

India International Institute of Democracy and Election Management

Sector13,Dwarka,New Delhi - 110075

Online Course ID: Capacity Development on Electoral Planning

[under India Technical Economic Cooperation (ITEC)]

Participants: Middle Level EMB officials under ITEC

Date: 13th – 17th December 2021

Brief outline of the Internationalonline course on Election Planning for ITEC member countries

Objective: To build capacity of participants on Election Planning to equip them with understanding the task, timeframe, budget, unit responsible, contingency, outcome measurements etc. associated with an electoral calendar, working back from election date to plan free and fair elections.

- 1. Planning and the Electoral Cycle:**
 - a. Importance of planning and what makes an election perfect
 - b. How to plan and design election cycle

- 2. Strategic Planning**
 - a. Steps in Strategic Planning
 - b. Elements in SP

- 3. Operational Planning and Logistics and planning tools**
 - a. Planning for Voter Registration.
 - b. Manpower Planning and training the registration staff,
 - c. Planning for procurement of sensitive and non-sensitive election materials
 - d. Planning the logistics
 - e. Gantt Chart and Gantt Chart Tools

- 4. Planning for Voter Education**
 - a. Planning Voter Education Campaign for ensuring inclusive registration.KABP surveys for identifying targeted campaigns
 - b. Planning Voter Education campaigns for targeted voter education
 - c. KABP surveys for identifying targeted campaigns
 - d. Partnerships and collaborations with stakeholders

- 5. Planning for Electoral Technology**
 - a. When & Where in the election cycle should technology be embraced?
 - b. Where to Employ Electoral Technologies?
 - c. What are the benefits of technology?
 - d. risks in embracing technology
 - e. circumstances should technology be embraced
 - f. guiding principles for adopting an electoral technology
 - g. Technical and cost feasibility

6. **Planning for Electoral Observation:**
 - a. Principles for Election Observation
 - b. When and what to observe
 - c. Conditions for observation
 - d. Code of Conduct for Election Observers.
 - e. Deliverables and challenges

7. **Electoral Risk Management:**
 - a. What constitutes electoral risks
 - b. Electoral risks and effects
 - c. Risk response plan

8. **Operation Planning in India – District Election Management Plans (DEMP)**
 - a. Plans for all activities that must be carried out at the district level
 - b. How DEMP is specific to a particular district

9. **Planning for Monitoring Elections and Post-Election Evaluation**
 - a. Monitoring and Evaluation objectives
 - b. Difference between Monitoring and evaluation
 - c. Monitoring checklist
 - d. Elements of Monitoring and Evaluation

Important information:

- This course will be conducted online.
- The course is for Junior to Middle Level Election officials with good working knowledge of English.
- Nominees should either be working or be expected to work in planning election division section of their EMBs (Election Management Bodies).

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IIIDEM Team:

Mr. Dharmendra Sharma, DG, IIIDEM & Course Director

Ms Puneet Kaur, Course Coordinator

Time	Activity/ Content
13th December 2021, Monday	
12:00-12:30	Inaugural, Introduction, and agenda building
12:30-1:30	Planning and the Electoral Cycle
13:30-13:40	Break
13:40-14:40	Operational Planning and Logistics
14th December 2021, Tuesday	
12:00-13:00	Planning for Electoral Observation
13:00-13:10	Break
13:10-14:10	Introduction to Strategic Planning
15th December 2021, Wednesday	
12:00-13:00	Planning for introduction of Electoral Technology Gantt
13:00-13:10	Break
13:10-14:10	Country presentations
16th December 2021, Wednesday	
12:00-13:00	Electoral Risk Management
13:00-13:10	Break
13:10-14:10	Country presentations
17th December 2021, Friday	
12:00-13:00	Operation Planning in India – District Election Management Plans (DEMP)
13:00-13:10	Break
13:10-14:10	Planning for Monitoring Elections and Post-Election Evaluation
14:10-14:40	Summing up, evaluation and valedictory