESTIC OBSERVERS OR PARTY/BLOC/CANDIDATES REPS REPORT ANY VIOLATIONS TO YOU?		
DID OBSERVERS OR PARTY/BLOC/CANDIDATES REPS LODGE ANY COMPLAINT?		

COUNTING PROCEDURES (TO BE ANSWERED ONLY IF PRESENT AT COUNTING)	YES	NO
WERE COUNTING PROCEDURES FOLLOWED AS ESTABLISHED BY THE LAW?		
WERE ONLY AUTHORIZED PERSONS ALLOWED TO BE PRESENT?		
WERE UNUSED AND SPOILED BALLOT PAPERS COUNTED BEFORE OPENING THE BALLOT BOX?		
WAS THE CONTROL SHEET INSIDE THE BALLOT BOX?		
WERE PROTOCOLS FILLED IN CORRECTLY AND STAMPED WITH PEC STAMP?		
DID ALL PEC MEMBERS AGREE WITH THE RESULTS WRITTEN IN THE PROTOCOLS?		
WERE OBSERVERS ALLOWED TO FOLLOW THE BALLOTS, THE PROTOCOLS AND THE OTHER ELECTION DOCUMENTS TO DEC?		

OVERALL ASSESSMENT OF THE PEC MEMBERS PERFORMANCE	YES	NO
DID THE PEC MEMBERS APPEAR TO BE ADEQUATELY TRAINED?		
DID THEY APPEAR TO KNOW THEIR DUTIES AND TO BE ABLE TO CARRY THEM OUT EFFICIENTLY?		
WERE THEY FULLY CONVERSANT WITH THE PRESCRIBED PROCEDURES?		
WERE THE PEC MEMBERS NON-PARTISAN IN THEIR JOB?		

IFES TECHNICAL OBSERVATION

2002 LOCAL ELECTIONS IN ELECTORAL DISTRICT #.....

GEORGIA

2 JUNE, 2002

ELECTION OBSERVATION FORM FOR VOTING PROCEDURES

NAMES OF THE OBSERVERS:	1.	2.
	3.	4.
NUMBER AND NAME (LOCATION) OF THE POLLING PRECINCT: #		

TIME OF VISIT	ARRIVAL:	DEPARTURE:
NUMBER OF REGISTERED VOTERS AT THE STATION:		
NUMBER OF VOTERS WHO HAVE VOTED AT THE MOMENT OF ARRIVAL:		
TURNOUT OF VOTERS (NO OF REGISTERED VOTERS/VOTERS ALREADY CAST THEIR VOTES):		

BEFORE ENTERING THE POLLING STATION	YES	NO
WERE POLITICAL PARTIES CAMPAIGN MATERIALS DISPLAYED IN PROXIMITY OF THE STATION?		
WAS THERE ANY POLITICAL PARTIES CAMPAIGN ACTIVITY IN PROXIMITY OF THE STATION?		
WAS THE PHYSICAL ACCESS TO THE STATION DIFFICULT?		
WAS THERE ANY INTIMIDATION OF VOTERS?		

OPENING OF THE POLLING STATION (TO BE ANSWERED ONLY IF PRESENT AT THE OPENING OF THE POLLS):	YES	NO
DID THE POLLING STATION OPEN ON TIME?		
WERE ALL MEMBERS OF THE PEC PRESENT?		
WAS THE BALLOT BOX PROPERLY SEALED BY PEC CHAIR?		
WAS THE CONTROL SHEET SIGNED BY THE FIRST VOTER BEFORE BEING DEPOSITED IN THE BALLOT BOX?		
WERE THE ESTABLISHED OPENING PROCEDURES FOLLOWED?		

INSIDE THE POLLING STATION	YES	NO
WAS ANY REPRESENTATIVE OF PARTIES AND BLOCS, PROXIES OF CANDIDATES PRESENT? (IF YES, REPRESENTING WHOM?):		
WAS ANY DOMESTIC OBSERVER PRESENT? (IF YES: REPRESENTING WHOM?)		
WERE ANY INTERNATIONAL OBSERVERS PRESENT? (IF YES: FROM WHICH ORGANIZATIONS:		
WERE UNAUTHORISED PEOPLE PRESENT? (E.G. POLICE AND ETC) IF YES - HOW MANY?		
WAS THE FLOW OF VOTERS IN THE STATION PROPERLY REGULATED?		
WAS CAMPAIGN MATERIAL FROM POLITICAL PARTIES VISIBLE INSIDE THE STATION?		
WAS THE LAYOUT OF THE STATION PROPERLY ARRANGED?		

WERE VOTING BOOTHS POSITIONED IN SUCH WAY TO ENSURE SECRECY OF THE VOTE?		
WERE PARTY AND CANDIDATE LISTS AND SAMPLE BALLOTS DISPLAYED IN SUCH A WAY TO BE EXAMINED BY VOTERS BEFORE VOTING?		

VOTING PROCEDURES	YES	NO
WERE ALL THE OFFICIAL VOTING PROCEDURES APPLIED DURING YOUR VISIT?		
DID YOU OBSERVE ANY OF THE FOLLOWING (PLEASE PROVIDE DETAILS IN THE NOTES):		
• PROBLEMS WITH IDENTIFICATION OF VOTERS		
• PROBLEMS WITH THE VOTERS' LIST		
• PROBLEMS WITH THE VOTING LICENSE		
• ELIGIBLE VOTERS DENIED THEIR RIGHT TO VOTE		
• INELIGIBLE VOTERS ALLOWED TO VOTE		
• PROBLEMS WITH AUTHENTICATION OF BALLOT PAPERS (NOT SIGNED/MARKED WITH HOLOGRAM/STAMPED)		
• INSUFFICIENT BALLOT PAPERS OR MATERIALS		
• VOTING OUTSIDE THE BOOTHS		
• PROBLEMS WITH ASSISTANCE TO ILLITERATE VOTERS		
• BALLOT BOXES NOT SEALED PROPERLY		
• PROBLEMS WITH HANDLING OF SPOILED BALLOTS		
WERE THERE ANY INTENTIONAL VIOLATIONS OF SECRECY?		
WAS ANY IRREGULARITY REPORTED TO YOU?		
HAD VOTING BEEN SUSPENDED AT ANY TIME?		

CLOSING OF THE POLLING STATION & COUNTING PROCEDURES

(PLEASE FILL OUT SEPARATE IFES COUNTING OBSERVATION FORM)

OVERALL ASSESSMENT OF THE PEC MEMBERS PERFORMANCE	YES	NO
DID THE PEC MEMBERS APPEAR TO BE ADEQUATELY TRAINED?		
DID THEY APPEAR TO KNOW THEIR DUTIES AND TO BE ABLE TO CARRY THEM OUT EFFICIENTLY?		
WERE THEY FULLY CONVERSANT WITH THE PRESCRIBED PROCEDURES?		
WERE THE PEC MEMBERS NON-PARTISAN IN THEIR JOB?		

OVERALL ASSESSMENT OF THE PROCESS

EVALUATE THE GENERAL CONDUCT OF THE ELECTION PROCESS AT THIS STATION IN TERMS OF THE REGULATIONS OF THE GEORGIAN UNIFIED ELECTION CODE AND IN ACCORDANCE WITH INTERNATIONAL STANDARDS. PLEASE CHECK **ONLY** THE RELEVANT BOX:

1. THE ADMINISTRATION OF THE PROCESS WAS COMPLETELY UNSATISFACTORY AND THERE WERE SERIOUS VIOLATIONS OF THE ESTABLISHED PROCEDURES	
2. THE ADMINISTRATION OF THE PROCESS WAS DEFICIENT AND SOME IRREGULARITIES WERE OBSERVED	
3. THE ADMINISTRATION OF THE PROCESS WAS SATISFACTORY WITH MINOR TECHNICAL INFRINGEMENTS/IRREGULARITIES	
4. THE ADMINISTRATION OF THE PROCESS MET ACCEPTABLE INTERNATIONAL STANDARDS AND THERE WERE NO VIOLATIONS	
5. THE ADMINISTRATION OF THE PROCESS WAS IN FULL COMPLIANCE WITH INTERNATIONAL STANDARDS	

**TECHNICAL ASSESSMENT
OF
ELECTION DAY ADMINISTRATION
2002 LOCAL GOVERNMENT ELECTIONS
OF GEORGIA**



TBILISI

July 2002

1. EXECUTIVE SUMMARY

During the 2 June, 2002 local government elections¹ in Georgia, IFES conducted a technical observation mission. The elections were the country's second local government elections since independence and the first under a new electoral code and law on self government.

The purpose of the mission was to evaluate Georgia's election administration system and to identify areas requiring further development in the lead up to the 2003 parliamentary elections. Observers were drawn from IFES offices in Georgia, Armenia, and Azerbaijan, as well as other international organizations working in Georgia. This volunteer effort was part of a broader USAID effort to increase the number of independent international observers monitoring the election.

This technical assessment provides an overview of the technical problems identified during the observation, highlights specific areas requiring further improvement, and provides realistic recommendations to the Central Election Commission (CEC) and international donors for strengthening of the election process.

Based upon its election day observations, IFES offers the following primary recommendations. IFES urges the CEC to:

1. Provide regular and consistent training to District Election Commissions and Precinct Election Commission staff to improve knowledge of the election law and election administration procedures.
2. Develop manuals and guidelines on election administration procedures to be followed in order to ensure consistency in the implementation of the law across the country. These should also be disseminated widely to candidates, parties and observers as part of the effort to improve the transparency of elections.
3. Develop an election planning and preparation calendar at least 12 months prior to an expected election event. The calendar should include firm timeframes for commencement and completion of election preparation tasks.
4. Institute crowd control procedures limiting the number of voters inside the polling station at any one time.
5. Ensure that only authorized persons are present in the voting station and that, other than voters, they wear the accreditation badges issued by the CEC and that badges are worn in plain view.
6. Develop a system of maintaining accurate voters' lists.
7. Establish a Code of Conduct for all those authorized to be in the voting stations (officials and observers) on election day and provide training specific to election day responsibilities and behavior.
8. Establish specific and clear ballot sorting and counting procedures.

¹ Due to election related violence or problems with unavailability of critical election materials, additional elections were held in Rustavi, Khashuri, Zugdidi, and Bolnisi on later dates. This report does not include observations of those elections.

9. Adopt, distribute and use a standard protocol for lodging election complaints.
10. Set clear mechanisms for review of election violations at the local level with immediate, effective, and impartial disciplinary action for those found committing election fraud.

This report is intended to serve as a starting point for continued discussions with the CEC regarding how best to ensure the protection of voter and candidate rights, while also ensuring the lawful and efficient administration of the electoral process.

2. IFES TECHNICAL ELECTION OBSERVATION MISSION

The IFES Technical Election Observation mission was conducted by 33 teams that covered the election process in different regions and election districts of Georgia. The teams were made up of the IFES Community Information Officers (CIOs), IFES/Georgia, IFES/Armenia, and IFES/Azerbaijan staff, and volunteers from the international community in Georgia.

IFES staff conducted training for all observers prior to election day. Each observer was provided with an information package that included observation forms, samples of forms used by Precinct Commissions, candidate lists, and copies of the law.

On election day, each team visited a significant number of voting stations in the following regions and rayons:

REGION	RAYON	# of Precincts in District	# of Precincts Visited
CEC			
TBILISI	Mtatsminda	16	11
	Samgori	55	10
	Saburtelo	42	9
	Krtsanisi	17	11
	Gldani	53	14
	Vake	50	11
KAKHETI	Gurjaani	45	12
	Telavi	36	16
	Kvareli	28	N/A
	Lagodekhi	18	10
MTSKHETA-MTIANETI	Mtskheta	31	7
LOWER KARTLI	Rustavi	42	No Election
	Bolnisi	46	7
	Tetritskaro	36	9
INNER KARTLI	Gori	98	30
	Kareli	33	20
	Khashuri	42	15 (city part of Khashuri had 'failed' elections)
SAMTSKHE-JAVAKHETI	Borjomi	23	16
	Akhaltzikhe	30	28
	Adigeni	18	17
	Aspindza	23	9
IMERETI	Kutaisi	100	27
	Zestaponi	41	10
	Samtredia	36	14
	Chiatura	45	10
SAMEGRELO	Poti	28	N/A

In each voting station, the IFES Teams spent the necessary amount of time to conduct an overall evaluation of various aspects of the administration of the elections, including:

- the organization and layout of the voting station;
- the voter identification requirements;
- the process for signing the voters' list and issuance of the ballot paper;
- the validation of the ballot paper; and
- the voting and casting of the ballot paper.

Each team also visited the opening of the polls in one precinct and the vote counting process in a selected precinct.

With very few exceptions, observers noted that the administration of the elections was extremely poor and disorganized. In many stations, election officials did not appear to know even the most basic procedures and struggled to maintain credibility and control of the booth in a situation where observers and party representatives often knew much more about election day procedures than the officials did.

Officials at the district and precinct levels were already managing with little or no training in basic procedures, and many found themselves trying to cope with additional challenges, including delayed delivery of critical materials and isolated incidents of violence. Most precincts in Tbilisi never received candidate lists or voting instructions. Precincts throughout the country were forced to open late because of the late receipt of materials. In Rustavi and Khashuri, polling stations were closed by late morning, at which point no ballot papers were expected to arrive. The Rustavi case was the first of reported election violence, with the delivery van for ballot papers having been hijacked en route.

Despite these administrative violations, observers reported that, with very few exceptions, Precinct Chairs did all they could to rectify problems brought to their attention by either observers or party/candidate representatives. They reported that the counting process, although complicated, appeared to be reasonably well run. PEC staff often spent time working out what the requirements of the law were before proceeding.

3. TECHNICAL FINDINGS

Based on its experience of technical assistance and election observation in past Georgian elections, IFES has identified several key areas of election administration in need of improvement. The main problems and irregularities were technical and procedural in nature, often attributable to a lack of training and poor management of logistics at the CEC level. With better organization at the CEC level, and better training at all commission levels, many of these problems are resolvable.

GENERAL ORGANIZATION AND CONDUCT OF THE VOTING PROCESS

The IFES Teams reported that many voting stations were not properly organized or lacked proper facilities. The quality of premises varied greatly, with some lacking the space, layout, or accessibility appropriate for voting. There were also cases where space was not used effectively, contributing to traffic flow problems and heightening the potential for fraud.

Confusion about the requirements for authentication and validation of the ballot papers and envelopes - two signatures and PEC stamp applied at the time of issuance - were widespread. This led to many reports of precincts not following proper procedures until the error was highlighted by observers.

IFES noted that election procedures still appeared to be open to the personal interpretation of the election officials administering them. Little uniformity was found in the administration of the voting process between the voting stations that were visited, with each PEC devising its own station lay out, making available different material and information, and observing different voting procedures. IFES also noted that the roles of the PEC Chairperson and Deputy Chairperson appeared to be of key importance to the administrative process. Those voting stations with proficient Chairpersons were better equipped to manage the conduct of elections.

Recommendations:

IFES recommends that the level of knowledge of PEC Chairpersons be made more consistent through a regular and focused training program, accompanied by the development of election procedure manuals. Standardized and uniform implementation of voting procedures by PEC Chairpersons and their Deputies would ensure more sound and effective management of election day activities at PEC level. This would significantly contribute to curbing the number of technical irregularities and procedural deficiencies.

DISTRIBUTION AND AVAILABILITY OF ELECTION DAY MATERIALS AND SUPPLIES

This proved to be one of the most poorly managed components of the local elections. Virtually all observers reported that precincts struggled with late or non delivery of materials. These late deliveries were almost universally attributable to poor organization, control, and management at the DEC and (primarily) CEC levels. Critical materials that were delivered late or not at all included: voter lists, ballot papers, stamps, candidates' lists, and voter information materials.

There was little evidence of any effort being made at the CEC level to plan for the difficult logistics involved in organizing materials to be printed and delivered throughout the country. In both Khashuri and Rustavi (due to theft), the elections could not be held on 2 June due to material delivery problems.

Observers also noted that there appeared to be little adherence to the requirement that the number of ballot papers should exceed the number of voters on the voter list by 3%. Some precincts were even provided with fewer ballot papers than voters on the list, while still others had up to 20% more than the number of voters on the list.

All Precincts had at least one copy of the Unified Election code printed by IFES. However there were no additional manuals or supplementary instructions to aid members of the PEC in their first-time use of the UEC.

Recommendations:

IFES recommends that the CEC develop an election planning and preparation calendar at least 12 months prior to an expected election event, which should include firm timeframes for commencement and completion of election preparation tasks. Persons and departments responsible for completing particular tasks should be identified and made aware of timeframes and deadlines. This will provide the foundation for a coherent structure of accountability, which is currently lacking.

LACK OF FLOW CONTROL IN THE VOTING STATION

Flow control was also variable, with some stations handling traffic very well and others exhibiting no control measures whatsoever. Poor flow control resulted in cases of loitering in the stations and lines for the booths. This was often exacerbated by an inadequate number of booths. As a result, it was difficult to distinguish between those waiting to vote, those who had already voted, and those that were simply milling around.

IFES teams also observed cases of multiple voters inside of booths at the same time, as well as persons voting outside of the booths. In general, poor flow control resulted in a confused voting process, one that was chaotic, non-transparent and difficult to monitor.

Recommendations:

Voters should be instructed to stand in line outside of the voting station. A PEC member should be designated for flow control to ensure that lines do not develop at the booth. IFES recommends that training of PEC members include roles in polling station management.

PRESENCE OF UNAUTHORIZED PERSONS

IFES Teams found it difficult to assess if there were unauthorized persons in the precincts, as few domestic observers, party/candidate representatives, or PEC staff wore any sort of identification badge. Police were also observed at all precincts in large numbers both inside and out. Observers reported that apparently unauthorized persons were freely allowed in the voting stations without any restrictions.

Recommendations:

IFES recommends that PECs strictly enforce UEC provisions establishing who is authorized to be present in the voting station. One PEC member should be stationed at the entrance of the voting station and be tasked with:

- *forming an orderly queue of voters outside the voting station, giving priority to elderly and disable voters;*
- *asking voters to have their documents ready before entering in the voting area;*
- *verifying the official CEC accreditation documents before granting access to any person;*
- *preventing access of unauthorized persons from the voting area; and*
- *ensuring that the number of voters allowed in the station does not cause overcrowding and confusion.*

In addition, IFES recommends that at all times persons authorized to be present in the voting station wear the accreditation badges issued by the CEC and that the accreditation badges be worn in plain view.

PROBLEMS WITH THE VOTER LISTS

The voter lists, one of the most important and fundamental aspects of the election process, still remain inaccurate and outdated. No significant improvement has been made in the system for keeping the lists current and accurate since the last election. In addition, the CEC has been unable to provide information on how the lists were compiled for these elections, especially for Tbilisi.

There was evidence of entire blocks of buildings missing from lists in several precincts. Party and candidates' observers also identified deceased persons and children under 18 years of age on the lists. At many precincts in Tbilisi the IFES teams noted that some 50% of those voting were doing so via the supplementary lists.

Lists were also not posted by the required date, which would have allowed review by voters, candidates, and parties. Voting invitations were generally not provided to voters, which contributed further to confusion about where to go and vote. Observers then noted that when people arrived at the incorrect precinct, they were simply told that they were at the wrong precinct without any assistance in finding the right precinct.

The quality of lists was much more variable in the regions, with the end result being very much dependent on the work done by DEC/PEC staff prior to election day.

Recommendations:

IFES recommends that the CEC conduct a full review of the system for developing and maintaining the lists should be undertaken, followed by revised procedures and, if necessary, amendments to the law. The revised system needs to be fully managed by the permanent Central and District Election Commissions, with final responsibility for quality of the lists resting with the CEC.

IDENTIFICATION PROCEDURES

IFES noted that in some voting stations, PEC members were still not requiring voters to have appropriate identification documents, with ballots being issued on the basis of personal recognition. This was much more likely to be observed in rural Georgia than in Tbilisi or the larger centers outside Tbilisi. IFES teams also reported instances of PEC members erroneously requesting a document confirming residence in the precinct from voters whose names were on the voter list.

CONDUCT OF ELECTION OFFICIALS, DOMESTIC OBSERVERS, AND REPRESENTATIVES OF POLITICAL PARTIES AND CANDIDATES

IFES teams encountered several domestic observers and representatives of political parties and candidates. The level of knowledge about election procedures and the level of activism of domestic observers and candidate/party representatives varied a great deal. Those working in Tbilisi appeared to be the most knowledgeable and active, with frequently insufficient levels of knowledge and activism in rural Georgia.

More specifically, IFES noticed instances in which domestic observers and candidate representatives appeared to be either too passive or too active in performing their duties. In a considerable number of voting stations, domestic observers and candidate representatives were passively sitting at the side during the entire process, rather than actively monitoring the voting and counting activities. Their attention seemed to revive consistently only when it was time to obtain a copy of the final results.

The contrary situation also existed far too often, where domestic observers and candidate representatives were engaging in election activities, handling sensitive materials, or even assuming

duties strictly pertaining to election officials. Others were disrupting the activities, interfering with the process or creating disturbances to denounce alleged violations. When cases of improper conduct by the observers arose, PEC members often appeared unaware of how to handle the situation in a non-confrontational manner.

Recommendations:

IFES considers the establishment of conduct standards for all those authorized to be present in the voting stations on election day to be extremely important. As a first step in this direction, IFES recommends the development and promulgation by the CEC of a “Code of Conduct” clearly setting standard conduct rules and defining specific rights and obligations on election day for PEC members, partisan and neutral observers. A Code of Conduct would provide observers and election officials with stated and specific expectations for their conduct and could also serve as a basis for sanctions against them.

IFES strongly recommends that PEC members, before being formally appointed, be required to sign an official declaration that they will follow the rules contained in the Code of Conduct, as well as electoral legislation. Such a declaration should also contain specific reference to sanctions in electoral legislation and/or in other legislation governing the conduct of public officials.

COUNTING PROCEDURES AND COMPLETION OF PROTOCOLS

IFES observers noted that the counting of votes was generally in accordance with the law. PEC members often spent some time working out the correct procedures before they started counting, using the election code to determine the process to be followed. Despite this diligent consultation of the law, precincts still encountered problems with the reconciliation process and completion of the protocols. These problems often began at the opening of the polls, when PECs had not correctly counted the ballot papers received. Some also had difficulties with understanding that the figures entered for the ballot papers counted (valid and invalid) and the unused and spoiled ones had to correspond with the total number of ballot papers received at the beginning of the day.

Problems were also experienced during the counting when there were large numbers of candidates in multi-member districts. For example, in Kutaisi voters had to select 15 candidates from a list of 196. For this reason, counting in these large cities often took in excess of three days.

Recommendations:

IFES recommends that the CEC establish specific and clear procedures for the reconciliation of ballot papers and completion of the protocol. PEC members should then be trained accordingly.

The CEC should also provide clear procedures on the counting process for Gamgebeli elections, with preprinted tally sheets to assist with the count.

PROCEDURES FOR LODGING COMPLAINTS

IFES observers noted that there is a need for a standard complaint form. Most observers noted cases in which PEC Chairs refused to accept a complaint on the basis that it was ‘unwarranted’ or complaints were dismissed because required information was missing.

It is also nearly impossible to determine the details of complaints lodged with PECs, DEC's, or the Courts outside of Tbilisi. The CEC has no process for collecting these. This constitutes a critical public information gap in what could be precedent setting cases.

Recommendations:

IFES strongly recommends the adoption of a standard protocol for lodging complaints. Rather than requiring a person to write a letter to file a complaint, PECs should provide the person with an official form to complete and return. One copy of the form should remain with the person who has lodged the complaint as a receipt. Left on his or her own, the writer of a complaint may omit important information required by the Commission, allowing Commission Chairpersons to arbitrarily dismiss otherwise valid complaints.

In addition, IFES recommends that the CEC obtain from the District Election Commissions and regional courts information about all complaints lodged during the elections.

INVESTIGATION OF ALLEGED VIOLATIONS

Both international and domestic observers reported the occurrence of widespread violations at the PEC level. Although these were often attributable to lack of knowledge on the part of Commissions, there were also reports of deliberate intimidation of voters and acts of violence. These acts resulted in the invalidation of elections in Rustavi, Zugdidi, and some voting stations in Bolnisi.

It is important that these incidents be investigated and that the perpetrators be brought to justice.

Recommendations:

The CEC needs to considerably strengthen its control over the subordinate Commissions. IFES strongly recommends that all documented violations be promptly investigated and prosecuted by the Legal Department of the CEC. Clear mechanisms must be established for immediate, effective and impartial disciplinary action. Disciplinary actions should be of an administrative nature for less serious offences and of a criminal nature for serious misconduct. Administrative penalties for misconduct of election officials (such as immediate dismissal from employment) should be established and rigorously applied by the CEC.

It is imperative that those election officials found guilty of committing electoral fraud face sure and immediate sanction. The continued failure to prosecute election-related crimes not only increases the likelihood of such behavior in future elections, but also undermines the confidence of the electorate in the elections process and in the work of the CEC. Failure to have sanctions in place for election fraud ultimately hinders the legitimacy of the elections themselves.



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Feasibility Report of Pilot Voter Registration in Georgia

18 May 2002

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1. Introduction

The following feasibility report aims to explore and propose different viable technical strategies that could be used in order to successfully achieve a pilot voter registration by implementing a computerized voter register. This effort might subsequently lead to a general registration exercise prior to the elections scheduled for 2003. Also, the preliminary system requirements as developed by the project team will be reviewed.

Since one of the options considered involves purchasing of equipment, costs and purveyors will be proposed. For budgeting purposes, we assume that the level of financial aid initially allocated to the project still applies.

2. Availability of complete and detailed system requirements specifications

A more technical and procedural deliverable required for the pilot has been conjointly produced. This technical reference document will serve as a reference for the eventual system developers and implementers. It was decided to provide a first iteration of this document as well so that it won't be necessary to go back to the analysis and conception phases of the development process should the pilot be delayed for whatever reasons.

The complete and separate system requirements specifications document is expected to have a lifespan exceeding this feasibility report since it will be periodically updated to reflect the actual state of the system. This document is based on the Institute of Electrical and Electronics Engineers international standard document (IEEE 830-1998) which contains general guidelines for presentation and description of software requirements. The specifications reference document is titled "Software Requirements Specification for Georgia Voter Registration System" and is more detailed in nature than the feasibility study report.

The more formal SRS document is complete in nature and will be used as a starting point when it will be decided to initiate the actual pilot voter registration.

3. Assigning voters to precincts

One of the main technical problems that contributed to produce sub-par voter registers during the last elections is the fact that the CEC is not maintaining a list of electoral precincts. Instead, a cumbersome and tedious semi-manual process is used during a few weeks prior to elections. The consequences were supplemental lists with far more registrants than the voter register.

It is mandatory that a permanent and sustainable precinct delineation and assignation system be devised. The bulk of the work would occur just the first time the system would be put into use. Afterwards, only minor updates and/or modification would be made to the precinct database created.

The pilot voter registration will be a test bed for such a system. The CEC already has come up with a procedure that will allow the redistribution of voters according to precinct (see Annex 3 Information on usage of the database existing in the National Bureau of Citizen's Registration at the Ministry of Interior Affairs of Georgia).

We believe that this approach which will result in a geographical/administrative subdivision of the national territory is feasible. If a database showing the hierarchical relationships existing between districts, regions and precinct is created, therefore one can surmise that building a voter list able to generate lists by precinct is not impossible at all (see proposed database model in Annex 4). Furthermore, the pilot registration will take into account the precinct information right from the start. Prior to canvassing, the CEC will define what constitutes a precinct (number of blocks, houses, streets) and assign a code or number to the precincts. In the advent of a future voter registration operation, the precincts might be mapped onto registration centers. It might be even desirable to establish a one to one correspondence between precinct and registration centers or use a dependency or inclusion relationship between these 2 entities. Upon registration, the registrant will know (and retain) the identification by name and number of the precinct with the registration slip. This will facilitate the subsequent automation of the integration of voters into precincts.

Before the actual enumeration takes place, the contracted firm that will be commissioned to undertake this process will need from the CEC the predefined precinct lists, arranged as necessary by address and blocks. Besides its own address database, the CEC might want to use the proprietary system developed by the State Department for Statistics of Georgia.

4. Assessment of existing data sources

4.1. CEC Registration Database

With the help of the USAID, the CEC has already created and is maintaining a registration database that was used previously during the last 1999 and 2000 elections, including the recent Vake by-elections on 21 October 2001.

This database is build and updated with lists issued directly by the DEC's. Also, the lists are checked against at least 2 databases: the Civil Registry database and the Refugee and IDP Database. These 2 databases being incomplete in nature (see below), they can only be used as tools to verify the correctness of part of the Registration Database.

The registration database has been very much criticized because of its incapacity to produce reliable voter lists for each and every electoral precinct. The precinct factor compounded with the lack of a single and reliable identification in the general population led to this state of things.

Currently, the CEC is engaged in the tedious task of cleaning up the database with the help of these alternate sources.

4.2. Civil Registry Database

Ideally, the Civil Registry Database located centrally at the Ministry of Internal Affairs would contain each and every born Georgian citizen. However, since the law does not make

it mandatory to register each new born, this database does not correctly reflect the current population.

This database is mostly updated when a civilian wants to get a passport issued. It contains mainly personal information and goes up to the district level, in term of data partitioning.

4.3. Tax Department Database

The Tax Department Database saw its inception in 1995, after the civil war, and is distributed between 12 districts through a 128-bit optical fiber network totaling 130 kilometers of cable. For Tbilisi alone, the network covers 5 districts. It lists businesses and individuals that have been registered with the Georgia Tax Department. In terms of geographic subdivision, it can only go up to the district level. Each tax paying entity is uniquely identified by an id number which consists of 9 digits: 1 digit to identify a legal or physical entity, 7 digits to identify the entity sequence in the district and 1 last checksum digit. Furthermore, it contains predominantly addresses of business owners since in Georgia it is the category which is most likely to pay taxes. Therefore, in an attempt to produce the cleanest possible voter register, this database could be used as a tool to verify names and addresses. However, if the business is big enough, resulting in the business address being different from the home address, it won't make too much sense, for voting purposes, to compare addresses with registrant addresses.

It is worth noting that the tax database is shared by the banking system. Since this database was funded by the international communities through aid channels, it is expectable that the quality of the data should reach international standards. The department officials are expecting an infusion of funds to extend the coverage to all the districts.

4.4. Census Database

After the 1992 reform, the State Department for Statistics of Georgia undertook a general census, with the partnership of the World Bank and the International Monetary Fund. This undergoing project is a mutual endeavor of the Dutch, Swedish, German, English, Canadian government under the auspices of these 2 international organizations.

Unfortunately, for confidentiality and practical reasons (there's no need to store particulars for a census), the Census Database does not contain names.

The only use the database can be put to, is to serve as a statistical reference to verify the voter register. It has already been done in the past as the statistics resulting from the collected census data is readily and publicly available.

For the census, a kind of subdivision that can be considered as a census precinct is used. Of course, the district information is recorded as well. A census precinct can be viewed as the area covered by an enumerator during one week, which was estimated to about 350 persons. The whole operation lasted 10 weeks.

In the database, each entry (or record) is uniquely identified its own census id number. Since the database uses its own internal identification scheme, no id is required during the compulsory enumeration.

In addition to the census data, a database of geographical information is also maintained. This database could be used as a basis on which the CEC could build its own electoral precinct database since it already contains detailed information about cities, regions and villages. It also contains administrative divisions that were delineated before the beginning of the census.

4.5. *Refugee and IDP Database*

In order to effectively manage the flow of internal and external refugees, a Ministry of Refugees has been established. This institution maintains a database of out-of-country refugees and in-country refugees so called internally displaced persons (IDPs). This database (SIREX) made in FoxPro was built through a joint effort with the United Nations. Normally, prior to elections a copy of this database is given to the CEC to be used to clean up and update the voter register.

The former Soviet passport as an identification document allows a person to get a refugee card. However, the applicant is provided with a refugee card which is only valid in conjunction with the National ID card.

Since according to the current electoral law refugees can vote in their address of current residency, the database can be used to detect cases of double registration, accidental or fraudulent.

The Refugee and IDP database uses a unique refugee id number to identify the refugees. It contains also the usual particulars. This centralized database is located at the ministry and is updated from the collected forms filled in the regions. Because of constant refugee movement, it is mandatory that a refugee registers himself/herself every year to renew his/her refugee card. This necessity is enforced by the benefit accorded to the refugees upon production of this document. Therefore, one could assume that the refugee database is reasonably well maintained and up-to-date.

However, the refugee benefits and allocations entice many people to register more than once in order to get more than their allowed share. Consequently, although the refugee id is unique throughout the database, it contains duplicate as can be witnessed with the fact that after clean up the database shrank from 266,0000 to 254,000 entries although refugees numbers were suppose to grow given the conjuncture.

4.6. *Deceased Database*

In order to maintain correctly and accurately the registry database, it would have been necessary to keep track of the deceased in order to flag them off the list, so they would not appear on the m. To do so would require a mechanism for the CEC for regularly getting a updated list of the deceased.

In Georgia, the institution the more able to provide such information would be the Ministry of Justice. However, it was discovered that this institution does not possess any kind of

electronic database containing that information. The deceased information is centrally kept in Tbilisi where it is allegedly manually transcribed in paper records.

Even if these records were to be computerized, they would not be exhaustive as there are not any compelling reasons to obtain a death certificate other than in Tbilisi. The law does not require this formality and in the other regions and especially smaller villages, it is quite common for the grieving family not to notify any sort of authority.

To make matter worse, a considerable backlog waiting yet to be processed exists and the partial data kept in important urban centers is legally confidential and thus inaccessible.

In order to have access to and use that information efficiently, the law would have to be modified in two aspects:

- It should be made mandatory to declare any death so an accurate tally of the deceased can be computed and lists generated at any time
- The information contained in the death certificate should be made accessible, at least strictly for electoral purposes, in order to guarantee the relative accuracy of the voter register and minimize the occurrence of fraudulent activities like using the deceased names

Likewise, other satellite databases that would eventually be needed to maintain a correct and accurate voter register would include a military database (for those not allowed to vote, or allowed in a special way, an indicted database (for war criminals), etc.

4.7. *Kutaisi DEC Registration Database*

The Kutaisi Registration Database put together by the District Election Commission with the help of the students of the Kutaisi Technical University can be considered as a valiant attempt at using modern database technologies by the DEC of Kutaisi. The database revealed itself as a valuable tool that helped this district provide to the Central Election Commission by far the cleanest data emanating from the DEC's.

A simple Microsoft Access 97 database was used to compile and maintain the district voter register. The availability of the database allowed a dramatic decrease of duplicate registration, although these multiple registrations were discovered after the fact, well after election day.

The only problem that plagued this database is the fact that it does not directly record precinct information. Instead, the Kutaisi DEC devised and used their own partitioning scheme to distribute voter lists and effectively manage voter movement. The CEC will certainly benefit from this experience in order to construct the global precinct database.

Unfortunately, the Kutaisi experience is only an exception, as ideally the job of the CEC would have been greatly simplified if all districts were using the same database format and providing a database as clean as Kutaisi's.

It is very well conceivable that the election districts could use simple yet modern database technologies like Microsoft Access to generate their own registries which then would be passed onto the CEC to be synchronized with their central registration database

4.8. Summary of databases and data sources assessed

Database	Date Visited	Contact Person	Unique ID	Records	Level	Reliability	Location	Personal Info ?
CEC Voter Database	27-Mar-02	Mr. Avtandil Tsiskaridze	Yes		Precinct	Medium	CEC	Yes
Civil Registry Database	28-Mar-02	Mr. Avtandil Baramashvili	No		District	Medium	Ministry of Internal Affairs	Yes
Tax Payer Database	1-Apr-2002		Yes	138,751	District	Medium	State Tax Department	Yes
Census Database	1-Apr-02	Prof. Teimuraz Beridze	Yes		District	Low	State Department for Statistics of Georgia	No
Refugee and IDP Database	2-Apr-02	Deputy Minister	Yes	254,000	District	Low	Ministry of Refugees	Yes
Deceased records	3-Apr-02	Deputy Minister	N/A	N/A	District	Low	Ministry of Justice	Yes
Kutaisi DEC Database	4-Apr-02	DEC Member	Yes	132,181	Precinct	High	Kutaisi Technical University	Yes

5. The registration form

5.1. The form will consist of 2 main parts. A longer top section separated from a smaller tear-out slip to be kept by the registrant. The enumerator keeps the top section which is to be returned to the CEC via the appropriate channels. Also, the upper and lower parts share the personal registrant information and both parts are identified by a unique registrant ID. This ID is a sequential number augmented by a checksum number, thus guaranteeing the validity of any registration number and preventing fraud cases.

5.2. The boxed fields appearing on the top part of the form may include:

- Registration number (printed and bar coded)
- Registration date
- Last name
- First name
- Middle name
- Maiden name
- Gender
- Date of birth
- National ID
- Passport number
- Place of birth: city/village, municipality
- Current address: street name, city/village, municipality
- Former address: street name, city/village, municipality
- Voting option
- Vote for municipality

Reserved field: for the unexpected

5.3. The bottom slip will contain the following boxed field:

- Registration number (printed and bar coded)
- Registration date
- Last name
- First name
- Middle name
- Maiden name
- Gender
- Date of birth
- National ID
- Passport number
- Address Details

6. Registration process

To effectively conduct the pilot, the following steps should be undertaken:

- 6.1. IFES will propose a first draft of the registration form. To have an idea of the layout of this form, one can consult the data entry screen for the registration form since they will share the same design to ease the data entry process (see Annex 6). The form will be made of two parts including a detachable slip containing the voter's name and the registration number both in printed and bar coded format. The slip is to be kept by the registrant.
- 6.2. Hiring of a graphics design firm to produce a prototype of the registration form. This prototype will need to be signed off by the CEC after internal discussions at various levels (CEC, DEC, PEC). If necessary, subsequent design iterations might be conducted as requested by the CEC.
- 6.3. A printing company will be hired to produce the desired number of copies of the agreed upon format and layout. It is mandatory that the printing company be able to uniquely identify both parts of each and every form with a printed and par coded registration number.
- 6.4. To facilitate the form distribution activity, it will be required that the forms be bundled in boxed pre-arranged and pre-sorted by district and precinct. The ranges of registration numbers will be kept according to these subdivisions. That way it will always be possible to know where a form was distributed/used by looking up the registration number or by scanning the same bar-coded number.
- 6.5. The CEC will then retrieve from the field the registration forms. These forms will be sorted by location and/or number before being redistributed to the data entry managers.
- 6.6. The data entry managers distribute the forms to the data entry operators. The forms are entered a first time by a data entry team, manually or scanned using optical character recognition technology. Then, the data entry managers recollect the forms for subsequent data entry (if entered manually), this time by the verification team. For any given application, in case of discrepancy between the two sets of data, the software requests the assistance of a data entry manager who is presented by the 2 entries side by side with the differences highlighted. A special administrative password is required before the data entry manager can modify any of the entries and validate it as the legitimate one. Such a system should keep data entry errors to a minimum and ensure the integrity and the security of the registration data at this level.
- 6.7. The forms are marked and returned to the managers for proper sorting and storage.

7. Recommendations

In order to ease the automating of the processing of the registration forms, we required that a bar code be printed on both sections of the form (main and tear-out). We will need to purchase 10 handheld optical bar code scanners able to read and decipher the so-called “3 of 9” bar code standard. By using these devices to scan the bar code before processing a form, we eliminate the possibility that an erroneous but valid registration number be entered twice (operator and verifier) and accepted by the system.

We suggest that any retained option make use of this solution. In any case, the actual registration number will be printed on the form as well, should it need to be manually typed in.

In light of the information previously gathered, we are now ready to propose 3 options for the pilot voter register:

7.1. Option 1 (more high-tech and costly)

IFES/USAID provides the CEC with all the necessary commodities to conduct the pilot. These include computers and software to be used to upgrade the current system. Furniture and accessories equipments will be included. Among the accessories, the optical bar code reader is a very important one as it will be used whenever form manipulation will be needed, be it data entry or future lookups.

The entered data is globally checked against other databases for any peculiar discrepancy or strange pattern including the civil registry database, the tax department database and the refugees and IDP database. The integration of these checks will create the need for sophisticated verification software because there is no common unique identifier shared by these 4 databases. Therefore, only complex name, birthday and address combination checks are likely to reveal any problems.

We can ease these checks by suggesting that the registrant provide whatever id number (national id, refugee id, tax id) during registration. That way we'll be able to link the registrant data to the government databases. Of course, the registration of the form will change to reflect these requirements.

We use optical character technology to enter the data. This method has the advantage of not requiring a double entry but its drawback is the fact that applicants or enumerators have to be trained to write clearly each individual letter in boxes so they can be easily isolated and recognized by the software. There exist a few satisfactory solutions that could be easily trained to recognize the Georgian alphabet.

For the optical character recognition (OCR) of the forms, we have the choice of using a dedicated hardware solution from a company like DRS (like was done in Bosnia) or we use an off-the-shelf software solution. Again, the enumerators filling the forms must be trained to write clearly and using detached letters fully enclosed in the box.

7.2. Option 2 (using current equipment)

The door-to-door enumeration takes place and the forms are manually entered twice at the CEC as described earlier. After the computerization, they are compared to the civil registry database, the tax department database and the refugee and IDP database. If time and budget permit, it might be envisioned to include even more data sources to the verification process. The reader should bear in mind that using more data sources will likely substantially elongate the duration of the verification and clean-up as the emergence in inconsistencies in one source will prompt for cross-checking using other combinations of databases/data sources.

7.3. Option 3 (low-tech and cheap)

We proceed with the door-to-door enumeration as originally planned and we forgo the crosschecking phase with other government databases on the premise that it would add a useless complexity layer to the system without substantially boosting the reliability and correctness of the registration database. Such an option can be considered only if there's a shortage in the time. The forms are processed manually (no OCR¹).

We only stick to double data entry as a mean to ensure the integrity of the recently acquired data.

Personally, I believe that it's not such an interesting option as it deprives us of the always sought after possibility to check the database against alternate source. Trends and patterns will always be discovered and we should use at least some of the data sources to ensure and ascertain that the newly gathered information is correct and complete.

Summary of the options

Options	New system?	Barcode on form?	Barcode scanned?	OCR of forms?	Double entry (verification)?
Low-tech	Yes	Yes	No	No	Yes
Normal	Yes	Yes	Yes	No	Yes
High-tech	Yes	Yes	Yes	Yes	N/A (OCR)

As one can see in this table, all 3 options require the double entry approach to ensure a clean database. Also, we assume that the registration number will be bar coded on the forms, even if we don't plan to use the bar code immediately.

8. Conclusions

The relations between the CEC and the various government bodies able to provide databases or more generally information seem pretty convivial. Therefore, it is expected that all the mentioned data sources will be willing to provide the CEC with their databases when the need will come. Other sources that might be contacted to further refine the voter register include the police databases and the military databases, if they exist.

¹ Optical Character Recognition

The CEC, through its chairman, Mr. Jumber Lumbadze, has expressed its willingness to build with the assistance of IFES a reliable voter register in order to definitively part from past practices.

The pilot voter registration will prove that, with the proper political will, it is possible to derive, with the appropriate technology and resources, a reasonably clean and accurate voter register free of fraudulent registration where no citizen will be unfairly disfranchised during elections.

Annex 1 - Meetings attended

Wednesday, March 27

George Shaniakashvili, IFES-DPM

CEC Working group (Mr. Jumber Lominadze, Mr. Avtandil Tsiskaridze et al.)

Thursday, March 28 - NBPVCCR

George Shaniakashvili, Deputy Project Manager - IFES

NBPVCCR - SITC

Mr. Avtandil Tsiskaridze, Head of IT - CEC

Mr. Avtandil Baramashvili, Deputy Director - NBPVCCR

Mr. Amiran Abesadze, Head of Department of Civil Registration

Mr. Klimenti Jachvliani, Head of Organizational-Analytic Division

Mr. Badri Koberidze, Deputy Head of IT Unit of the NBPVCCR

Friday, March 29

Mr. Avtandil Tsiskaridze - Head of CEC IT Department

Institute of Cartography and Geodesics

Monday, April 1

George Shaniakashvili, IFES-DPM

Director, Tax Department of Georgia

George Shaniakashvili, IFES-DPM

Prof. Teimuraz Beridze, Chairman of the State Department for Statistics of Georgia

Tuesday, April 2

Ministry of Refugees

George Shaniakashvili, IFES-DPM

Mr. Avtandil Tsiskaridze - Head of CEC IT Department

Wednesday, April 3 - Ministry of Justice

George Shaniakashvili, IFES-DPM

Deputy Minister

Thursday, April 4 - Kutaisi Technical University

George Shaniakashvili, IFES-DPM

Kutaisi DEC

Monday, April 8 - USAID

George Shaniakashvili, IFES-DPM

Joakim Parker, Regional Legal Advisor

Dr. Cate Johnson, Regional Director

Annex 2 - Bibliography

- [Baxter 97] *Analysis of the Voter Registration System in Georgia*, J. Baxter, 1998
- [Saltos 99] *Voter Registration Recommendations*, E. Saltos, 1999
- [Spinelli 99] *Voter Registration: A Technical Assessment*, A. Spinelli, 1999
- [Puizina 02] *Voter Registry Reform in Georgia*, S. Puizina, 2002
- [Puizina 02] *Voter Registration Interim Report*, S. Puizina, 2002
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Annex 3 – CEC precinct assignment proposal²

Information on usage of the database existing in the National Bureau of Citizen's Registration at the Ministry of Interior Affairs of Georgia

We think that following objectives should be achieved to compile the Voters List:

1. The computer model on administrative-territorial division of Georgia should be developed.

This will be an electronic version of a hierarchical (like a tree) system of the objects (regions, districts, cities, villages, streets, blocks, houses, flats and etc.). There will be a possibility to enter the program any time we deem it necessary to go deep down to any level.

We think development of such a system will be more complicated and time consuming. To have a success in this case we need to develop special software.

2. At the National Bureau of Citizen's Registration in their database along with the other information you can find information on addresses too. After appropriate processing of this information we can use it for the system outlined in the first paragraph of this document. The same information can enable us to link each voter to the inseparable object of this structure (the leaf of a tree), as a result identification of the registered addresses of each voter (group of voters) will be possible.

(Under processing the information we mean to convert the information on the addresses typed by different operators in the text regime into the developed beforehand unified format. To achieve this we'll have to use different heuristic methods, and sometimes we'll have to re-input some data. In CEC IT Department we have such an experience. We had to process similar information for one of the Tbilisi city district population (about 54000) some years ago in a very short period and out of 7000 different units only 700 were left.

3. Software that can provide development of any election structure (District, Precinct, Region) in the computer on any hierarchical level should be developed.

4. Voters' lists developed by using these mechanisms will be disseminated among the relevant election commissions to make sure that the voter's lists are correct. In addition to that, special forms and instructions, which make easier the enumerators' job (door-to-door) to formalize the registered information for inclusion into the general database, will be developed.

5. Such a scheme in our opinion will be sufficiently flexible against the changes in the borders of the election subdivisions.

² This proposal was written by Mr. Avtandil Tsiskaridze and translated from Georgian.

Annex 4 - Model of registration database

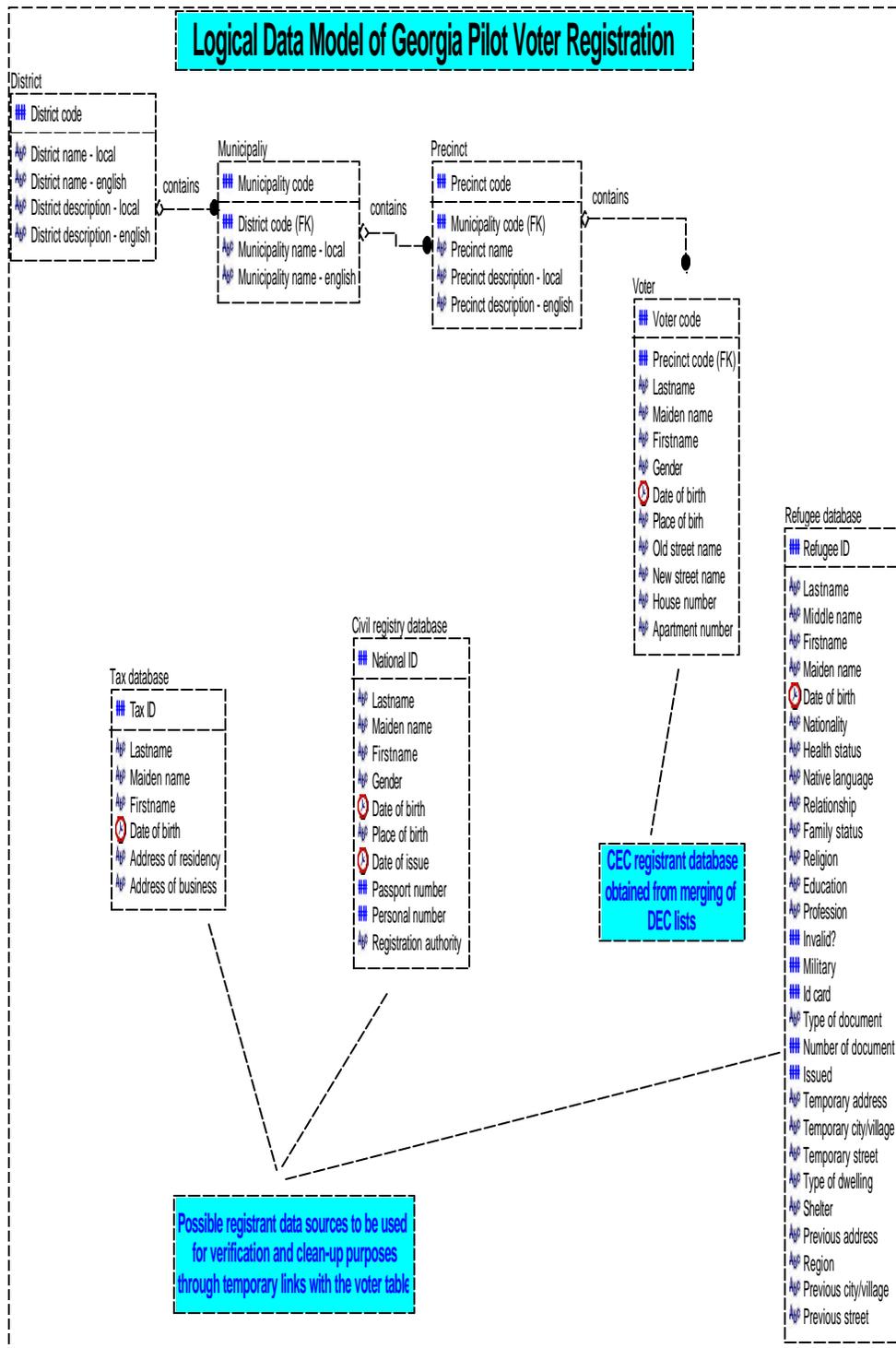


Figure 1 - Database model

საქართველო-საქართველო მონაცემების მუხავა		Certificate of Registration Passport date	
პირალი ნომერი	01001000001	Personal number	
პასპორტის ნომერი	0031408	Passport number	
ბანების თარიღი	23.06.95	Date of issue	
გვარი	ნიაური	Last Name	
სახელი	მაქრო	First Name	
მამის სახელი	ეზვერი	Middle Name (Father's name)	
დაბადების თარიღი	05/10/1973	Date of Birth	
სქესი	მამრობითი	Sex	
დაბადების ადგილი	თბილისი	Place of Birth	
მისამართი	თბილისი, წერეთლის სახლი 69	Address	Tbilisi, 69 Tsereteli St.
მონაცემის სერია/ნომერი	ბ 0200872	ID Card series number	
ბანების თარიღი	08/04/1999	Date of issue	
რეგისტრაციის ორგანო	დიდუბის შსს II ქ/განყოფილება	Authority (Registration body)	

Figure 3 - Civil Registry database sample

№ 42 უბანი Kutaisi ქუთაისი

რიგითი №	გვარი	სახელი	დაბ. წელი	ქუჩა (მისამართი, ჩიხი)	სახლი №	ბინის №	უბლის №
671	ბაქრაძე	ნათელა	1936	წერეთლის	92		№42
672	გაბისონია	თენგიზი	1934	წერეთლის	94		№42
673	შოთაძე	ნანა	1970	წერეთლის	98		№42
674	ლაბაძე	ზინა	1935	წერეთლის	98		№42
675	აბრამიძე	თამარი	1975	წერეთლის	98		№42
676	გაბუნია	ჯანიკო	1928	წერეთლის	98		№42
677	ფურცხვანიძე	რომანი	1934	წერეთლის	98		№42
678	მინაძე	ვახტანგი	1950	წერეთლის	98	1	№42
679	კიკაბიძე	მანანა	1960	წერეთლის	98	1	№42
680	ურაძე	ნორა	1922	წერეთლის	98	3	№42
681	აბრამალაძე	თინათინი	1974	წერეთლის	98	6	№42
682	მუსერიძე	მერაბი	1968	წერეთლის	98	6	№42
683	აბრამალაძე	თამარი	1975	წერეთლის	98	6	№42
684	მუსერიძე	ეკა	1975	წერეთლის	98	6	№42
685	აბრამალაძე	ვალერი	1947	წერეთლის	98	6	№42
686	აბრამალაძე	მელიკო	1946	წერეთლის	98	6	№42
687	ჩეტვერიკოვი	გენადი	1957	წერეთლის	98	8	№42
688	ქეთარაძე	სურა	1936	წერეთლის	98	9	№42
689	ქეთარაძე	ბიჭიკო	1935	წერეთლის	98	9	№42
691	ოთხოზორია	ვენერა	1934	წერეთლის	98	14	№42
692	ოთხოზორია	გივი	1961	წერეთლის	98	14	№42
693	ფურცხვანიძე	გივი	1973	წერეთლის	98	16	№42
694	ფურცხვანიძე	გივი	1937	წერეთლის	98	16	№42
695	მდივანი	გულნარა	1944	წერეთლის	98	16	№42
696	ბერაძე	მანანა	1947	წერეთლის	98	17	№42
697	ბლუაშვილი	თეიმურაზი	1951	წერეთლის	98	19	№42
698	ძოწენიძე	მარიამი	1951	წერეთლის	98	19	№42
699	ფიროსმანიშვილი	ბორისი	1936	წერეთლის	98	25	№42
700	ფიროსმანიშვილი	მარგალიტა	1915	წერეთლის	98	25	№42
701	ფურცხვანიძე	ოლია	1912	წერეთლის	98	26	№42
702	რამიშვილი	ეთერი	1957	წერეთლის	98	28	№42
703	კვერნაძე	ელისო	1971	წერეთლის	98	30	№42
704	კარკალაია	იურა	1965	წერეთლის	98	30	№42
705	კარკალაია	ელდარი	1936	წერეთლის	98	31	№42
706	კარკალაია	ვარდო	1937	წერეთლის	98	31	№42
707	იმნაძე	ნინო	1956	წერეთლის	98	23	№42
708	სოფრომაძე	რომეო	1949	წერეთლის	98	23	№42
709	ჭაბუკიანი	ტარიელი	1948	წერეთლის II ჩიხი	1		№42
710	ბურჯანაძე	მედეა	1950	წერეთლის II ჩიხი	1		№42
711	ლორთქიფანიძე	ნათელა	1925	წერეთლის II ჩიხი	1		№42
712	კუბლაშვილი	ზურაბი	1963	წერეთლის II ჩიხი	3		№42
713	კუბლაშვილი	იუზა	1930	წერეთლის II ჩიხი	3		№42
714	კუბლაშვილი	ნათელა	1934	წერეთლის II ჩიხი	3		№42
715	თვალაძე	გუგულა	1928	წერეთლის II ჩიხი	7		№42
716	ბუცხრიკიძე	მერი	1932	წერეთლის II ჩიხი	7		№42
717	ფანჯულიძე	ლილი	1930	წერეთლის II ჩიხი	20		№42
718	მშვილდაძე	მადონა	1953	წერეთლის II ჩიხი	20		№42
719	ჯანელიძე	გიორგი	1949	წერეთლის II ჩიხი	22		№42

Figure 5 - Kutaisi DEC voter register sample

Annex 6 – Registration Data Entry Screen/Form3

Georgia Registration : Form

Registrant Data Entry

Registration date: DD.MM.YYYY Precinct code:

National ID number: Passport number:

Lastname:
Firstname:
Middle name:
Maiden name:

Date of birth: DD.MM.YYYY Sex: Male Female

Place of birth
City/Village: Municipality:

Former address
Street name:
City/Village: Municipality:

Current address
Street name:
City/Village: Municipality:

Voting options
Current municipality? Yes No Voting for municipality:

Reserved:

Record: of 1

Figure 6 - Registration dataentry screen

³ The registration form will also include these field, plus a bottom tear-out part containing the precinct number (bar coded and written), name and date of birth information.



International Foundation for Election Systems

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Software Requirements Specifications

for

Georgia Pilot Voter Registration System

30 June 2002

Based on the IEEE 830-1998 standard

Prepared by Fitzgerald Jean
Senior Information Technology Consultant for Voter Registration

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List of acronyms and abbreviations

CEC: Central Election Commission

GVRs: Georgia Voter Registration System

OS: Operating System (e.g. Windows NT, Windows XP, Linux ...)

RAID: Redundant Array of Inexpensive Disks

RDBMS: Relational Data Base Management System

SQL: Structured Query Language

SRS: Software Requirement Specification

TCP/IP: Transmission Control Protocol / Internet Protocol

1. INTRODUCTION

1.1. Objectives

The goal of the present document is to define with great detail the software requirements specification of the pilot voter registration in Georgia to be held initially in June/July 2002 (now autumn 2002).

Also, this document will serve as a formal reference which can be consulted to implement the pilot voter registration in Georgia. It is targeted to the eventual system developer and also to the project responsible (project manager, election manager...).

1.2. Scope

- This software system is to be referred as the Georgia Voter Registration System (GVRS)
- The GVRS will allow the keying and storing of registrant information (personal, address and voting options) in a relational database management system (RDBMS). The GVRS should allow the entry and modification of any registrant's record and also keep track of any modification or access to the database. A complete history of the activities will be maintained.

The GVRS will generate the univoque identification of a registrant in such a manner that no other registrant can use this special and unique identification.

The registrants are to be grouped by electoral precinct in the database so that a voter registry can be easily produced for each precinct.

- The GVRS will be chiefly used in and by the Central Election Commissions (CEC) where data entry operators will receive the data on forms and enter it in a database system.

1.3. Definitions

Back-end: the part of a database system that resides on a database server

Front-end: the part of a database system that resides on a user's computer and provides an interface to enter, change data, query the database or print reports (voter registers)

Backup: transfer data onto an external support, mostly magnetic tape.

Restore: retrieve previously backed up data from an external support, mostly magnetic tape.

Client-server: type of computing architecture where a client computer performs requests on a server computer. The server processes the request and sends the results to the client which can display it.

Protocol: a common language spoken by two pieces of hardware in order to exchange information over a network.

RDBMS: a relational database management system. It is a commercial application software geared toward the creation and maintenance of database systems. Examples of such products are Microsoft Access, Microsoft SQL Server, Borland Interbase or MySQL.

SQL: Structured Query Language. A common standard language (SQL-92) used by users or other applications to interrogate databases.

TCP/IP: Transmission Control Protocol/Internet Protocol. It is a very common and ubiquitous network protocol that is used by computers to exchange data over a network or the Internet itself.

Upscale: increase the number of users connected to a system.

Upsize: transfer a database software system to a more capable platform, like from a desktop database to a database server (e.g. from Access to SQL Server).

1.4. Reference documents

[Baxter 97] *Analysis of the Voter Registration System in Georgia*, J. Baxter, 1998

[Saltos 99] *Voter Registration Recommendations*, E. Saltos, 1999

[Spinelli 99] *Voter Registration: A Technical Assessment*, A. Spinelli, 1999

[Puizina 02] *Voter Registry Reform in Georgia*, S. Puizina, 2002

[Puizina 02] *Voter Registration Interim Report*, S. Puizina, 2002

[Jean 02] *Feasibility Study of Georgia Pilot Voter Registration System*, F. Jean, 2002

1.5. Document preview

The present reference document is subdivided in two parts:

The first part is a general description of the software and is targeted the project and election managers who want to have an overview of the features included in the GPVRS.

The second part is a more detailed description of the GPVRS destined to the system administrator and software developer as it delves into more technical information about the system.

2. GENERAL DESCRIPTION OF THE SOFTWARE

2.1. *Product perspective*

Here is an enumeration of all interfaces between the GVRS and its environment as related to:

- Other part of the system

The GVRS is expected to receive as input databases originating from the tax department, the ministry of refugees and displaced persons and the national bureau of civil registry. These outputs from these external systems are used by ours. We will mostly ignore the internal details of the systems generating these databases to consider only the databases as output objects to be used by our own system.

- Actors of the system

The GVRS will be mainly used by the following types of user:

- The data entry operator
- The election manager
- The database administrator
- The system administrator

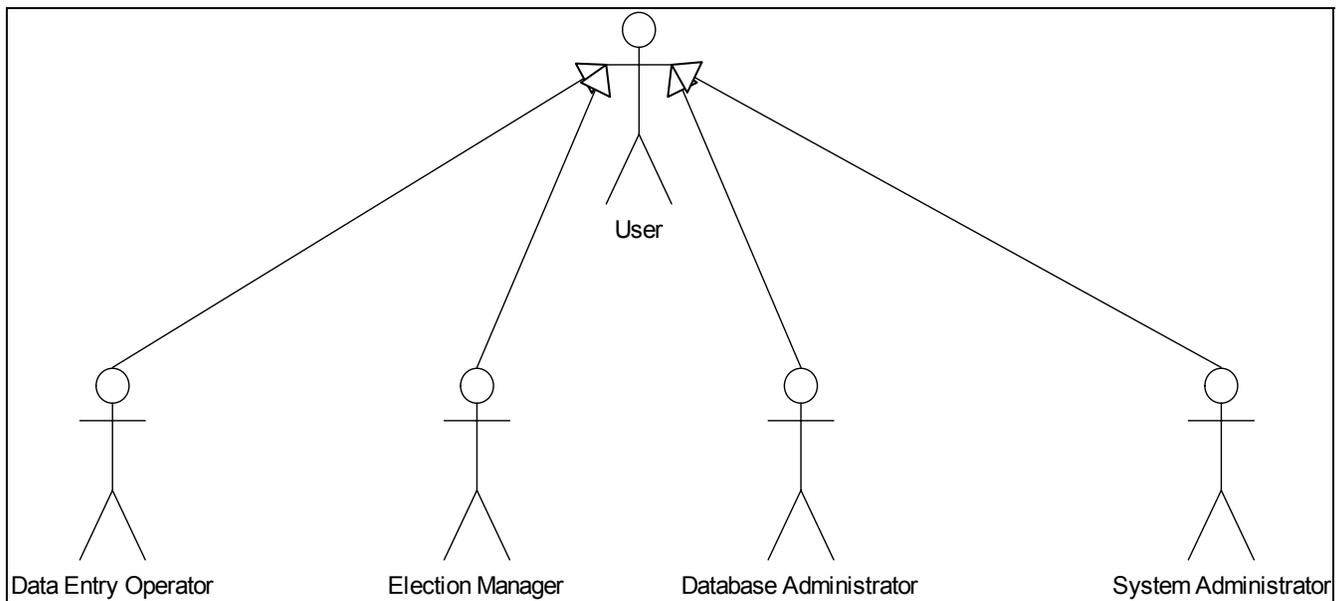


Figure 1 - The different categories of the GVRS users

- Hardware components (ports, instruction sets)
The GVRS will be implemented on Intel hardware architecture, similar to the one already installed at the CEC.

- Software components (RDBMS, operating systems, TCP/IP...)
We propose that the GVRS be implemented using an all-Microsoft solution like Microsoft Access for the front-end and Microsoft SQL Server for the back-end, optionally with Microsoft Transaction Server to ensure that the GVRS is scalable. The reason being that choice is the fact this solution is very common and the CEC IT staff is already familiar with most of it.
- Primary and secondary memory constraints
We want to make sure that the database server has enough RAM to accommodate most if not the whole database and its indexes in memory in order to speed up queries and voter registers production at peak demand.
- Operators (support functions, backup)
As seen earlier, a particular type of user, the operator will play a pivotal role in the system since they are the one contributing to the recording and accuracy of the data. All ancillary but important tasks like backing up the database will be relegated to the database administrator. The technical support for the GVRS will be taken charge by the system developer.
- Adequacy of installation site
The CEC must ensure that the computer system, particularly the server, is installed in a room which ventilation and air-conditioning characteristics comply with international standards. Ideally, it should be air-conditioned in order to prevent and minimize hardware failure due to excessive heat.

2.2. Global view of the function of the GVRS

Right after the door-to-door enumeration, the filled registration forms are brought to the CEC preferably sorted to ease archiving. The particular sorting option will be based on the chosen archiving strategy. There, they are distributed in an orderly manner (i.e. according to the sort) to the data entry operators who proceed to enter and verify the data.

While data entry and verification is being conducted, the system developer can be solicited at any time to fix any late bug or add (not a desirable prospect) any urgently requested feature.

The database administrator can query the database and print control reports on the data to ensure that the process is running as originally planned.

At the end of every working day, when all database activity has stopped, the database administrator should print statistical reports and conduct a full database backup. In the worst case, only a day's worth of data entry would be lost. If need it be, during periods of peak activity such as intensive data entry, we can request that the database be fully backed up during the noon lunch break, to minimize losses should the database need to be restored.

The system developer can also run checks of his own against the production database in order to discover any peculiarity within the data being recorded.

The election manager has the ability to generate and print pre-defined reports at will from his/her computer.

2.3. User characteristics

The users due to interact with the system are:

- The election manager
The election manager specifies the requirements and read them to check that they meet their needs. He/she specifies changes to these requirements.
- The data entry operator
Most if not all of the data kept in the system (except minor override cases) are entered by a data entry operator, optionally aided by a barcode reader.
- The system developer
Uses the requirements to understand what system is to be developed. He implements the software and proceeds with its deployment on the users machines. He is responsible with the synchronization of the SRS and the feasibility study so they remain consistent with each other over time.
- The database administrator
Manages the database system and database user profiles. As part of this administration, backups are made regularly to ensure data availability in case of inadvertent hardware failure.
- The system administrator
The task of the system administrator is to manage all OS user profiles and security. He/she also must ensure that the system and its various components are working optimally.

The most common users of the system will be the data entry operators. They don't have to be touch-typing expert, just computer literate enough so they can use the keyboard to enter the data collected by the enumerators in a reasonable amount of time to be determined by the system administrator based on the number of expected forms, the average time it takes to process a single form and the electoral calendar and/or registration calendar. The typical profile is post high-school student or university student looking to earn so pocket money.

However, in a context like Georgia, lack of employment might force some to become full-time data entry clerks. In that case, it is expected that the level of skill and experience will increase accordingly.

In the advent that a calendar constraint requires that the forms be input at a higher than normal speed, we might have to have recourse to real professional typists, like secretaries to speed up the input.

Since the system stores all history of activities (records creation and modification), it can be queried to provide to the administrator statistical information about the speed of individual operators. The public display of this information can serve as an incentive to increase individual productivity.

2.4. General constraints

- Rules of government organizations, unions...
It has been established that information is freely shared between the CEC and the different government bodies participating in the election process. Therefore, we don't anticipate any problem with respect to the transferring of databases from the candidate database sources to the CEC.
- Hardware limitations (signals timing...)
For this particular application, the current hardware should be more than adequate to process the data, unless it is decided to change the core software (RDBMS). In that case, a hardware update will likely have to follow suit.
- Interfaces to other applications
We don't expect to have to interface with other external application. Most exchange will occur in the simplified context of database transfers.
- Parallel operations
The GVRS will not support explicit parallelism, although the operating system and RDBMS used might take great advantage of a multi-processor server.
- Auditing functions
It is mandatory that all accesses to the database are monitored and logged. The database should be able to be queried by the database administrator or the election manager in order to reveal who and when added or changed any registrant or registration information.
- Control functions
It is possible for the election manager to provide rules that the data must meet in order to be considered valid. For instance, non eligible underage voters might be automatically rejected or flagged for further processing.
- Programming languages requirements

For this particular application, we suggest the use of the popular and ubiquitous development tool Microsoft Visual Basic 6.0 SP5 for the development of the software front-end. In the case of the back-end, sticking to a Microsoft solution like SQL Server 7.0 or 2000 is highly recommendable due to its tight integration with Visual Basic.

- **Communication protocols**
To facilitate data transfer across other network, the TCP/IP network transfer protocol should be used. Most network equipments are aware of it and it is already included in all versions of the Windows operating system and SQL Server as well.
- **Reliability requirements**
As briefly mentioned earlier, to ensure data accuracy, it is mandatory that the data be processed twice, with discrepancies resolved by a data entry supervisor using a special password.
- **Critical aspects of the application**
We consider the only critical aspect of the application to be the data verification phase as it may involve human judgment. We have to ensure that the data entry supervisor be properly trained when they will have to modify and/or validate one of the registrant data displayed on the data entry operator's screen.
- **Reliability and security considerations**
Once validated and saved, a registrant record cannot be further updated in principle. However, practical consideration might lead to the overriding of this rule. In this case, a clear protocol should be established jointly by the database administrator and the election manager to process those cases.

2.5. Assumptions and dependences

Since it is not sure at this time when adequate funding will be available to revamp the current CEC hardware and software systems, it is to be assumed that the same software will be used.

Currently, the database servers are using Microsoft Windows NT 4.0 SP6a and Microsoft SQL Server 7. The workstations have Windows and Microsoft Access 97.

In case of future and/or software upgrade, the database will need to be upsized in order to be used in the new configuration. If the upgrading follows the recommended Microsoft upgrade path, it should be relatively easy, as compared to switching to a whole new and different hardware and/or software platform.

In all cases, we assume that the system is working in a client/server configuration where the database server centralizes the data and the application on the client makes request to

the database. Data manipulation on the client will be maintained at a minimum if not eliminated to adhere to the ideal of the client/server computing platform.

In order to plan the possible upscaling of the system, it will be made highly scalable by making it easy to switch from a 2-tier client/server solution to a 3-tier distributed solution with the use of a middleware like Microsoft Transaction Server to take care of business rules and transactions. In that case, should the system need a Web-enabled interface in the future, it should be possible to comply with such a requirement with minimum effort.

2.6. *Classification of requirements*

As hinted earlier, the following requirements can be postponed at a later date. Incorporating them now poses the risk of lengthening unnecessarily the software project, risk greatly increased by the lack of funding and local resources:

- Three-tier distributed architecture
- Switching to more powerful and capable hardware platform
- Switching to more advanced relational database management software system

3. SPECIFIC REQUIREMENTS

3.1. *External interfaces*

Initially, the system will be independent and self-contained, i.e. it will serve its purpose as a whole when functioning and providing the intended services to its users. Below, we can see the cardinality of the different actors interacting with the system dynamically at any given time.

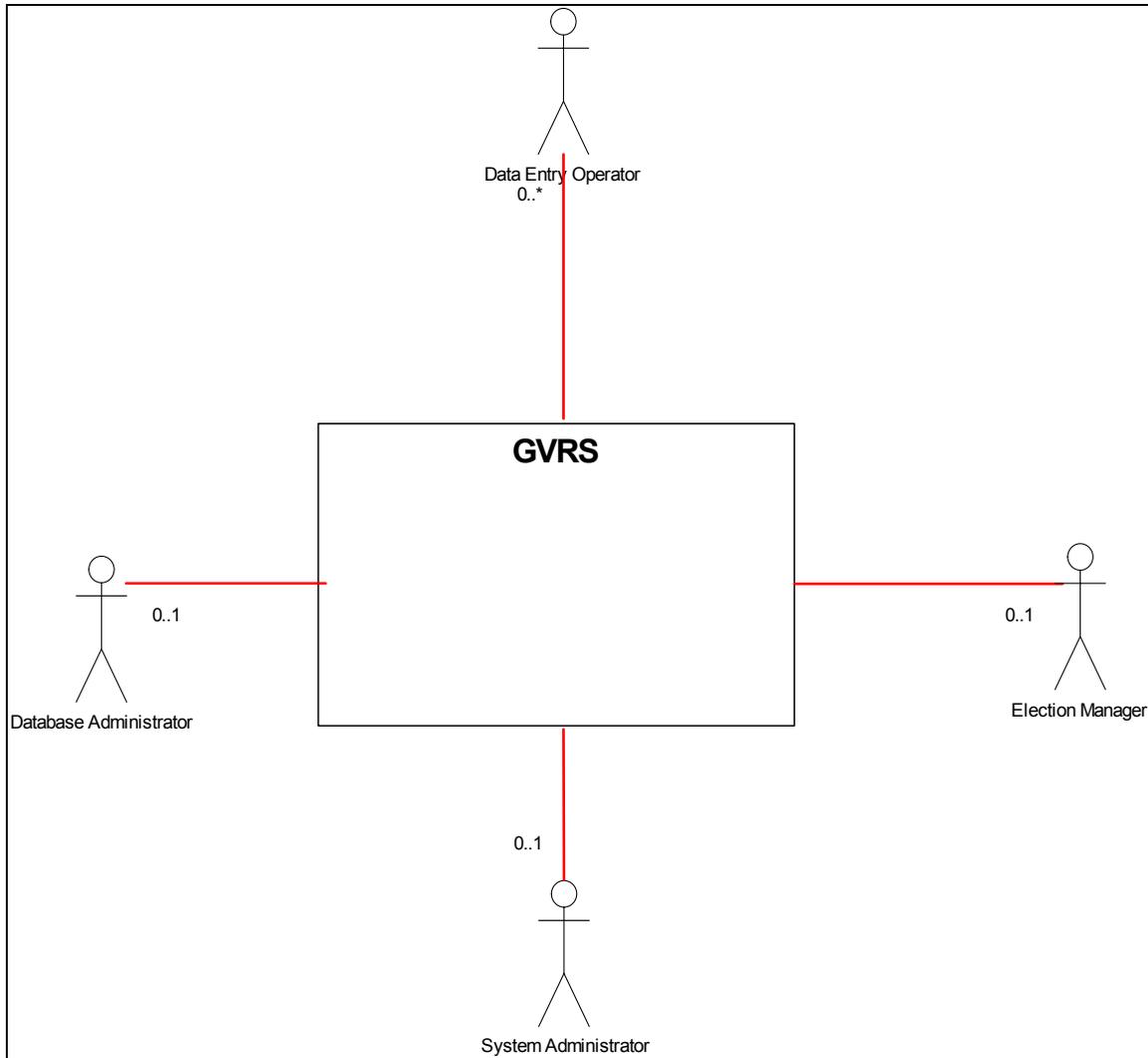


Figure 2 - Dynamic context diagram

The use case diagram allows us to visualize the various functions offered by the system and what actor is able to trigger them. We can also see the relationship between the functions, like for instance the fact that each function requires proper authentication before its use.

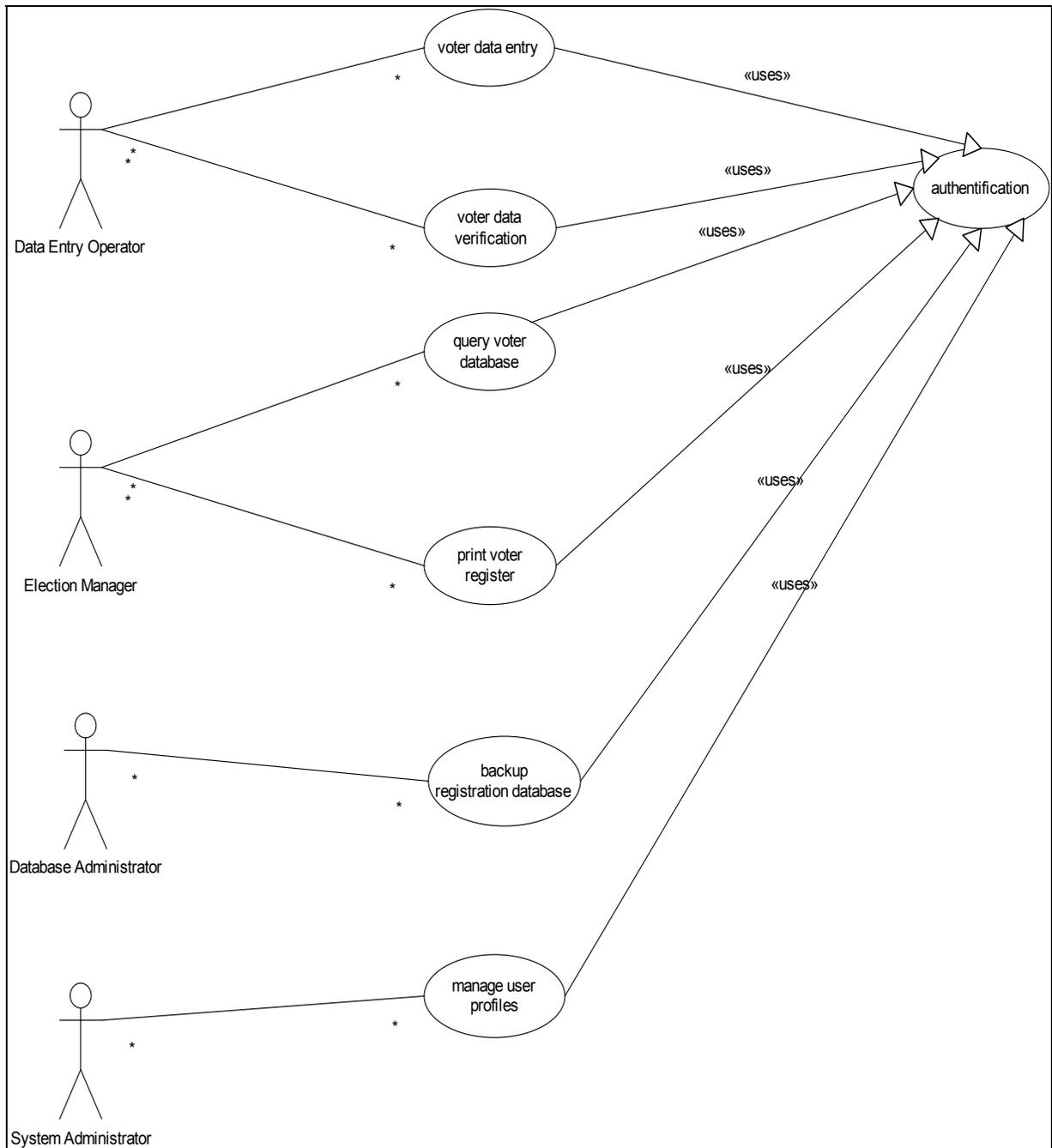


Figure 3 - Use case diagram for GVRs

3.2. Functional specifications

The functional specifications define the fundamental actions to accept input, perform the processing and produce output.

3.2.1. Use cases

Number: 1

Title: The data entry operator saves the form

Requirement source (traceability): SRS

User, actor: Data entry operator **Operation mode:** Data entry

Goal: electronically record the information provided by the registrant on the registration form

Initialization rules or pre-conditions:

1. The registrant data has not been recorded yet
2. The registrant data is globally valid

Description of events (normal case)

Actor event	System response
1. The data entry operator enters the information as written on the registration form and attempts to save it	1. The system accepts the registrant's data and displays message 1
2.	2.
...	...

Termination rules or post-conditions:

1. The voter database is updated by appending the new registrant information.
2. The appropriate log files are updated.

Alternate cases

Actor event	System response
1. The data entry operator enters the information as written on the registration form but the form was already processed	1. The system rejects the registrant's data and displays message 2
2. The data entry operator enters the information as written on the registration form but part of the data is invalid	2. The system rejects the registrant's data and displays message 3
3.	3.
4.	4.
...	...

List of input data

- . Voter registration data
- .
- .

List of output data

- . Status of operation
- . Date of recording of new voter
- . Updating of logs

Notes and messages:

1. The reasons for failure of the recording of a new voter's registration data are:
 - The voter was already registered in the system
 - The voter's data is invalid because it is incorrect and/or incomplete. In the case of multiple incorrect or invalid piece of information, the system will display them one by one, starting preferably with the topmost and rightmost ones as displayed on the form/screen, at each saving attempt.
2. Message 1: Voter # xxxxxxxxxxx was recorded successfully.
3. Message 2: Voter # xxxxxxxxxxx is already recorded.
4. Message 3: Invalid (incomplete or incorrect) value in field

Number: 2 **Title:** The data entry operators re-enters a previously processed form

Request source (traceability): SRS

User, actor: data entry operator

Operation mode: Verification

Goal: to record a second time the information provided by the registrant on the registration form and compare this information with the first set entered.

Initialization rules or pre-conditions:

1. The registrant data has already been recorded
2. The second set of registrant data is globally valid

Description of events (normal case)

Actor event	System response
1. The data entry operator enters another time the information as written on the registration form	1. The system accepts the registrant's data and displays message 1
2.	2.
...	...

Termination rules or post-conditions:

1. The voter database is updated by appending the new registrant information.
2. The appropriate log files are updated.

Alternate cases

Actor event	System response
1. The data entry operator enters the information as written on the registration form but the form was not already processed	1. The system rejects the registrant's data and displays message 2
2. The data entry operator enters the information as written on the registration form but part of the data is invalid	2. The system rejects the registrant's data and displays message 3
3. The data entry operator enters the information as written on the registration form but the form was already verified	3. The system rejects the registrant's data and displays message 4
4.	4.
...	...

List of input data

- . Voter registration data
- .
- .

List of output data

- . Status of operation
- . Date of verification of new voter
- . Updating of logs

Notes and messages:

1. The reasons for failure of the second recording of a new voter's registration data are:
 - The voter was not already registered in the system
 - The voter's data is invalid because it is incorrect and/or incomplete. In the case of multiple incorrect or invalid piece of information, the system will display them one by one, starting preferably with the topmost and rightmost ones as displayed on the form/screen, at each saving attempt.
2. Message 1: Voter # xxxxxxxxxxxx was recorded successfully.
3. Message 2: Voter # xxxxxxxxxxxx is already recorded.
4. Message 3: Invalid (incomplete or incorrect) value in field
5. Message 4: Voter # xxxxxxxxxxxx was already verified.

Number: 3

Title: Query voter database

Request source (traceability): SRS

User, actor: election manager, database administrator

Operation mode: Query

Goal: to submit to the database a query based on criteria involving one or more election and/or geopolitics entities

Initialization rules or pre-conditions:

1. The voter registration database is not empty

Description of events (normal case)

Actor event	System response
1. The election manager or the database administrator queried the database through predefined queries or graphically designs a new one to be possibly saved for future use	1. If the query is valid, the system returns the dataset fulfilling the given criteria and displays message 1, otherwise message 2 is displayed
2.	2.
...	...

Termination rules or post-conditions:

1. If the query takes too long to complete, the user can forcefully abort it.
2. The appropriate log files are updated.

Alternate cases

Actor event	System response
1.	1.
2.	2.
3.	3.
4.	4.
...	...

List of input data

. Query criteria (as SQL statement)

.

.

List of output data

. Status of operation

. Returned dataset

. Updating of logs

Notes and messages:

1. The reasons for failure of the query can be multiple. Some are:
 - The syntax of the underlying SQL statement is invalid
 - Some database objects (like tables) referenced in the query don't exist
 - There are not enough resources (like memory or hard disk space) to execute the query.

2. Message 1: Query executed successfully.
3. Message 2: Problems encountered while processing query.

Number: 4

Title: The user prints the voter register

Request source (traceability): SRS

User, actor: election manager

Operation mode: Printing of lists

Goal: print one or more copies of voter lists per precinct or per municipality

Initialization rules or pre-conditions:

2. The voter registration database is not empty

Description of events (normal case)

Actor event	System response
1. The election manager or the database administrator launches the printing of a voter register	1. If the list is not empty, the system displays the report in a WYSIWYG format, prints it and displays message 1. Otherwise message is displayed.
2.	2.
...	...

Termination rules or post-conditions:

3. If the query or the printing takes too long to complete, the user can forcefully abort it.
4. The appropriate log files are updated.

Alternate cases

Actor event	System response
1.	1.
2.	2.
3.	3.
4.	4.
...	...

List of input data

. Report criteria

.

.

List of output data

. Status of operation

. Voters list

. Updating of logs

Notes and messages:

4. The reasons for failure of the printing of a voter's list are numerous. The appropriate message will be returned to the user like for instance:
 - The printer is offline
 - The printer is out of paper
 - The list is empty
 - The query failed due to reasons we explored in use case 4.

5. Message 1: Voters register printed successfully.
6. Message 2: Voters register is empty.

Number: 5

Title: The administrator backs up the database

Request source (traceability): SRS

User, actor: database administrator

Operation mode: Backup

Goal: backup the whole registrant database in order to restore data in case of data loss or hardware failure

Initialization rules or pre-conditions:

1. There should not be any database activity involving adding new data or modifying data under way so the backup can be consistent.

Description of events (normal case)

Actor event	System response
1. The database administrator initiates a full database backup	1. If the backup completes ok the system displays message 1
	2. If the tape is missing, then message 2 is displayed
	3. If the tape is full, then message 3 is displayed

Termination rules or post-conditions:

1. If the backup takes too long to complete, the user can forcefully abort it.
2. The appropriate log files are automatically updated.

Alternate cases

Actor event	System response
1.	1.
2.	2.
3.	3.
4.	4.
...	...

List of input data

- . Voter registrant database
- .

List of output data

- . Status of operation
- . Updating of logs

Notes and messages:

1. The backup operation is an important task that must be undertaken on a regular basis because of the always present possibility of data loss due to a number of reasons, mostly unforeseen, including disk drive failure, motherboard failure, memory failure, electricity brownouts.
2. Message 2: Tape media is missing. Please load a tape cartridge so backup can be completed.

- Message 3: Tape media is full. Please load another tape cartridge to complete the backup operation.

3.2.2. Object model

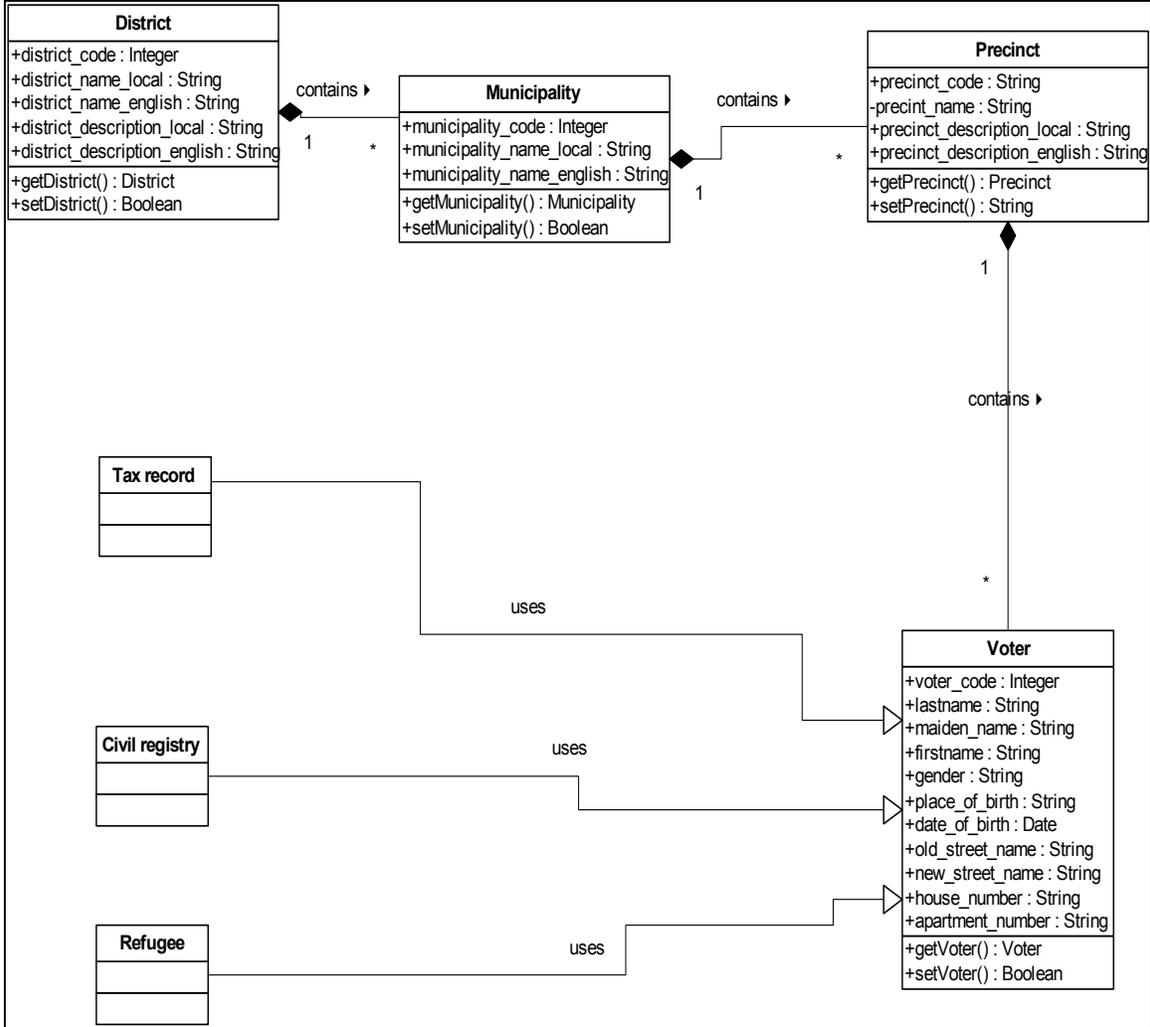


Figure 4 - Class diagram of GVRS

Here we can see the underlying software object model of the system via the class diagram. We can also see the cardinality of the main objects as they are instantiated as objects, along with the attributes and their types and the operations and their signatures.

The details of the implementation of the operation will be specified in the document Software Design Description (based on IEEE Standard 1016-1998 Recommended Practice for Software Design Descriptions)

3.3. *Operating, communication and performance requirements*

3.3.1. Performance

Quantitative, static and dynamic requirements (provided in measurable terms). For instance:

- It is expected that the number of terminals to support will not go beyond 50.
- It is expected that the number of concurrent users will not go beyond 50.
- It is expected that the database will be storing mostly text values. Therefore, there won't be any special consideration to be taken with respect to the quantity and type of data to process
- It is expected that the number of transactions to process per time unit under normal conditions and during peak time will be well within the capability of the database server employed. We could anticipate greater transactional needs by using beforehand a transaction server.

3.4. *Database logical requirements*

3.4.1. Data type used by the different functions

For the particular case of the GVRS, there is a one-to-one mapping between the class diagram and the entity-relationship diagram. The reason being the fact that the tables have the same structure as the classes. Therefore we can refer to the class diagram to obtain the data types to be used throughout the application. Of course, when instantiating classes through objects we will have to reserve one object for each table row. We will use a class attribute to maintain the count of objects (or database rows).

3.4.2. Frequency of use

The database will be automatically accessed when the application is being used. In fact, when the user is being authenticated, a database logon process will take place.

3.4.3. Access capacity

We expect that the total number of concurrent users won't go beyond 50. With the use of a transaction server, we will be able to scale beyond this self-imposed limitation.

3.4.4. Entities and data relationships

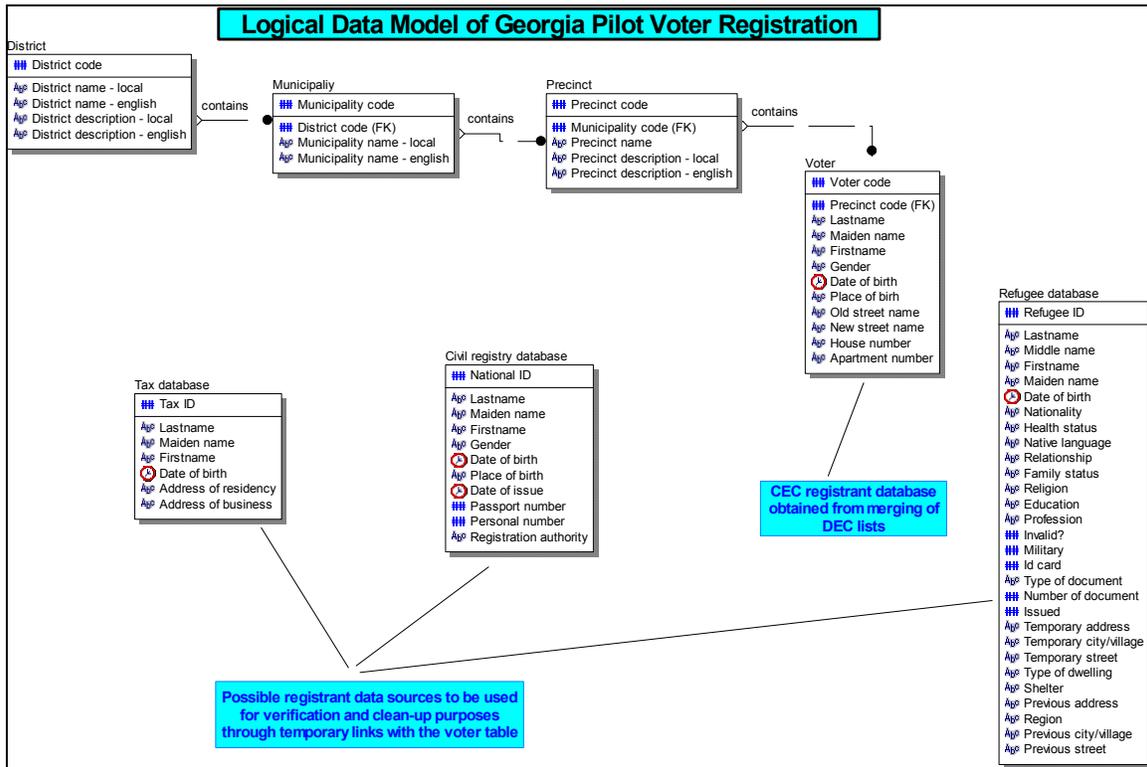


Figure 5 - Entity-relationship diagram of underlying database

As one can see from the above figure, the database structure is made of a number of tables including:

- District
- Municipality
- Precinct
- Voter

A few “support” tables are also present in order to allow for the various voter validity checks.

3.4.5. Integrity constraints

Directly from the entity-relationship diagram, we can already derive a few obvious database integrity constraints like:

- A municipality cannot exist without being part of a district
- A precinct cannot exist without being part of municipality
- A voter cannot exist without being part of a precinct

3.4.6. Retention requirements or data storing

In the case of this particular application, all data is to be online, i.e. readily available. There will not be any kind of data discarded over time.

3.5. *Conception constraints*

None.

3.6. *Non functional requirements*

3.6.1. Reliability and recovery

It is imperative that the database be always up when put into production. During period of intense activity like data entry and verification or printing of voters' lists, backups should help minimize downtime in case of failure. Hardware redundancy on the server (power supplies, disks) can also contribute to push away the need to have recourse to a tape restore.

3.6.2. Availability

As mentioned above, the use of redundant power supplies and redundant disk drives should substantially boost reliability and, as a consequence, availability. The use of a disk partitioning scheme like RAID 1 (2 disks mirrored) or RAID 5 (the data is redundantly written across 3 or more disks). The added bonus of using a system like RAID 1 or 5 is the fact that in the advent of a disk failure, the faulty device can be safely replaced without having to bring down the database server.

3.6.3. Security, intrusion protection, modification, destruction

The database should be protected physically by having the server located in an enclosed and guarded facility. To prevent definitive data loss due to theft, fire, vandalism or act of God, a fresh backup should be kept in a safe at a publicly undisclosed location, preferably not in the vicinity of the server's actual position. That way, should the worst happen, it will be always possible to restore the database from the backup.

3.6.4. Software maintenance

In order to ease code maintenance, we suggest that common recommended coding practice be enforced by the development team. For instance, the code should be thoroughly documented and variable names self-documented.

3.6.5. Modularity, complexity maintenance

As the project evolves, it is bound to become more and more complex. Therefore, we request that all related software objects and functions be contained in the same modules in order to reduce the complexity of maintenance.

3.6.6. Portability

The GVRS will be implemented and executed on the 32-bit Windows platform commonly known as Win32. Therefore, no particular effort during development should be taken as to the eventual portability of the product to another hardware/software platform.

3.7. *Specific requirements organization*

At the moment, there are not any specific organizations for the requirements laid out.

Dear Citizens!

The CEC of Georgia, with technical assistance from IFES (International Foundation for Election systems), has been developing a pilot voter registration system as part of the process of improving the accuracy of voter lists in Georgia.

Within the framework of this project a pilot process for registration of voters will take place in Saburtalo, Rustavi and Samtredia Districts in the first two weeks of February 2003. This needs to be done to ensure that the system that has been developed will work properly and meet the needs of elections in Georgia.

Enumerators will visit all households in the above-mentioned election districts to personally register voters living in those districts. Each voter will need to personally sign their completed registration form and show the enumerator one of the following documents:

- Georgian citizen's ID;
- Georgian citizen's passport;
- Former Soviet Union passport;
- Refugee Card (if he/she is a refugee), which must be shown together with one of the above-listed documents.

The enumerator will complete the Voter Registration Card, which will need to be personally signed by the voter and enumerator. The enumerator will provide each registered voter with a receipt confirming the voter has been registered.

If there are members of your family who are absent at the time the enumerator visits your household, we would ask that you inform the enumerator when he/she maybe home and able to complete the registration process. Alternatively, the voter may go to the appropriate District Election Commission (DEC) to complete a registration form.

Remember, that the enumerator must introduce him/herself to you when he/she visits you. He/she must be wearing the special identification card issued by the CEC of Georgia and must also present their personal identity document if requested. With your consent, the registration process can then take place.

If you are suspicious that the person is not really an official enumerator, or you would like to receive more information about the voter registration project, or you would like to complete your registration at the DEC office, you may contact us at the following telephone numbers:

- Saburtalo DEC tel. 123-456
- In Rustavi- DEC tel.
- In Samtredia- DEC tel. 123-456

We encourage you to actively support this initiative to improve the process of producing voter lists in Georgia, by cooperating with the enumerator who calls at your home.

Remember that accurate voter lists are a critical part of free, fair and transparent elections.

ENUMERATOR'S MANUAL

Voter Registration will take place during 10 days in Samtredia, Saburtalo and Rustavi Districts.

Structure and functions

Chairman of the DEC fulfills general coordination of the registration process. He has to guide strategically the registration process, maintain relationship with the local authorities and solve raised problems.

Registration Managers (RM) fulfill direct coordination of the enumerators. They have to ensure daily work schedule for the enumerators, deliver and collect necessary materials, check selectively results in the Precincts after registration.

Enumerator has to register all members of the families residing on the given by the registration manager addresses, who have civil registration and the right to vote.

Remember: Take down the name, surname, contact address and phone numbers of your DEC Chairman and registration manager in order to apply to them in case of raised problems.

Filling in forms.

Each enumerator has to know well the rule of filling in the forms. In Saburtalo, Samtredia and Rustavi Electoral Districts two forms are used in the frames of the pilot project: Form No. 1, which has to be left at enumerator, and Form No. 2, which has to be passed over to the voter.

Form No. 1

Form No. 1 consists of 10 records. When filling in Form No. 1, the enumerator has to pay attention, what kind of registration is taking place in each case (direct, non direct or temporary) and has to use the corresponding Form color.

The number of the registration Form consists of 9 figures. It begins from zero and accelerates by one step. This number will be fixed when printing the registration form (Form No. 1) in the publishing house and will be recorded manually in the Form No. 2, which is the form of the voter registration confirmation.

In the fields should be fixed:

- **Field 1** - the name of the citizen. It should be full first name as it mentioned in the ID document
- **Field 2** - surname of the citizen;
- **Field 3** - date of birth (Day/Month/Year)
- **Field 4** – Gender;

- **Field 5** - Address of the citizen: name of the city/village, name of settlement/micro region/ quarter, name of prospect/street, building block, number of house, number of apartment;
- **Field 6** - Type and number of the citizen's Identification Document. The following documents are valid for the registration:

Georgian citizen's ID;
Passport of Georgian citizen;
Soviet Passport;

Pay attention to the following:

Refugee Card may be used only along with one of the above-mentioned documents.

Other documents are not valid for the registration.

- **Field 6.1** - Has to be filled out when voter presents citizen's ID or passport. Herewith should:
 1. Correspond to the number of civil registration document;
 2. Correspond to the personal number of the Georgian citizen;
 3. Correspond to the number of the citizen's ID or passport.

Personal number of the citizen, consisting of 11 digits can be found on upper right part of the Citizen's ID document above citizens name and/or in Passport.

Pay attention:

There is no personal number of the citizen of Georgia in former Soviet Union passports and pension cards!

- **Field 6.2** - should be filled in when citizen presents former Soviet Union passport;
- **Field 6.3** - should be filled in when voter presents also a Refugee Card;
- **Field 7** - signature of the citizen or in case of non direct voting- signature of the person, who gives information to enumerator;
- **Field 8** - Date of registration (day, month, year-for example, 11-02-03);
- **Field 9** - Enumerator's signature;
- **Field 10** - Name and surname of enumerator.

Form No. 2

Form No. 2 consists of 7 records.

- **Field 1** - registration number, which corresponds to the registration number in the Form No.1;
- **Field 2** - registration date (day, month, year- for example, 11-02-03);
- **Field 3** - citizen's name. It should be a full name (as mentioned in the ID document);
- **Field 4** - citizen's surname;

- **Field 5** - citizen's address. In the address it should be put down name of the city/village, name of settlement/micro region/ quarter, name of prospect/street, building block, number of house, number of apartment;
- **Field 6** - signature of the citizen, or in case of non-direct voting - signature of the person, who gives information to enumerator;
- **Field 7** - enumerator's signature.

Registration process

At the beginning of the each working day enumerator has to learn and remember the map of the Precinct, attached to him/her by registration manager, disposition of streets and houses and compile its own working plan.

Before going to the precinct, enumerator has to check if he/she has with itself:

1. Enough amount of registration forms;
2. Voter lists (if exists);
3. Map of the Precinct or area where enumeration to be conducted;
4. Pen, paper and plain table;
5. Identification Document of the citizen;
6. Registration Card issued by the CEC;
7. Contact data of your Registration Manager and the Chairman of the DEC.

Representatives of non-governmental organizations may attend and control the work of any enumerator. Registration manager will inform enumerators on the schedule of non-governmental organizations.

When visiting the family, enumerator has to present himself, clearly declare his/her name and surname; he/she has to inform citizens that the CEC of Georgia conducts Pilot project of Voter Registration in Vake, Samtredia and Rustavi Election Districts; the main goal of this project is to find out true voter lists, estimate necessary financial and human recourses, which are necessary for conducting of voters registration throughout Georgia.

Enumerator has to present to citizen Enumerator Registration Card issued by the CEC, ID and, in case of consent from the side of the citizen, enumerator carries out registration.

Remember: in case if citizen does not agree to be registered, try once more explain to him/her the importance of the project and convince him/her in necessity of the registration. If citizen again does not agree, go to another family. In each such case a corresponding record has to be made, and at the end of the day it should be pointed out in report.

First of all, enumerator has to request the citizen to present his/her identification document, which should be one of the listed below:

- Georgian citizen's ID;

- Georgian passport;
- Soviet passport;

During the registration process, direct, non-direct or temporary registration may take place:

1. If citizen presents the identification document himself, direct registration procedure has to be carried out. The registration Forms No. 1 (blue color) and No. 2 have to be filled in. In the Form No.1 the word “direct” should be marked. Form No. 1 has to be left at enumerator, and Form No. 2 has to be passed over to the voter;
2. If citizen is absent and the member of its family presents on behalf of him its identification document, then non-direct registration procedure takes place. The registration Forms No. 1 (green color) and No. 2 have to be filled in. In the Form No. 1 the word “non-direct” has to be marked. Form No. 1 has to be left at enumerator, and Form No. 2 has to be passed over to the voter;
3. If citizen is absent and his/her family member answers to all questions to enumerator, but does not present his/her identification document, the temporary registration procedure takes place. The registration Forms No. 1 (red color) and No. 2 have to be filled in. In the Form No. 1 the word “temporary” has to be marked. Form No. 1 has to be left at enumerator, and Form No. 2 has to be passed over to the voter.

In case if citizen is absent and during registration it was not possible to receive true information about him/her, he/she will not be registered and no Forms are filled in.

Important: The name, surname, date of birth and personal number of the citizen has to be put down very attentively.

If it is impossible to receive any information (for example, citizen did not open the door, does not agree to be registered), enumerator makes corresponding record and informs registration manager about the matter at the end of the working day.

If necessary, enumerator has to visit each household at least 3 times, and in such cases he/she should inform Registration Manager about it.

In case if enumerator has fixed a missing building (or house, entrance, floor, apartment) in his/her Precinct, which is not mentioned in his personal working plan, he/she has to report to the appropriate registration manager. After that enumerator has to conduct registration process following all standard procedures.

Remember: If citizens are very aggressive against you, you should leave immediately the place and avoid conflict situation.

Remember: If you have any problem with police or local authorities, contact your registration manager or the Chairman of the DEC and inform them about the problem.

At the end of each working day enumerator has to hand over the filled out forms to the registration manager and to make short report (Form No. 3), where he/she should inform on:

- Amount of the filled out forms during the working day according to their types;
- Addresses of absent families;
- All problems have been raised during the day.

Forms should be classified and collected according to their types.

Community Development, Principle of Community Development, Initiative Group

What is a community?

A community can be defined in a number of ways but generally it is a group of citizens, who live in the same geographic area (village, small region, districts and e.t.) have common public interests and are ready to cooperate for the common public welfare (e.x. the community is ready to work together to repair their roads or arrange to collect rubbish etc.) Usually a community has a common administrative unit that provides common services and utilities (electricity, water, and education, financial-budgetary politics)

What is community development?

Community development is the educational and social processes, in which, the participating members of the community try to improve their economic, cultural and social conditions through self-initiated community mobilization, youth involvement and collaboration with local self-government bodies.

Citizens Initiative and Advocacy

Based on common interests citizens can form their own initiative and advocacy groups. This sort of activity promotes a stronger sense of community, encouraging people to be responsible for their own well being and to care for each other (e.g. the members of a community raise the issue of timely distribution of pensions to pensioners).

Active citizens advocating for their own welfare are more likely to demand transparency and accountability of government. Making government accountable to its citizens means that governments will act to protect citizens' interests.

What is community mobilization?

- Working with citizens on the problems facing their community and developing ways to solve those problems
- Involving community members in the problem solving process
- Getting organizations, institutions, local self-government bodies, representatives of mass-media and NGOs working with the community in resolving common problems
- Identify the resources needed to resolve a problem and then finding and accessing resources within the community
- Identifying partners and proposing mutually beneficial arrangements for working together
- Encouraging volunteerism

Mobilization of resources existing in a community

Once a community has identified the community problem they wish to work on, they need to identify the resources they require and which of these they already have in their community. (e.g. use the community owned tractors or other types of equipment needed to repair the road).

What is an initiative group?

An initiative group is a group of community members, who work to address community problems and seek ways to improve conditions in the community.

Who does an initiative group involve?

An initiative group is made up of citizens, who get together to work on community problems and act to support their community's development.

What does an initiative group do?

- Arranges community meetings to identify topics of interest and issues to the whole community.
- Defines problems, prioritizes the problems and looks for ways to resolve them
- Prioritizes the identified problems based on the level of potential community impact, complexity and resources available to address the problem
- Assess resources needed and identify resources already existing in the community
- Develop a strategic plan for addressing identified problems
- Seek partners
- Support community mobilization
- Seek information on donor and credit giving organizations

Key Elements of Community Development and Initiative

Civic Education

- Discussion groups
- Publications
- Active Youth

Promoting Citizens Involvement in Collaboration with Local Self-Government

- Dialogues with Government
- Commentary on Legislation
- Voter Education Activities
- Advocacy

Community School

- Collaboration with Society
- Collaboration with Local Self-Government
- Collaboration with Business
- Establishing Students Self-Governments at Schools
- Collaboration with NGOs
- Development of Volunteerism

Development of Citizen's Initiative

- Initiative Groups
- Mobilization of Local Resources
- Development of Volunteerism

Produced by the regional coordinators of IFES Civic Education Program

Community School, Democratization of School, Partnership, Volunteerism

What is a Community School?

A community school is a school which is oriented on the principle that a school is not only an educational institution, but that it is also a community's civic, cultural and public resource center.

Community School Principles

The school:

- Cooperates with community
- Considers community interests in the educational process
- Supports school democratization
- Supports citizens to continue their education at any age
- Makes the school resources (library, sports hall, prayer, etc.) accessible to all community citizens
- Strengthens the sense of community in students
- Establishes partnerships between different governmental and non-governmental organizations and with the mass-media
- Encourages parents' active participation in school events
- Encourages volunteerism in a community
- Organizes voluntary activities

Community School Models

Although there are several broad community school models, the concept that IFES has been supporting in Georgia is based on the model developed by the Krasnoyarsk Center for community Partnerships, Krasnoyarsk, Russia and this is the model described below. (reference: October 9 – 13, 2001, Omsk, materials of international conference – "community schools and educational policy in the countries of XXI century transitional period"). Other models have been developed in the Czech Republic, Hungary, and Kazakhstan. This model is described below

What are the Characteristics of a Community School?

School democratization – implementation of democratic principles in schools (school administration, organization in relation to classes, parents and out of school activities)

- Implement democratic principles in school's teaching methodology (Interactive methods, debates, discussions, classes on human rights, students' self-governments, critical thinking)
- Civic education and development of youth initiative
- Teacher-student participation in decision making processes
- Freedom to express opinions and ideas
- Cooperation between the school and the community
- School program takes into consideration community interests

Partnership and Cooperation

- Parents and community members are actively involved in school activities
- School cooperates with governmental structures, business, community and non-governmental organizations and citizens

- School and community work together to solve school problems

(eg: There is a parents' or guardians' council, school organizes consultations and meetings on issues of interest to parents, parents' initiate activities in the school)

Volunteerism

- Community cooperates with school to share their knowledge and skills on a voluntary basis
- Students are actively involved in school activities
- Students are interested in implementing concrete activities in school
- Encourages citizen's active participation in community life
- Provides for mutually beneficial relations between school and the community

(eg: Student' volunteer group arranges to clean the school yard, plant trees, take part in volunteer actions (environmental, charity – socially disadvantaged people, etc.), parents share their knowledge and skills with students (first aid instructions, writing a scenario, etc.))

The School as Part of the Community

- Mobilization of school's and community's intellectual, physical, financial and human resources for use by the whole community
- School as an initiator of community problem solving
- School as a community resource center offers social assistance to community
- School actively collaborates with local self-government bodies

(eg: School is open for community meetings, it conducts training, consultations and seminars on issues of interest to the community, and school building is open for different public events)

School - as a community resource center

- Utilizes school resources based on community interests/needs
- Providing educational services for community residents
- Establishes mutually beneficial collaboration between schools, public, local self-government bodies and business organizations
- Supports community mobilization
- Engages citizens in community mobilization and in local self-government

Civic Education in School

The IFES Civic Education in School program is working in schools in 6 districts of Georgia: Khashuri, Borjomi, Akhaltsikhe, Telavi, Kutaisi and Rustavi. The objectives of the Civic Education in School program are to support:

- Development of civic education principles and development of community school model
- Development of volunteerism in schools
- Implementation of teachers' concrete actions in educational issues
- Establishment of collaboration between schools in civic education issues

Produced by regional coordinators of IFES Civic Education Program

ACTIVITIES OF CIVIC EDUCATION REGIONAL COORDINATORS

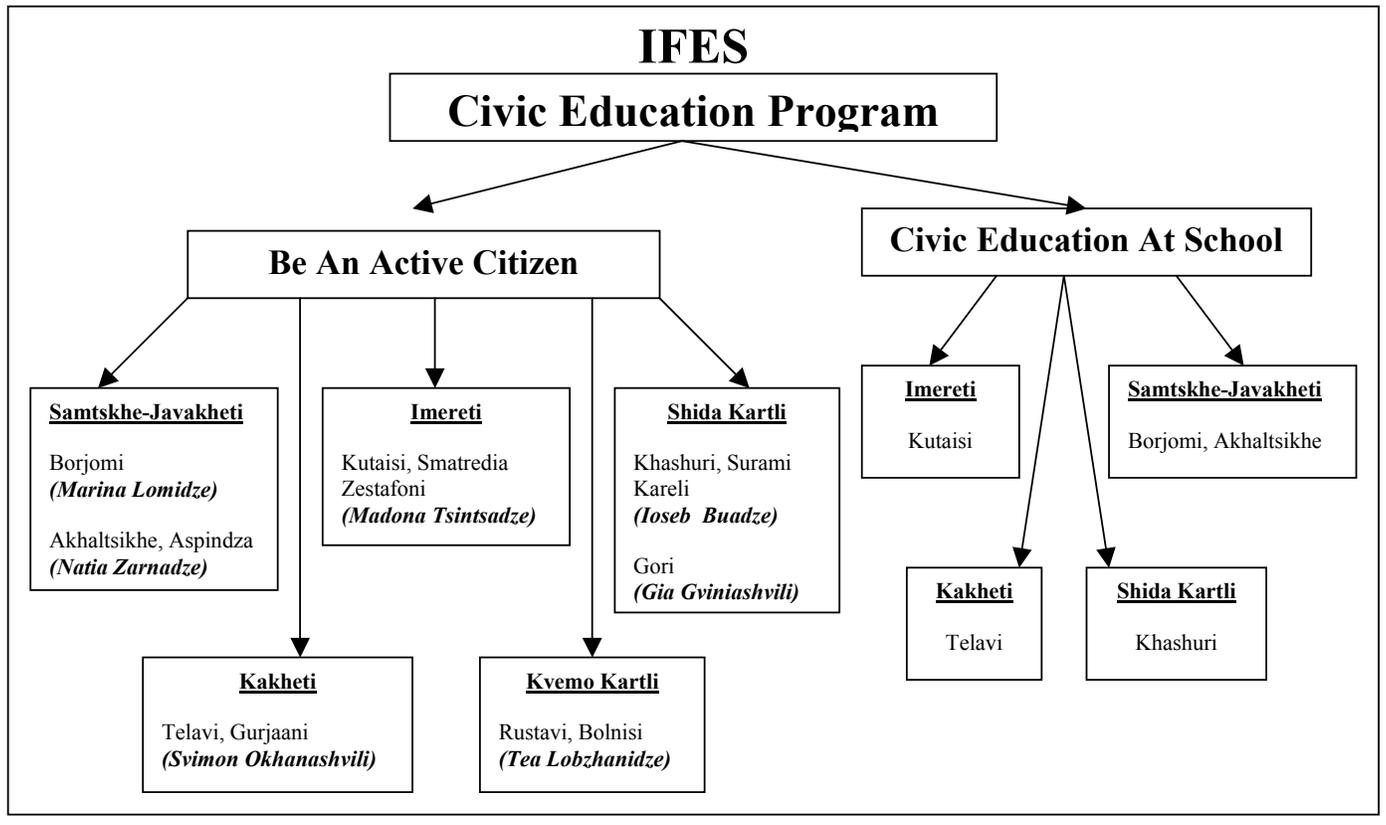
Since October 2001, the International Foundation for Election Systems, together with 7 regional coordinators, has been working in 14 regions of Georgia under the Civic Education Program *Be an Active Citizen*. The aim of the Program is to promote citizens participation, activism and advocacy in community decision making. The program has worked to promote a broad understanding of democratic principles and values; raise citizens awareness of their rights and responsibilities and practical ways to use these; increase citizens knowledge about elections and the election law; the roles and responsibilities of government institutions and encourage cooperation between citizens and local representative bodies.

Prior to commencing their work in the regions, the regional coordinators underwent a four day training program from September 26 till October 2, 2001. The training program aimed to provide the coordinators with knowledge and skills on the principles of the IFES Civic Education Program and on how to organize community meetings and how to work with citizens discussion and initiative groups.



International Foundation for Election System (IFES)
43 Gogebashvili str., Apt. 4. 380 079
Tbilisi, Georgia
Tel: 22 57 20 Fax: 22 69 08 www.ifes.ge

Civic Education Program Coordinator:
Maya Gogoladze



The subject areas discussed included: why do we have Civic Education programs; the priorities of the Civic Education Program; developing trainer's skills; principles of community development; methods for organizing and facilitating discussion groups; the role of an initiative group in community development; ways to establish cooperation between local representative authorities and citizens; setting the priorities for the program for the coming month, the Unified Election Code of Georgia. Invited specialists facilitated sessions on the Local Governance and Self-Government Law, Administrative Code (Freedom of Information provision) and mass media development in Georgia.

The coordinators' developed their first months action plan and the basic session themes for their discussion group meetings. These included:

- The role of local governance in community development;
- Citizens and their rights and obligations;
- Community development;
- Forms of cooperation between local government and citizens;
- Involvement of citizens in solving community problems;
- The role schools can have in community development.

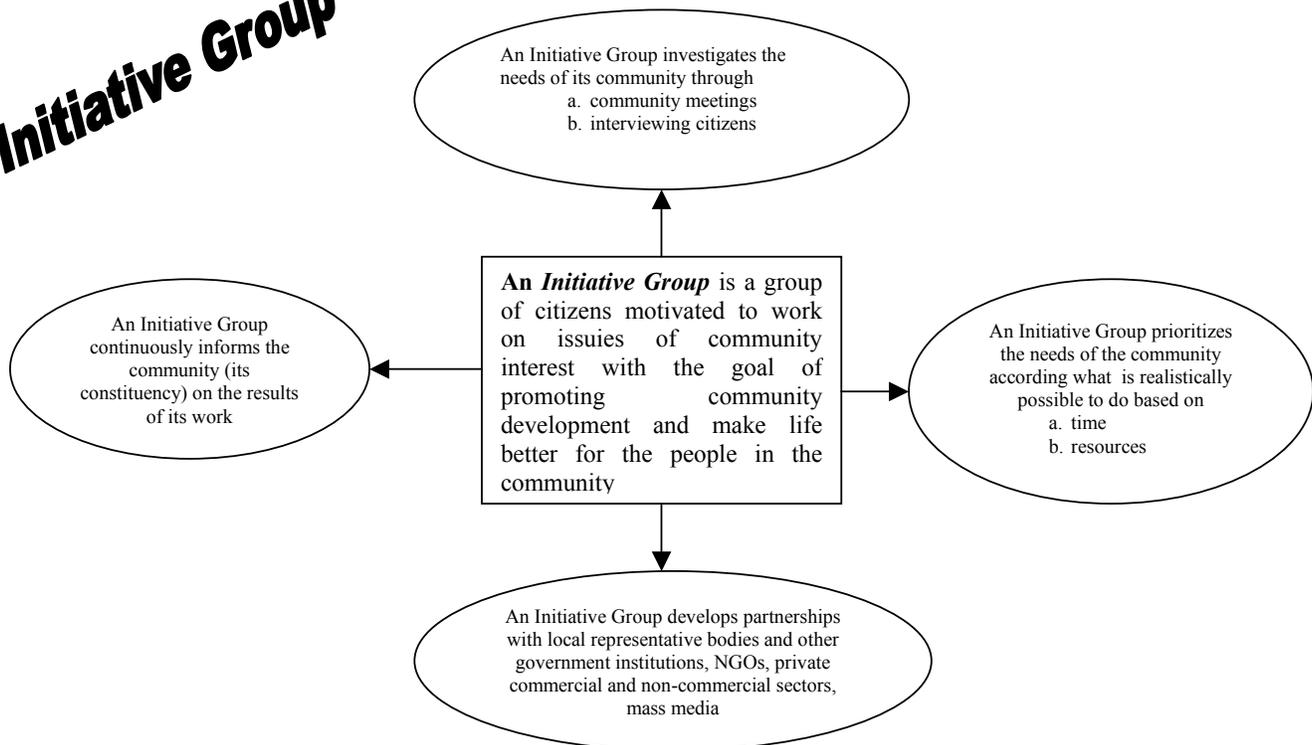
Since the initial training, the coordinators meet each month to exchange information and ideas about their work and to obtain ongoing skills and knowledge development.

The regional coordinators commenced working in the field on October 3, 2001. During this first stage, the coordinators focused on organized discussion meetings with community members. The second phase will start to include work with initiative groups who want to try and solve particular community problems, while still continuing to provide information to communities through discussion meetings.

The discussion meetings are held with both with the broad community and with particular target groups such as teachers, Sakrebulo representatives, doctors, university teachers and professors, people working in the field of culture and students. At meetings with particulate target groups the main focus is on issues relevant to that groups. Such issues include democratization of the education system, models for community schools, volunteer activity, students' self-government, the Law on Local Governance and Self-government. As much as possible the subject or theme of the discussion is defined through consultations with the citizens and local self-government authorities.

At the end of each month, the coordinators meet with IFES staff in Tbilisi to evaluate the work they have done over that month. They look at the results of monitoring activities, discuss any difficulties or issues that have arisen in their work and, through presentation of case studies, define problem solving mechanisms. At this monthly meeting the coordinators develop the following months workplan and define on agreed methodologies for their such – for example, working with initiative group and a model for strategic planning.

Initiative Group



Lessons Learned – First 3 months

In the months of October, November and December, the regional coordinators held 211 discussion meetings with over 4500 citizens participating. The statistics for each area are provided in the table below.

During these first three months of working with communities the coordinators observed:

- A lack of support for their activities from some self-government authorities and school principals mainly because they did not understand the importance of civic education and the need to have citizens actively participating in the community;
- Skepticism among citizens about what could really be achieved;
- Some people were concerned that the meetings may be just political propaganda
- A general lack of awareness about citizens rights and obligations;
- A lack of information about laws and government decisions that directly affected people;
- Very little cooperation between the local self-government authorities and citizens;
- Low level of citizens participation in decision making processes at the local level.

Initiative Groups Start Working in Communities

The regional coordinators of the IFES civic education program continue to work with initiative groups formed during the discussion meetings. An important aspect of the *Be an active citizen* program is to motivate citizens' initiative and their involvement in community problem solving processes. At the December coordination and planning meeting, the coordinators agreed to select the most active initiative groups in their areas and work with them to find ways to work on one problem in their community.

Prior to commencing work with initiative groups the regional coordinators workshopped their ideas on methodologies for community based problem solving. They discussed what is community development; its key elements; the role of citizens' initiative groups in community development; the working principles of citizens' initiative groups, identifying and prioritizing community needs; establishing partnerships; volunteerism; strategic and action planning; identifying resources needed, working through case studies.

In January and February 2002, the IFES Civic Education Coordinator, together with the regionally based coordinator conducted training for groups in Telavi (Vardisubani), Khashuri (Tsromi) and Zestaponi (Kvaliti). These workshops covered three areas: 1. Principles of initiative groups working on community development; 2. Case studies and development of action plans for the concrete problem the group wants to work on; 3. Initiative groups working with the community and forming partnerships within the community.

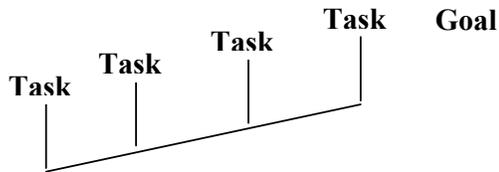
Statistics of Civic Education Regional Coordinators' Activities (October, 2001 to February 2002)

Target Regions	Coordinator's Location	Coordinator's Working Area	Number of DGs	Number of IGs	Number of cities, towns, & villages (Districts) worked in	Number of people worked with	% Women
Kvemo Kartli	Rustavi	Rustavi	13		City	293 (159 women)	54.2%
		Bolnisi	16		1 City, 14 Villages	306 (159 women)	51.9%
Kakheti	Telavi	Telavi	18		18 Villages	451 (314 women)	69.6%
		Gurjaani	13		13 Villages	289 (232 women)	80.2%
Shida Kartli	Gori	Gori	28		1 City, 22 Villages	432 (184 women)	42.2%
		Khashuri	17	10	1 City, 10 Villages	332 (228 women)	68.6%
	Khashuri	Surami	2		Village	58 (39 women)	67.2%
		Kareli	15	12	1 City, 13 Villages	266 (167 women)	62.7%
Samtskhe-Javakheti	Borjomi	Borjomi	30		1 City, 25 Villages	734 (475 women)	64.7%
	Akhaltsikhe	Akhaltsikhe	22		1 City, 18 Villages	546 (228 women)	41.7%
		Aspindza	8		8 Villages	180 (30 women)	16.6%
Imereti	Kutaisi	Kutaisi	4	2	City	108 (49 women)	41.5%
		Samtredia	12	7	1 City, 11 Villages	249 (168 women)	67.4%
		Zestaponi	13	3	1 City, 12 Villages	286 (156 women)	54.5%
5 Regions	7 Locations	14 Working Areas	211 DG	34 IGs	10 Cities, 165 Villages	4530 (2588 women)	57.1%

Strategic Planning for an Initiative Group

Keep community informed on the work of the IG and seek community involvement

1. Identify community needs and issues
 - a) Collect information on concrete problems
 - b) Consult with specialists
2. Identify existing resources in the community (human, material, financial)
3. Establish appropriate partnerships (Volunteers, Local Self-Government, Governmental Bodies, Business, NGOs and Mass media)
4. Developing action plan to achieve the goal



5. Evaluate experience and achieved results

6. Start Work on a new problem.

Work with the initiative groups that resulted from the community discussion meetings began to be developed during January and February 2002.

1. Have you ever tried to work on community or village problems together with others?

1. Yes (please define) _____
2. No
3. Do not know

2. If there have been any problems solved in your community, who has funded the work conducted?

1. Zestaponi district Gamgeoba
2. Village Gamgeoba
3. Community members
4. Private entity
5. Do not know

Other (please indicate) _____

3. Who has conducted these works?

1. Zestaponi district Gamgeoba
2. Village Gamgeoba
3. Community members
4. Private entity, invited specialists
5. do not know
6. Other (please indicate) _____

4. Would you like to participate in solving your community problems?

1. Yes
2. No
3. Do not know
4. Other (please indicate) _____

5. Which of the below listed problems do you think need to be solved first, second, third etc? (please mark the three answers in the order you think is most important)

#		Problem should be solved on first	Problem should be solved on second	Problem should be solved on third
1.	Community roads	1	2	3
2.	Gas supply	1	2	3
3.	School repairing	1	2	3
4.	Electric supply	1	2	3
5.	Main road of our village	1	2	3
6.	Kindergarten repairing	1	2	3
7.	Village club repairing	1	2	3
8.	Medical station repairing	1	2	3
9.	Water supply - canalization	1	2	3
10.	Other (please indicate)			

6. Of the problems listed in Q.5, which ones can be solved with our (community of Kvaliti) own resources? (please name)

7. Will you participate (with your work, finances, equipment, etc.) in solving our common community problems in the future?

1. Yes
2. No
3. Do not know
4. Other (please indicate) _____

8. What amount could you contribute to solving common problems of our community?

1. Can pay ____ Lari every month
2. Can not contribute any amount
3. Other (please indicate) _____

9. Sex 1. Female 2. Male

10. Age _____

11. Education _____

Kvaliti Initiative Group Surveys Their Community

Kvaliti (Zestaponi district) initiative group decided to repair the community school, but before defining the action plan for this project they decided to ask the whole community what they saw as the main problems. For this purpose the initiative group, with the help of Madona Tsintsadze, IFES coordinator in Imereti, developed a needs assessment questionnaire which is shown below.

Dear citizens of Kvaliti!

The initiative group of the village of Kvaliti has begun to work on community problems in the Kvaliti community. We see a community as a group of citizens, who live in the same geographic area (micro-region, district, village, etc.), have common interests and are ready to cooperate for achieving public welfare.

An initiative group unites citizens, who take the initiative to work on community problems for community development purposes. For the work of our initiative group the thoughts and opinions of each of you are important. We thank you in advance for your cooperation.

The initiative group of Kvaliti, based on data received from the survey, will determine which community problems they will work on first.

Instructions for filling out a questionnaire: Please mark the appropriate number for your response. For additional information you can contact

Kvaliti initiative group at:

Address: Dadiani street #6, City of Zestaponi
Telephone: 5 21 24, 5 63 12 - Gela Sopromadze
Mobile: 897 58 94 79 - Lela Sopromadze
 893 33 32 87 - David Gokadze

Action plan for Vardisubani initiative group

Goal – Repairing the Vardisubani kindergarten building

Participants – a) Vardisubani initiative group with support from civic education regional coordinator Svimon Okhanashvili
b) The initiative group collaborates with community citizens regarding the project

Stages of Implementation:

1. Determination of resources
 - a. **Material resources:** assess the current condition of the kindergarten; what is needed for its repairing; what resources do we have – how can we find those resources that we do not have; do we have to buy them or it is possible to find a donor.
 - b. **Human resources:** identify the community residents willing to participate in the project; what kind of specialist skills will be needed; who can be useful from those people volunteering their time; where and how can we get those human resources which we do not have.
 - c. **Financial resources:** amount needed for project implementation (skills and materials we need to buy); how much money can be gathered within the community, if the amount gathered within the community is not enough, how can we find the remaining sum.
2. Analysis and distribution of obtained resources
3. Identification of potential partners: local self-government organs, businessmen, other organizations and individuals
4. Identify “real” partners and contact them
5. The initiative group now needs to re-evaluates the project in terms of its feasibility
6. Further detailed development of the plan to repair the kindergarten based on resources, concrete steps, work plan, budget

Initially, the Khashuri (Tsromi) initiative group chose to work on repairing the community bathes. The steps in their plan are the same as for the Vardisubani initiative group.

The initiative groups work following their action plans and also cooperate with the civic education regional coordinators. Similar types of training activities will be continued with other initiative groups.

Our Experiences as Civic Education Regional Coordinators

Marina Lomidze – Civic Education Regional Coordinator in Borjomi Region

Holding discussions with citizens means to meet with new people and discuss the problems faced by a particular village, settlement or social group. During the discussion community members often talk about the problems existing in the community and the local resources and means for their solution. The experience gained through such discussions clearly shows that the attempt aimed to activate citizens participation is complex and needs to be a long-term effort. People tend to be more willing to discuss problems faced by the country or the region, rather than the problems of their own community. Often during the discussion meetings, the participants show a lack of self-confidence and are less aware of their own civic rights and obligations.

Selection of one particular topic for that meeting makes the discussions more effective. The subject area may be the election law and processes, the law on local self-government, changing schools to be community based schools, or other such factual topics, fall within the interests of most of the communities I have been to. During some discussions it appears that the population is tend to acquire more comprehensive information on some particular issues and accordingly, the topics for further discussions are defined taking their requirements into account. The said topic selection method considerably rises the level of participation and involvement of community members in the discussion.

Thus, although the civic education activities require a great deal of work and energy, I believe that the most important thing in arranging or holding any discussion meeting is to meet and establish regular contact with people so that we can form close relations with the community and its citizens.

Marina Lomidze - Civic Education Coordinator in Borjomi Region

The first working meeting of the Akhaldaba initiative group was held in December 2001. The purpose of the initiative group meeting was to discuss the problems existing in the village and identify the means and the resources available with the community that could help address and resolve some of these problems.

At the meeting the group members (M. Chaduneli, Kh. Nozadze, P. Lomidze, E. Chaduneli, I. Lomidze, T. Chaduneli, Z. Bliadze) identified some local problems, such as low quality drinking water, badly maintained roads and bridges, faulty TV tower and unemployment of young people as issues facing the community. Each member of the initiative group had an interest or skills that would help address some aspect of the problems they were talking about.

As a result of the discussion, the initiative group came to the conclusion that solving some of the identified problems through local resources was impossible. **Therefore, the members of the initiative group agreed on a significant problem that they believed could be resolved through their local resources alone.** Repairs to the local, internal bridge for the village appeared to be the most critical problem for the village that was also within their resource capacities. The bridge also had no fences, which made it particularly dangerous during the winter period for both pedestrians and cars.

The initiative group worked out a plan for repairing the bridge and identified the resources they had in the community that were available to do the work. The first stage of the action plan was to inform the local self-government authority of the village of the aims and objectives of the initiative group in an effort to get them interested in the problem and to establish some level of cooperation between the Sakrebulo and the initiative group.

Mr Chaduneli, a member of the initiative group, has started to provide football training before the commencement of the season for the school children. He is providing his services on a voluntary basis and believes this initiative will be strongly supported by both the parents and the school management.

With these two activities, the initiative group of Akhaldaba takes its first steps towards actively participating in their community.

Our Experiences as Civic Education Regional Coordinators

Natia Zarnadze - Civic Education Regional Coordinator in Akhaltsikhe and Aspindza Regions

At the beginning of my work with IFES I had a lot of questions: Where to begin? How to begin? What is of interest for the people in the communities I will be working in? I started my civic education activities by developing my action plan with the idea to conduct discussion/information meetings in four Armenian villages of the Akhaltsikhe region: Skhvlisi, Sadzeli, Tskaltbila and Pamaji.

During the meetings with citizens it became clear that each discussion group was different even though the meetings were all following the same broad topics for discussion. When working to identify local problems the participants tended to look to the central or local government as being responsible for solving these problems although some of the problems could easily be solved through local resources.

At the start of the discussion meeting the participants are informed about IFES, its work in Georgia and the aims and objectives of the civic education program. Citizens have shown particular interest in discussing issues such as citizens rights and responsibilities, mechanisms for getting involved in decision making process at the local level and the possibilities for solving problems faced by the community through local resources. Participants always note that these sorts of community meetings are very useful for making information accessible to them especially as access to information is a major problem throughout Georgia.

I hope that through these sorts of civic awareness raising activities in communities, citizens will begin to see that it is possible for them to solve many of the problems facing their community through their own efforts and resources.

Community Organization “Minadze 2002”

On January 16, 2002 IFES Civic Education Regional Coordinator, Natia Zarnadze conducted a discussion on “Community Development, Community Problems and Solutions” at the secondary school of the village of Minadze, Akhaltsikhe District. The school director and teachers decided that they would get their community to work together on the problems facing their community.

After the discussion, Dodo Zegdinidze, the Director of Minadze Secondary School initiated a meeting of all the people in the village to discuss the problems existing in the community. The meeting was held on January 18, 2002 and the participants at the meeting decided to form a community organization which included citizens and school teachers from the village. The community organization is called “Minadze 2002” and uses the slogan “I have hope in joint work”. Its founders are: D. Zedginidze, M. Mekvabishvili, N. Zedginidze, K. Lomidze, G. Nbadze.

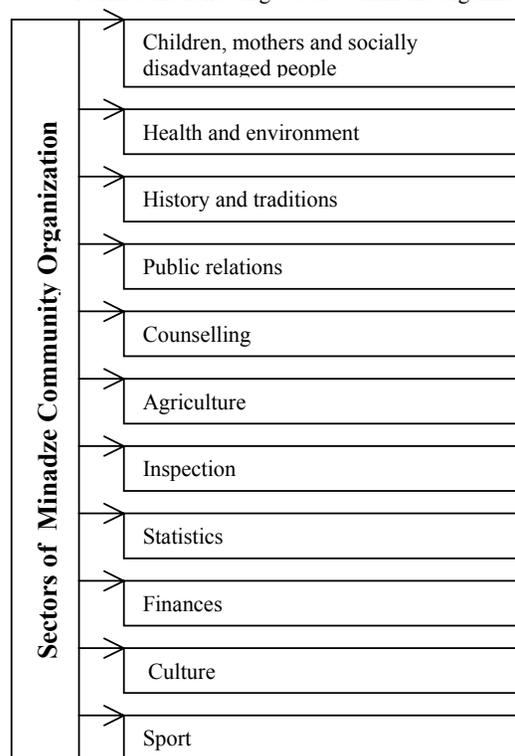
“Minadze 2002” created a fund, to which members donate one Lari a month. The money collected is spent on improving things in the community. Members who are unable to a monthly donation, volunteer their services for community projects.

The members of “Minadze 2002”, organized a café-evening with the slogan “Let’s be active and let’s be together”. The café evenings are used to define what needs to be done and what resources exist within their village. Most members of the community participated in the café evening including the youth of the community.

During the meeting the action plan of the organization was defined and the problems of highest priority were identified. As Mr Zegdinidze, the Chair of “Minadze 2002” said, the café-evenings support identification of community problems and elaboration of action plans for their solution. These meetings also stimulate a stronger sense of community population and help to mobilize local resources (human and financial) for the good of the whole community.

In the first month of becoming active, this community organization has achieved the following:

- Glassed the village club, library and medical station;
- Bought a thermometer for the school students;
- Formed the following sectors within the organization:



Each of the sectors has 2 or 3 people working specifically matters related to that sector. The responsibilities of these people include establishing dialogue aimed at identifying solutions to existing problems and looking for potential partners and resources to enable the solutions to be implemented. The community organization will be providing information about its activities to all community members.

The village Gamgebeli has become very interested in the activities of the group and has offered to fund further café evening gatherings for the community. He has also stated his intention to become fully involved in the activities of the group and has offered his full support and cooperation.

Future activities planned by the group include: 1) to repair their school building (identify resources needed, inform themselves about the level of assistance the government can provide and what other sort of support is available in the community) and 2) assist a mentally disabled woman who has no family who can care for her.

Our Experiences as Civic Education Regional Coordinators

Svimon Okhanashvili - Civic Education Regional Coordinator in Telavi and Gurjaani regions

The work of a Civic Education Regional Coordinator is very interesting but at the same time it is accompanied by certain difficulties. When organizing and holding discussion meetings I must have a comprehensive knowledge of the issues specified in the agenda to ensure the discussions are as effective as possible.

Our civic education activities are based around the concept of establishing discussion groups in communities. These discussion group meetings are initially set up with the agreement and support of the Sakrebulo chairpersons, the secretary or the heads of governance or principals.

The place, date, time and invited participants are defined in advance of arranging the discussion. I try to ensure the participants include active members of the village who have leadership skills as well as young people (school children of 10-11 grades), students, teachers, parents and Sakrebulo members and employees. After the discussion the participants are provided with written information that supports the topic of the discussion. After these initial discussions, direct meetings with community members turned out to be another effective means for organizing further discussion meetings.

The discussions organized through the chairman of the village Sakrebulo often become problematic because in most cases neither the head of village governance nor the representatives of the community appear at the discussion. However, at the time of arranging the discussion almost all the heads of the local governances express their readiness to assist. It is mainly caused by the fact that village Sakrebulo chairpersons consider a non-governmental organization to be a civic association opposed to the governmental structures.

The problem often encountered is that most citizens associate such meetings with pre-election or political propaganda and this creates a negative reaction on the part of the citizens. However the situation changes as soon as they are acquainted with the aims and objectives of the meeting.

Focusing the participants attention on community development issues and on finding ways to solve the problems faced by the community enables them to think about the resources necessary to settle particular problems the community faces. However, during each discussion there must be time for the participants to discuss issues of concern to the community other than the issues specified in the agenda.

Each discussion reveals new methods for working with discussion groups, thus improving the general methodology for creating and working with initiative groups. Each new discussion provides new lessons and experience.

Gia Gviniashvili - Civic Education Regional Coordinator in Gori region

My experiences have shown me that most people tend to be skeptical about the possible achievements of a discussion meeting. Accordingly, participants show a low level of participation at the beginning of the meeting. However by the end of the meeting, most of the participants have become involved in the discussion and debate about why citizen driven community development is important and the processes available to solve local problems.

The discussion participants start to understand that the future of their community depends on the transparency of decision making at the local self-government level and the important role that active citizen play in ensuring this happens. Even so, a significant number of discussion participants tend to be less optimistic about such new initiatives showing that there is much work that still needs to be done. y this time, the majority of the participants begin to understand the importance of active citizens in identifying the problems faced by their community and the ways to solve at least some of them.

Two meetings held in Nikozi and Shashvebi particularly attracted our attention. At the end of the meetings the participants formed initiative groups which are currently working actively to settle community-related problems and attract local and international resources. With the support of the international organization *Mercy Corps*, several facilities of vital importance were repaired and maintained in these two villages. In each of the projects the community had to find a minimum of 30% from their local resources for implementation of the projects. The initiative group members working in Nikozi and Shashvebi local governance matters, proposed the establishment of partnerships to help settle particular problems in cooperation with the IFES Civic Education Regional Coordinator in Gori region.

During the working period, we found that in many cases, the main initiators for creating community unions and initiative groups are international donor organizations. In one sense this is good, but it should also be taken into the consideration that the activities of such organizations are limited in time and cover specific issues. This often means that spontaneously created community unions will have no functions after several months of operation. This observation is supported by the fact that people are not aware of the aims and objectives of initiative groups or community unions. Consequently it seems that special training is required for initiative groups on issues related to community development and on how to promote and ensure their independent existence and operation.

Madona Tsintsadze - Civic Education Regional Coordinator in Kutaisi, Zestaphoni and Samtredia Regions

In working with communities in the last few months it has become apparent that people lack information about their rights and responsibilities in relation to their country, each other and themselves. There are no clearly defined relations between citizens and their elected representatives even at the Sakrebulo level. Talking about these issues at our discussion meetings, citizen are surprised to learn just what their rights are, especially in relation their access to information. We have discussed the rules for obtaining public information, the requirements that Sakrebulo meetings are publicized and the transparency of the local budget. During these discussions the participants often say: "We didn't know we had such rights" or "Nobody lets us know about this, we are not the people to consult with".

Our Experiences as Civic Education Regional Coordinators

The composition of discussion groups has a very significant influence on the level of participant's involvement in the actual discussions. For example, if discussion meeting is held only with citizens (without Sakrebulo chairman), the participants are more actively involved in the discussion than when the Sakrebulo representatives are there. The participants will more openly talk about their problems, their rights and responsibilities, as well as about the activities of the Sakrebulo. Generally participants agree that citizens need to be involved in decision-making at the local self-government level, but before this can happen effectively, people must have access to information about how government in the country works and issues that are being considered.

It is noticeable that when the chairman and other employees of the Sakrebulo participate in the discussion the participants do not tend to be as actively involved. At the se meetings, often the main actors are the chairmen who use the opportunity to talk about what the Sakrebulo has done and the problems (usually financial) they face in managing local government matters. During these discussions the participants tend to be reluctant to discuss the rights and functions of the Sakrebulo. The discussions have revealed that the role of citizens in the decision-making process is not understood by members of the Sakrebulo. In most cases the heads of local governance (i.e. chairmen of Sakrebulo) think that as the leader of the community they should be making the decisions and do not understand the importance of consultation with citizens. Few were aware that citizens had the right to attend Sakrebulo meetings whether they were invited or not.

In order to change the existing situation it is necessary to continue the process of providing information to people about their rights and duties and to ensure they know how to use these in a practical sense. Access to accurate information is a critical part of encourage citizens activism and participation in decision-making processes.



[IFES Civic Education Team]

Madona Tsintsadze - Civic Education Regional Coordinator in Kutaisi, Zestaphoni and Samtredia regions.

Kveda Sakara

The IFES civic education program has been encouraging citizens to become more informed and to take a more active role in their own communities.

In Kveda Sakara, Madonna Tsintsadze helped the community mobilize to ensure the teacher's salaries were paid. One of the participants of Ms. Tsintsadze's discussion group was Mr. Badur Peradze, the chairman, of the Kveda Sakara Sakrebulo. The chairman shared with the group the problem he had with the Gamgeoba. The Gamgeoba had told the Sakrebulo to pay the salaries for local schoolteachers when the Sakrebulo itself had not received funds for that purpose.

The Sakrebulo had lodged an appeal at the local district court to force the Gamgeoba to release the money for the teacher's salaries. Although the court had previously ruled in favour of the Gamgeoba, the Sakrebulo chairman informed the discussion group that they were planning to submit one last appeal to the court. If unsuccessful, local teacher salaries would not be paid.

The group decided that this case was something that affected the whole community and it should be the first issue they acted on as a group. They enlisted the help of the NGO *The Student Association* to take the lead in this matter. *The Student Association* (supported by both students and parents) had a lawyer (Mr. Levan Vashakidze) as one of its members and he agreed to provide his services free of charge.

The group decided to organize a strong community turnout at the court hearing. No community members had attended the previous hearings. *The Student Association* enlisted other local NGOs to assist, mobilized the community through word of mouth, and invited all local media to attend the upcoming court hearing.

The appeal to the community worked. A large number of people came to the court room on the day of the hearing. The attendees included a local radio station, "Dzveli Kalaki", a widely read local newspaper, "PS" and a representative of the Georgian Young Lawyers Association.

This time, the case was heard by a new judge who followed proper legal procedures. The court ruled in favor of the Sakrebulo: the Gamgeoba was ordered to release their funds to pay the local teacher salaries. "I have no doubt that the community's participation in the hearing process ensured that proper procedures were followed," stated Ms. Tsintsadze.

By mobilizing the community and working together, Ms. Tsintsadze demonstrated that citizens can influence the official structures and ensure that decisions are made according to the law.

Civic Education in School – Teachers’ Second Workshop

The IFES civic education program continues to cooperate with the teachers’ regional network to promote the concept of community schools and to support the implementation of civic education in schools. The first teachers’ working meeting was held in May, 2001 in Borjomi. At the conclusion of the workshop, 15 teachers from 6 regions decided to form an informal teachers’ regional network to implement the workplans they had developed as part of the workshop.

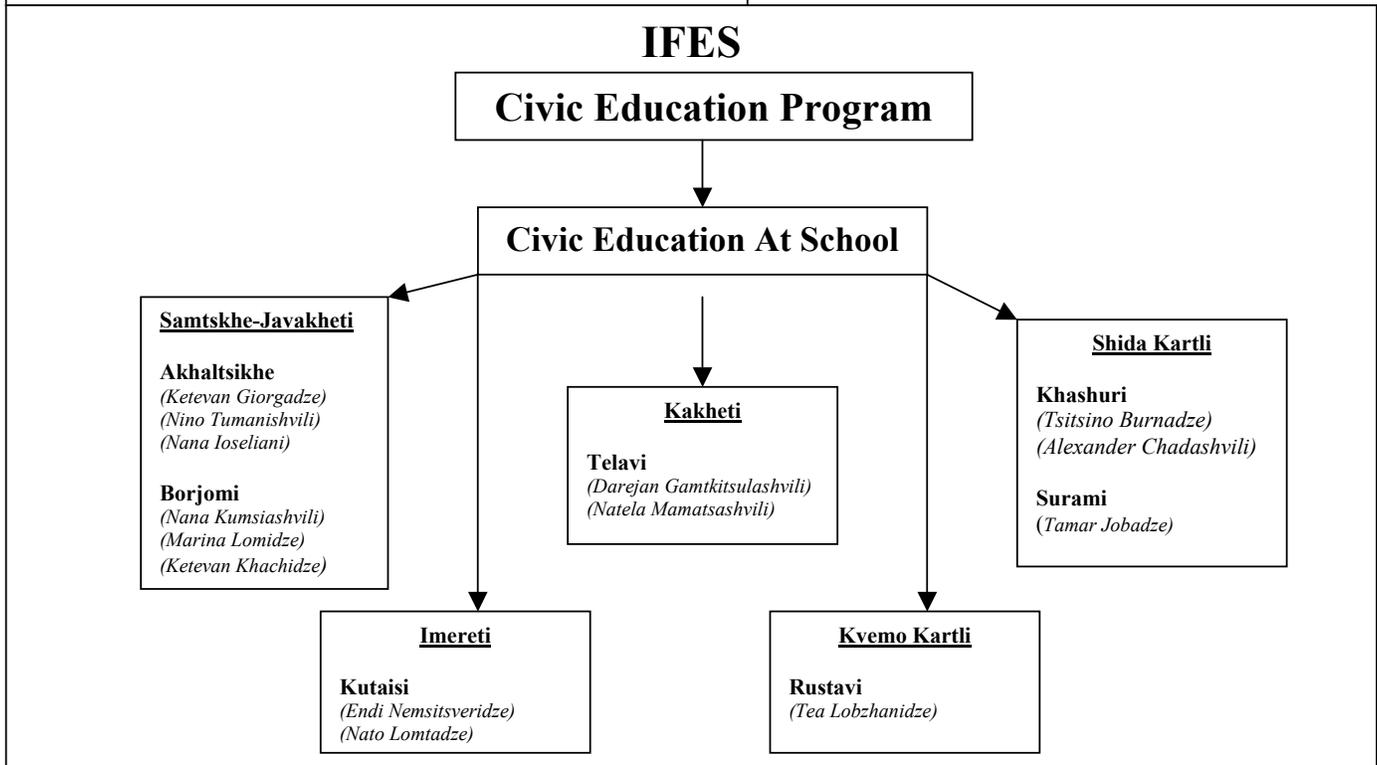
The teachers’ second workshop was held in Tbilisi from December 11-13, 2001. The participants at the workshop, were teachers who had been active in implementing the action plans developed at Borjomi meeting. Primarily this second workshop aimed to support the implementation of community school development and promotion of civic education in school in the 6 regions of Georgia covered by the teachers network.

Participants analysed the results of the action plans developed at the first workshop held in Borjomi; and shared lessons learned from the 6 months they had been working on the project. The workshop also provided an opportunity to work through issues related to implementation of community school models in Georgia, promoting the importance of cooperation between schools and other organizations in the community, and how to establish such cooperation.



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Maya Gogoladze



The issues discussed at the workshop included the school as a community resource center; concepts of Partnering-Voluntarism-School Democratization; the role of a community school in community development. Participants worked in small groups to further develop ideas on how encourage and support community school development in their regions, establishing partnership between different organizations within a community and establishing regional cooperation between schools.

IFES invited Rusudan Tkemaladze (Chairman of English Teachers' Association of Georgia) and Lesley Tite (Peace Corp Volunteer) to facilitate sessions relevant to their areas of expertise. Rusudan Tkemaladze provided the workshop participants with information on the pilot "Civic Education Manual for IX Grade School Students". Lesley Tite spoke about the Peace Corp's mission in Georgia whose primary focus was to provide English language classes within the school they were assigned to. Ms Tite also discussed the way the Peace Corps volunteers became involved in community activities.

Six months into the implementation of the action plans developed in May, 2001 participants took the opportunity to review their action plans. The participating teachers made presentations on the events they had conducted based on the action plans elaborated during the first workshop, shared their experiences and lessons learned and outlined their views on the methodology that they were following.

Participants spent some time assessing the models and concepts of community schools being used in the Czech Republic, Hungary, Kazakhstan and Russia. The participants decided that the community school model used in Russia the most appropriate one to fit in with the Based on the Georgian reality. It was noted, that an idea of a community school envisions modernization of necessary elements – school democratization, volunteerism, partnerships and linking the idea of the community school to community development. Accordingly the workshop participants discussed possibilities of community school development in Georgia and elaborated new action plans.

An important component of these new action plans was the development of opportunities for inter-regional cooperation.



Team of IFES Teachers' Regional Network

Priorities of the teachers' regional network

Participants at the Second Teacher's Workshop identified the following priorities for their network which operates in Telavi, Rustavi, Khashuri, Surami, Borjomi, Akhaltsikhe, Kutaisi :

1. The Ministry of Education should be provide support for disseminating information on the activities of the teachers network and on the concept of community schools
2. Conduct a series of information sessions on community schools in the regions for teachers, parents, NGOs and mass-media.
3. Develop joint projects on voluntary events, seminars and work meetings;
4. Together with the IFES Regional Civic Education Coordinators, organise participation in the Global Youth Service Day (April 27);
5. Organize 'theme' weeks on different topics – history, ecology, biology, etc.;
6. Establish partnership with the Rustavi Open Community School Zari
7. Conduct training seminars for parents and students on the theme of "Family-School-Community".
8. Seminar for students "What can I do for my school" (Borjomi);
9. Exhibition of students paintings and handicrafts (Akhaltsikhe);
10. Seminars for students on: conflict resolution, leadership and communication skills (Rustavi);
11. Establish a debate club in schools (Telavi);
12. Establish a students parliament (Telavi).

Conference – "Creation of Community Schools" in Armenia

A conference on "Creation of Community Schools" was held between 14 and 18 October in Armenia. The conference was organized through the East –East Program (EEP) of the Open Society Institute along with IFES/Armenia Chief Trainer Al Decie. IFES/Georgia Civic Education Program Coordinator, Maya Gogoladze and three members of the Teachers' Regional Network took part in the conference - Nana Ioseliani (chairman of Akhaltsikhe Education Department), Svimon Okhanashvili (teacher at School #1 and chairman of NGO "Life Fund") and Aleksanrde Chadashvili (teacher at Tezeri school of Khashuri region).

The conference studied the Hungarian, Russian, Kazakhstan and Czech Community School Models with a view to assessing their applicability to the Armenian and Georgian education environments. Discussions, seminars and group work were facilitated by trainers from Hungary, Czech Republic, Kazakhstan and Russia. The conference provided an excellent opportunity for participants to share experiences and ideas on different ways of developing community schools.

The Georgian group presented the way they are developing Civic Education activities in schools in five regions of Georgia. It was emphasised that the concept of a Community School is one of the important componentss of community development as it takes into consideration community needs and provides the community with facility that can act as a resource center. Importantly the concept of community school links into the approach that education is a life-long process. That means everyone in the community, business, private and public agencies share responsibility for educating all members of the community.

With input form other participants the Georgian group undertook an assessment of the civic education activities they are developing in their schools against other models and considered some new ideas. Some of these ideas were:

Participants of Conference “Creation of Community Schools” in Armenia



- Introducing the concept of appointing a Coordinator in schools (Czech model) who will be responsible for planning after-school activities as well as fundraising, developing partnerships, public relations, web page, participation in conferences
- Conducting Community School sessions and discussing relevant aspects of Community School development in schools in Akhaltsikhe, Khashuri and Telavi regions

Information Sessions “Community School”

During 2001-2002 information sessions on the concept of community based schools were conducted in Akhaltsikhe (16 November, 2001); Osiauri, Khashuri region (23 February, 2002); Kutaisi #37 School (12 April, 2002); Minadze Secondary School, Akhaltsikhe region (16 April, 2002).

The idea of conducting a series of information sessions on the principles of Community School development in Georgia was developed at the conference “Creation of Community Schools” in Tsakhadzor, Armenia (14-18 October) by the Georgian participants at the conference.

The information sessions aimed to promote the concept of community schools within the regions, to encourage schools to be involved in the community school movement; to discuss the possibilities and ways of implementing the community school concept to schools in the regions.

The program was designed to be highly interactive using a mix of brief information sessions, discussions and workshop activities.

Participants were provided with information on the teacher’s network and their activities, the basic concepts of a Community School, the school as a community resource and information center, various Community School Models available, about civic education and volunteerism and how these have been implemented in Georgia.

Participants were actively involved in discussions on the basic principles of Community School, democratization of schools and how this could be achieved at their school, decentralization of the education system, development of partnerships with different agencies relevant to the school, parents becoming involved in school life and volunteer actions to improve their schools. The Law on Education was discussed in the context of mechanisms which would allow schools to develop some curriculum autonomy beyond the requirements of the Education Ministry and how the Law provided for a process of democratization of school management.

Both the teachers and the parents participating in these information session, agreed that the old education system needed to be changed and that teachers and parents should play the major role in implementing new principles in school management. In this context they found the concept of a community school as an important tool for making the school the cultural, civic and social center of the community. It was stressed that creating a community school could be implemented progressively by developing and implementing just a few of the principles of a community school model that were realistically achievable and appropriate within the school and community resources.

Participants saw the community school model as a way to bring civic minded citizens together to take a major role in their school’s and community’s development.



Open Community School “Zari”

Since the 1st of October, 2000, there has been an open community school functioning in Rustavi. The *Zari* (meaning “bell”) community school is managed by an association of parents and teachers.

In their first year, *Zari* had only Grade 6 to 9 students. Since October 2001, a new group called *Zanzalaki* was started for the Grades 3 to 5 students.

Currently *Zari* has over 50 students. Twelve of these students are in the second year of collaboration with the school. They formed the core team who drafted the project “Pumpula”, which was funded by a grant from the Governor in Kvemo Kartli. The project envisions the establishment of links between schools of different regions and cities of Georgia. It included students and teachers of 13 schools of Tbilisi, Telavi, Tsalka, Gori, Akhaltsikhe, Kutaisi, Sachkhere and Rustavi.

One of the main objectives of the school is to make effective use of students’ free time. On weekends the school enables the students of the upper grades to develop skills in team work, leadership, establishing effective relations and conflict management by providing students with opportunities to be involved in community based activities, debate clubs and internet discussion forums through the IEARN network.

Students have the opportunity to learn about new information technologies through *Zari’s* membership of the international educational Internet-network IEARN, which involves 4000 schools from 90 countries. Through this network, students and teachers participate in these internet based discussion forums. In this network, *Zari* manages 3 thematic forums:

- Bicycle in my life
- National beverages and traditions related to them
- Suggestions and recommendations to my teachers and parents

As well as being included in this IT network, students can participate in debate forums which provide them with opportunities to learn research skills and an environment which allows students to freely express their own ideas. The school regularly participates in camps organized by “Open Society – Georgia” and their Karl Poper Debate Program.

The school considers it important for students to be involved in community and volunteer actions which seek to improve the lives of people in the community. With the support of the school fund the students organized an Art and Handicrafts Exhibition/Sale which was held on 23 December 23, 2001. The art and handicrafts exhibited and sold were the work of community members who are temporarily unemployed. Other activities have included the acquisition of 4 or 5 different newspapers which are held at the school resource center but are accessible to all members of the community.

Parents being actively involved in the life of *Zari* is an important component of the schools philosophy. Regular parent meetings are held, which are also attended by teachers and a psychologist. During these meetings past activities are analyzed and future plans are worked out. Parents participate in all school and community events. One of the parents, a doctor by profession, was sent to participate in training on "Youth Health", conducted by Center of Training and Consulting (CTC), so that she could work (together with other parents and students) on the issue of youth sexual development. The school plans to include other interested parents in training and seminars.

The school also organizes sports and education/information classes. Each excursion includes talks (with a specialist) on the place's history and background. The excursion is usually followed by intellectual and sports competitions with mixed groups of students and parents.

To improve students' motivation, the school decided to create a nominal currency called 'Zari'. Throughout any month students are awarded Zaris based on their participation in activities. At the end of each month, small gifts are bought from parents' contributions. These goods are then auctioned through a process where students bid for goods they want with the 'Zaris'. Unused 'Zaris' are returned to the bank and the next month starts with all the students having equal positions.

Open community school *Zari* is not an alternative to the ordinary secondary school. This is what the students, parents and community members of Rustavi need, and what they have never had.

Exhibition – Sale at School *Zari*

On December 23, 2001 the students of *Zari* open community school organized an exhibition-sale of handicrafts made by gifted community members.

The participant had to be people between the ages of 25 and 60, temporarily unemployed and living in the Rustavi community. Participants knitted, painted, worked with wood or on metal to create art and handicrafts to be displayed to the public.

Inspite of the fact that students posted announcements about this event in all public places one week earlier, as well as disseminating information by 'word-of-mouth' in different places, only 7 people (out of 4 micro-regions) presented their collections. However those presented decorated the hall beautifully.

Because there were few people interested in buying the goods, it became simply an exhibition. A creative evening was organized to honor the participants of the exhibition. At which the school director presented them with gifts. As it was noted in the "book of memories", both participants and observers were satisfied as a first effort at this sort of initiative by the community school 'Zari'. It was planned to conduct a similar exhibition for the communities teachers and pensioners.

Pavle Tvaliashvili _ Director of Open Community School *Zari*
Tea Lobzhanidze _ Teacher of IFES Teachers' Regional Network

Volunteers' Group *Mermisi*

School conditions in Georgia are generally poor at this time. The poor economic conditions strongly affect schools. In spite of this difficult environment, the director and the teachers of Borjomi School #6 are initiating many activities and looking for ideas to implement new methodologies to maintain their school's name as being active. We believe that if a school is active, then the learning process is more interesting and productive for the students.

It has become a tradition for our school to conduct different types of one week events. From October 15 to 19 we had "environment week". The week included a conference, exhibition on the theme "nature and fantasy", a painting competition on an asphalt, exhibition of paintings on the theme "still beautiful", writing essays and a competition on environmental issues. The last day of the week was dedicated to awarding prizes to the winners in the different competitions and the establishment of the school's environmental club.



To encourage students to be more active, we have created an organization for volunteers named *Mermisi* with the slogan "Be active, be dedicated". *Mermisi* has an emblem, a flag and a hymn - We are the children of Georgia".

The highest body of *Mermisi* is its board which is composed of 13 members. The board and *Mermisi* itself is managed by a leader, who is elected through secret voting.

Five candidates were nominated for the leader's position. Before voting day the candidates presented their programs to the student body. Many students became involved in supporting one or other of the candidates, helping that candidate to conduct meetings, put up posters and to arrange debates between the different candidates. Both students and teachers had the right to vote. ers (students and teachers). The elections were held on December 4 with students from other schools in the area acting as observers. The election process followed the same rules as 'real' elections in Georgia as far as was possible. There were ballot papers, ballot box, voting compartments and a voters list. When the votes were counted Giorgi Gelashvili, a Xth Grade student, was the winner with 135 votes. The board met on the very next day to start work on a plan of activities.

This event really got students involved and the life of the entire school has become more interesting and exciting. We hope that an active school can solve any kind of problem.

Nana Lortkipanidze _ Deputy Director, Borjomi School #6

Students' self-government elections in Akhaldaba Secondary School

On March 5, 2002, at the initiative of Marina Lomidze (secondary school teacher of Akhaldaba and a member of the Borjomi Regional Network of Civic Participation and Information Exchange) and a group of student volunteers, elections for the students' self-government council chairperson were conducted. The organization of the elections was done by the school's group of volunteers, which was formed on June 1, 2001.

From the members of the group of volunteers there was formed an election commission, which was responsible for election preparation and administration. The election commission was made up of 11 members who were 13 to 15 years old. Marina Lomidze provided training for the members of the election commission on electoral procedures. They informed school students about the electoral procedures, the election date and time. Teachers and students in the Vth to XIth Grades could take part in elections.

The election commission compiled a voters' list which was made up of 300 voters and posted it in the school building 2-3 days before the poll. Marina Lomidze and members of the election commission organized voting booths, a transparent ballot box [formerly a small aquarium] and printed ballot papers.

There were 4 candidates nominated for the position of Chairperson of the Self-Government Council nominated by their classes: Onise Chaduneli (XI grade); Sofiko Rikadze (IX grade); Vano Rikadze (X grade); Tamar Kurtanidze (X grade).

On March 4, the candidates conducted their pre-election campaign meetings at which they presented their work programs. The programs remained posted until election day.

The election commission divided the voters' lists according to classes which are called: Avangardi, Mziuri, Momavali Taoba, Axali Taoba, Shevardeni, Martve, Imedi, Elva, Artsivi, Torelebi, Merani. The name of the teachers' group was Modzgvarni (masters).



March 5, 2002 was election day with voting starting at 13:30 and ending at 14:45. A total of 241 students and teachers participated in the elections. The results of the voting were:

1. Onise Chaduneli – 53 votes
2. Sofiko Rikadze – 61 votes
3. Vano Rikadze – 96 votes
4. Tamar Kurtanidze – 20 votes

There were 59 unused ballots, 11 ballots were invalid.

The students' self-government elections were observed by students from Borjomi Secondary Schools #1 and #6 and Silvana Puizina and Natia Berdzenishvili of IFES in Tbilisi. According to the observers there were no violations observed. They expressed satisfaction with the work conducted by the election commission and noted that the elections were well organized.

The three losing candidates become members of the self-government council. This council consists of 15 members. The remaining 12 members were elected by the students. The council held its first meeting on March 12, where they developed their action plan for the work they will be undertaking.

Throughout this process the students of the school showed great interest and enthusiasm coming from students. For most of them, participation in the elections was not only a means of recording their vote, but also an opportunity to themselves.



Rustavi #4 School

On March 24, 2002, the students of Rustavi Secondary School #4 elected the chairperson of the Student Leaders Board. The election arrangements were managed by the Head of Academic Section, Ms. Marina Iashvili.

Those participating in the elections as candidates and voters were the students of Forms VII, VIII, IX and X. These forms had elected their leaders two weeks ago who were then presented as the candidates for the general elections. There were 12 candidates standing for election. In the two weeks before the election the school walls were decorated with the posters of the candidates. Additionally, each candidate presented their plan of action to the students.

Everybody was very serious in his/her attitude towards the elections. The rooms, ballot box and ballot-papers were specially prepared for elections. The school invited students from other schools in the area to act as election observers. Parents and teachers also enjoyed the status of observers. All ballot-papers were printed and signed. The lists of voters were passed to the commission members together with the required number of ballot-papers. The supplementary list of voters was made up of the school cleaners, librarians, secretary, doctor assistants and others.

Voting began at 10 in the morning and ended at 14:00 and proceeded in an orderly manner.

The ballot box was opened by the commission members at 14:10. Tornike Gogokhia from the VIIth Form, was elected as the Chairperson of the School Leaders Board having obtained a majority of votes. The other 11 candidates became members of the The Leaders Board.

According to the observers the elections were held without violations. A journalist and photographer recorded the whole elections process.

Since the election, the Leaders Board has elaborated its charter and plan of action which aims to introduce and implement innovations at the school.

Lela Bekauri –Student at Rustavi School N 4 named after J. Shartava

Art Lovers Salon at Rustavi School N 4

On April 19 the Art Lover's salon "Pirosmani's Dream" was established at Rustavi Secondary School #4. The idea to start the salon arose from a discussion at the school about the best way to use a room in the school that formerly belonged to the famous Georgian poet G. Leonidze. At the discussion, facilitated by Tea Lobjanidze, IFES regional coordinator, the group decided to use the room for the Art Lover's salon.

This way the room would be available not only to the school students and teachers but also to residents of the community. The salon is to be used as a meeting place for young writers and for art and literature gatherings. This concept was supported by both teachers and students at the school. As a means to raise money for buying new books for the school library, people wishing to be part of the Art Lover's salon would pay a monthly fee.

Invitations to the opening of the salon quoted G. Leonidze "Please come and let's enjoy ourselves with tea and art discussions".

This first gathering lasted for three hours and was accompanied by songs with guitar playing, tea was served from an old samovar and the discussion centred on modern writers. Teachers and students narrated sketches from T. Lobjanidze books "The Other Moon" and "A Teaspoonful of Happiness".

To quote K. Marjanishvili "The goal of art is a very simple one: to grant a human joy and to encourage him".

Tea Lobjanidze _ IFES Civic Education Regional Coordinator in Rustavi and Bolnisi Regions

Ecological Week at Rustavi Secondary School N 2

In April 2002, Rustavi Secondary School #2 held an ecological week as part of the process of establishing an ecological club at the school. These arrangements were preceded by discussion and initiative group meetings with the local IFES coordinator.

On April 10 the school arranged an exhibition and contest based on an ecological wall. Students collected and filled the wall with newspaper stories on ecological issues.

On April 11, within the framework of the ecological action week, the students cleaned the schoolyard and adjacent territory and the L. Kharbedia public garden. Places without vegetation were improved by planting trees and other plants.

The club manager, N. Tevzadze conducted an open lesson on ecology, followed by the opening of the eco-intellectual club. The open lesson and club opening were attended by representatives of IFES, US Embassy, Rustavi Education System, Association "School-Family-Society", Association of Parents and Teachers and Teachers Advanced Training Studies.

Tea Lobjanidze _ IFES Civic Education Regional Coordinator in Rustavi and Bolnisi Regions

Community School in Kutaisi

Kutaisi Secondary Comprehensive School #37 is located in the Kharebava Community in the vicinity of the motorcar works. There are over 10000 residents in this community and the school has over 800 students. In Kharebava Community there were two similar schools - School #18 and School #37 but neither could provide students with full access to secondary schooling. Upon completion of the 9th Form, the students had to continue their studies in other schools in the city. This was a serious issue as the Kharebava Community is located far from downtown Kutaisi.

To solve this problem we decided to establish a single school that would provide full secondary education for students in the Kharebava Community. This idea was supported not only by students, their parents and teachers but by the Governor of Imereti, Mr. Teimuraz Shashiashvili. He also decided to ensure the establishment of a full educational complex in Kharebava Community, which would consist of preschool education institutions and secondary institutions.

At present a school is not only an education institution but should also be an information resource for the whole community. Each day, hundreds of people gather, meet and talk to each other in and around the school, therefore the formation of every community member as a socially active citizen greatly depends on the rhythm of the schoolwork and the views, skills and activity of the teachers. For this reason we are conducting meetings, discussions and conversations with students, parents and teachers.

The school has established relations with the motorcar works. The administrators of the motorcar works are financing the kindergarten children's meals. Under this agreement the plant undertakes financing of children meals while the school, together with the parents, has agreed that those children who enjoy the free of charge services at the kindergarten shall continue their studies at the primary school and then at the secondary school. Parents who do not wish to enter into such an agreement pay fees for their children at the kindergarten. As part of the agreement the motorcar works has representation on the school board.

A similar agreement was made with the motorcar works, motorcar engineering lyceum and Technical University. This quadrilateral agreement has obligations for each party to the agreement but also protects the rights of each party. The goal of the agreement is to establish mutually beneficial use of funds. A student after completion of secondary education will continue study at the Technical University and will return as a specialist to the motorcar works.

In its endeavours to work in mutually beneficial ways with businesses in the community, the school has established a relationship with the outpatient clinic in the settlement. The clinic has appointed two doctors who provide medical services and preventative health care for the schools children and parents at a discounted cost. In cases where the School Board certifies that a student is an orphan, a too poor to pay for the services, the clinic serves the students and teachers free of charge.

School #37 plans to propose such cooperative arrangements to all organizations and institutions in Kharebava Community. At present the school cooperates with the municipality, motorcar works, outpatient clinic, military lyceum and motorcar engineering lyceum. Much more can be done and we believe that School #37 will be not only serve the educational needs of the community but also become the center of cultural development of the entire community.

Andy Nemsitsveridze - Principal Kutaisi School N 37