



## CENTER for DEMOCRACY & ELECTION MANAGEMENT

SCHOOL of PUBLIC AFFAIRS ★ AMERICAN UNIVERSITY

### **2009 Election Management Institute: Best Practices in Election Management and Observation**

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**New Dates:** December 1-12, 2009 (2 weeks with an option of participation in only the first week of institute).

**Cost:** \$1,980 for applications received by November 1, 2009 and \$2,180 for applications received after November 1, 2009 (the cost covers all institute expenses including lunches; excludes travel to and from and living costs in Washington, D.C.)

#### **About the program**

Democracies at all stages of development are faced with new opportunities and challenges in the 21st century. The Election Management Institute will address many key areas in the electoral process. The aim of the Institute is to examine the best ways to conduct an election, to evaluate if they are free and fair, and to help improve them if they are not.

#### Objectives:

- Bring together a critical mass of election experts, scholars, and practitioners to inform participants of the best democratic election practices to emulate and the worst practices to avoid;
- Examine the full range of challenges and difficulties in administering elections, including the importance and fragility of a democratic elections process, the critical electoral decisions to avoid collisions between political suspicion and administrative incapacity, and the importance of civic engagement and empowerment to sustain democracy;
- Promote hands-on group work sessions that foster the application of ideas and skills from the training into the context of electoral management which relies on established principles and best practices;
- Help participants to perform an assessment of the strengths and weaknesses of their countries' electoral systems and to develop country-specific plans that address the issue of how to improve electoral management and political participation.

The Election Management Institute is provided through funding from AU's School of Public Affairs to enable election practitioners -- election officials, civil society activists, and scholars from around the world -- to deepen their understanding of elections and enhance their ability to administer and support election processes.

Experienced practitioners, scholars and students of elections from the United States and other

established democracies are also eligible to participate. Formal opportunities for training in election management are still rare. There is a lack of opportunity to meet with counterparts and exchange expertise at an international level. Therefore, the Institute aims to close this gap and provide election practitioners with an opportunity to hone their election skills outside of peak election periods in their countries, in a learning environment that provides a break from their daily routine so that they may reflect on their work, learn from their counterparts from other countries, and reevaluate techniques for administering elections in their country of origin or interest.

The program offers two-weeks of hands-on training and workshops in topics ranging from election legislation to election technology and specific electoral issues such as minority and women representation to allow practitioners to improve their knowledge and experience in administering and observing elections in their home countries and countries of interest.

The institute offers comparative perspectives beyond United States elections and institutions using a plethora of American University and renowned international election experts. Although the United States provides examples of many good practices, practices to avoid are also discussed and critiqued. The United States is used as only one of the case studies given the location of the institute, and its electoral institutions serve as an interesting example of progress and problems in the field of election management. In addition, the United States serves as a good example of the use of various modern technologies used in elections.

## **Participants**

The election management institute is designed for the following stakeholders in electoral processes:

- Officials from election management bodies
- Senior officials from government, public administration and election tribunals who are actively involved in the electoral process
- Members of political parties
- Representatives from the media
- Election observers
- Representatives of civil society
- International professionals, and officials involved in electoral assistance
- Advanced students of U.S. and international election topics

## **About the program content**

The program will concentrate on topics in election management and observation around the world, drawing on comparative experience from the United States as well as numerous case studies from around the world. Recognizing the variety of electoral systems, methods of managing elections, and regional principles of observing elections, the program will be adapted as much as possible to the needs and backgrounds of participants, while demonstrating generally applicable best practices and international standards. Participants will contribute examples from their home countries and countries of interest to encourage an exchange of experiences and expertise throughout the program.

The program will consist of workshops, briefings, training modules, discussions and site visits. The goal is to make the program as interactive and participatory as possible and to provide participants

with a combination of theory and hands-on experience in electoral matters. The briefings and training modules will be delivered by experienced speakers, including academics from American University and other top universities in the U.S. and around the world, election administrators, public officials, election experts and consultants. A key feature of the election management institute will be visits to international and U.S. election institutions such as the U.S. Election Assistance Commission (EAC), the Federal Election Commission (FEC), the League of Women Voters (LWV), International Foundation for Election Systems (IFES), National Democratic Institute (NDI), International Republican Institute (IRI), the Organization of American States (OAS) and others where participants can meet with counterparts, experience election administration or policy-making in action and establish useful contacts.

**Agenda: Best Practices in Election Management and Observation**

Week 1	Topic
Day 1	Welcome and Introductions Comparative Elections Management Best Practices in Electoral Systems Design Visit to the U.S. Election Assistance Commission (EAC)
Day 2	Elections and Legal Systems: International and Regional Guidelines and Conventions Country Electoral Laws and Constitutions: Case Studies
Day 3	Election Management Bodies and Regional and Global Associations of Election Officials Visit to the U.S. Federal Election Commission
Day 4	Voter Registration and Electoral Boundary Delimitation Election Technology: Electronic Voting Machines Visit to the International Foundation for Election Systems (IFES)
Day 5	Visit to Board of Elections (BoE)
Week 2	Topic
Day 6	Best Practices, Institutions and Principles Training Simulation in Election Observation Visit to the Organization of American States (OAS)

Day 7	Voter Participation Minorities and Conflict-Forced Migrants Women's Participation in Elections Visit to the League of Women Voters (LWV)
Day 8	Visit to the New York City Campaign Finance Board (NYCCFB) Cost of Elections and Campaign Finance Afternoon in New York
Day 9	Elections in Topical Region: Middle East and North Africa
Day 10	Political Contestants in Elections Overview of Political Party Support Programs Visits to the Democratic and Republican National Congress

The organizers reserve the right to make adjustments to the program as necessary.

### **Certificate**

Participants will receive a certificate in election management and observation from American University, at the end of the training institute.

### **Location and arrival arrangements**

The election training institute is based at American University in Washington, D.C. and will include visits to relevant U.S. and international election institutions in the Washington, D.C., area, New York City, NY and Richmond, VA. On request, CDEM can assist with visas, accommodation and travel to and from the airport.

### **Costs and payment methods**

The cost for this two-week election training institute is \$1,980 and it includes refreshments and lunch during the institute, transportation to institute events, reading materials and other documentation. Payment in full must be received by CDEM no later than November 20, 2009.

Please contact Nicole Hark at [hark@american.edu](mailto:hark@american.edu) or + 1 202.885.1527 for payment options.

Refund policy: by November 20, 2009 in full; after November 20, 2009, a \$250 fee will be charged. No refund can be made after the start of the Institute on December 1, 2009.

Airfares, accommodation costs, daily travel (other than on visits scheduled in the program), and living expenses are not included in the cost of the program.

Approximately \$90 per person per day is estimated for a modest and \$130 for a higher standard of accommodation. CDEM can provide assistance with accommodation options.

Upon request made sufficiently early, CDEM may be able to assist with cheaper accommodation at the AU campus.

Additional meals (other than lunch which will be provided on the institute days) and other incidental expenses are estimated at \$20-30 per day.

## **Insurance**

Participants are advised to arrange travel and health insurance coverage before leaving their home country.

## **Visas**

Participants are encouraged to allow sufficient time to arrange for travel visas. Participants traveling to the United States for less than 2 weeks do not require J-1 visas. CDEM can offer assistance with visas, but participants need to arrange for them personally in their countries of origin.

## **About the Center for Democracy and Election Management**

American University's Center for Democracy and Election Management (CDEM) was established in 2002 during a period that saw an extraordinary expansion of democracy throughout the world and the increasing professionalism of election commissions. Despite these positive trends, there was not one university in the world that taught its undergraduate and graduate students or mid-career professionals best practices in democracy and election management. The Center combines training and academic research with hands-on experience in elections in the U.S. and abroad, and works to strengthen democracy through improved electoral performance. CDEM's specific focus is to advance election management through election management training institutes, election observation missions, poll worker training, applied research, and public engagement both in the U.S. and overseas.

## **How to apply**

Please download, fill out and send to CDEM the application form to the contact information provided on the form.

For more information please contact: Election Management Institute Center for Democracy and Election Management School of Public Affairs American University 3201 New Mexico Ave., N.W., Suite 395 Washington, D.C., 20016; TEL: + 1-202-885-1426; FAX: +1-202-885-1366; [cdem@american.edu](mailto:cdem@american.edu); [www.american.edu/cdem](http://www.american.edu/cdem).

Applications should be made as soon as possible as the number of available places is limited. Note the different in cost for applications received before and after November 1, 2009.

CDEM designs tailor-made programs in democracy and election management at American University, as well as internationally in a requesting country or region to meet the specific needs of groups or individuals. Please contact us if you would like further information.