



Welcome

Administrative Procedures for Polling and Counting

Training Section
Capacity Building Division
OMiK - Department of Election Operations

October 2001





About this training

- Based on the Administrative Procedures
 - This document is the definitive interpretation of the Electoral Rules and is the reference manual for all election staff
- Does not replace reading !
- Training Questionnaire at the end of training
- Note the policy on usage of political terms (Habitual residence of Kosovo, Communities...)
- All OSCE staff are obliged to follow the Code of Conduct
 - - failure to do so will result in review of employment





Purpose of this Training

- Conveys the essence of the Administrative Procedures
- Makes Polling Station staff understand the basic principles of the polling procedures
- Explains to Polling Station staff their duties and responsibilities
- Explains the relationship between the Polling Station Committee, the Polling Station Committee Chairperson and the International Polling Station Supervisor
- Makes Polling Station staff familiar with the Administrative Procedures document as a reference manual





Structure of this Training

- Part I: Background
- Part II: Duties prior to Election Day
- Part III: Conducting the Poll
- Part IV: Closing the Polls and Counting the Ballots
- Part V: Transfer of Materials to the Field Office
- Simulation
- Questionnaire and Evaluation



Contents of

Part I : Background

- Legal Structures
- This Election
- Polling Centres and Polling Stations
- The International Polling Centre Manager
- The Helpdesk
- The Polling Station Committee
- The International Polling Station Supervisor (IPSS)
- The Polling Station Committee Chairperson (PSCC)





Legal Structures

- UNMIK
 - Established by UNSC resolution 1244, consists of four pillars:
Judicial and Law enforcement, Institution Building (OSCE),
Civil Administration (UN) and Economic development (EU)
- Central Election Commission (CEC)
 - Independent body passing the Electoral Rules
 - Municipal Election Commissions in all municipalities (MEC)
- Election Complaints and Appeals Sub-Commission (ECAC)
 - Responsible for adjudication of appeals and complaints
concerning violations of the Electoral Rules
- OSCE is responsible for implementing Elections





This Election

- Elect the Central Assembly according to the Constitutional Framework, which is based on UNSCR 1244
- 120 seats, including 20 seat-at-large seats for communities
- 1.1 mill civilly registered and eligible to vote if over 18 years old
 - plus those who registered for voting out-of-Kosovo





Polling Centres and Polling Stations

- A Polling Centre is a building with from one to 16 Polling Stations alphabetically split
- A Polling Station is where the Polling Station Committee service voters
- Supervised by an International Polling Supervisor (IPSS)
- A Polling Centre with more than four Polling Stations, will have Polling Centre Management staff, including
 - an International Polling Centre Manager (PCM)
 - a National Polling Centre Manager
 - Polling Centre Assistants
 - Help Desk staff
- Polling Centre Management orders the flow of voters through the centre





International Polling Centre Manager

- Key figure in the running of PCTR and responsible to the EO in the relevant Field Office (FO)
- Works together with a National Polling Centre Manager
- Manages a team of Polling Centre Assistants and Helpdesk Staff
- Ensure access to the centre and the flow of voters
- Reports to the EO (including emergency, security and medical reports) and the opening and closing of the centre
- Should not make any decisions regarding technical elections issues at the PS
- Ensure that material transfer to the Field Office leaves the Polling Centre with UN Police escort
- Contact point in case of security threat





Helpdesk

- A Helpdesk Team consists of two persons
- Allocated according to size of Polling Centre
- The Helpdesk assists voters who
 - are not found on the Final Voter's List of their Polling Station, or
 - do not have Photo ID
- The Helpdesk can determine whether voters without Photo ID need to go home to get it or if Photo ID is not required for them





The Polling Station Committee

- The PSCC is in charge of the Polling Station, delegating his/her responsibility to the Polling Station Committee members
- The IPSS can overrule decisions taken by the PSCC if it is not in accordance with the Administrative Procedures
- The Polling Station Committee consists of
 - Polling Station Committee Chairperson (PSCC)
 - Queue Controller
 - Identification Officer
 - Ballot Issuer
 - Ballot Box Monitor
- Duties of the Polling Station Committee Members do not conclude until the Chairperson has released them from their duties after the ballot count.
- All members of the Polling Station Committee must be available to assist the PSCC or Polling Centre Assistant in setting up the Polling Centre/Station prior to Election Day.





The International Polling Station Supervisor (IPSS)

- Ultimately responsible for the Polling Station
- Ensure that the Polling Station is run according to the Administrative Procedures
- Responsible for sensitive materials (Ballots, Final Voter's List, Conditional Voter's List, Ballot Stamp)
- Shares responsibility with the PSCC on:
 - material pick-up and polling station setup
 - determine disposition of unstamped ballots and the accuracy of the count
 - report results and sign the Reconciliation and Results Form
 - proper packing for transport and material transfer back to Field Office
 - report security threats and outbreak of violence





The Polling Station Committee Chairperson (PSCC)

- Responsible for the general operation of the Polling Station under supervision of the IPSS
- Delegate duties to the members of the Polling Station Committee and determine who will perform which function
- Oversee the work of the Polling Station Committee in order to ensure orderly and efficient flow of voters
- Responsible for pickup, packing and return of all non-sensitive materials and reusable commodities
- Co-ordinate rest and meal breaks
- Process Conditional Ballots





Contents of


Part II: Duties prior to Election Day

- Materials
- Polling Station Layout
- Adjustment of the FVL
- Planning and assignment of functions
- Duties of Polling Station Committee members
- Groupwork





Materials

- **Ballots**
 - **Final Voter's List**
 - **Conditional Voter's List**
 - **Official Ballot Stamp**
 - Conditional Ballot Envelopes and Secrecy Envelopes
 - Ballot Box
 - Security Seals
 - Voting Screens
 - Poll Book
 - Ink Applicator and Ultraviolet Lamp
 - Reconciliation and Results Form
 - Office Supply Kit
- Sensitive Materials
(To be obtained by IPSS)
- 



The Ballots

- Tick by political entity
- Only one tick!
- Political entities listed in order of lottery result
- In Albanian, Serbian Cyrillic, Serbian Latin and Turkish
- Security features
 - heat sensitive spots down to the right
 - watermark
- Sensitive Material

osce CEC UNMIK

ZGJEDHJET PER KU VENDIN E KOSOVES
IZBORI ZA KOSOVSKU SKUPSTINU
IZBORI ZA KOSOVSKU SKUPSTINU
KOSOVA MECLIS SEÇİMLERİ

ZGJEDHNI VETËM NJE SUBJEKT POLITIK NGA LISTA DHE SHËNONI ZGJEDHJEN
TUAJ NE KATRORIN PRANË EMRIT TË SUBJEKTIT POLITIK.

ОДАБЕРИТЕ САМО ЈЕДАН ПОЛИТИЧКИ СУБЈЕКАТ СА ЛИСТЕ И НАЗНАЧИТЕ
ВАШ ИЗБОР У КВАДРАТИЋУ ПОРЕД ИМЕНА ПОЛИТИЧКОГ СУБЈЕКТА.

ODABERITE SAMO JEDAN POLITICKI SUBJEKT SA LISTE I NAZNAČITE VAS
IZBOR U KVADRATIĆU PORED IMENA POLITICKOG SUBJEKTA.

LISTEDEN SADECE BİR POLİTİK OLUŞUMU SEÇİNİZ VE POLİTİK OLUŞUMUN
YANINDAKİ KAREYE TERCİHİNİZİ İŞARETLEYİNİZ.

☐ 10. PGJK - PARTIA E TË GJELBËRVE TË KOSOVËS

☐ 11. LKÇK - LËVIZJA KOMBËTARE PËR ÇLIRIMIN E KOSOVËS

☐ 12. IRDK - INICIATIVA E RE DEMOKRATIKE E KOSOVËS

☐ 13. XHEVDET REXHAJ

☐ 14. PDASHK - PARTIA DEMOKRATIKE ASHKANLI SHQIPTARE E KOSOVËS

☐ 15. LPK - LËVIZJA POPULLORE E KOSOVËS

☐ 16. PSDK - PARTIA SOCIALDEMOKRATE E KOSOVËS

☐ 17. PNDSH - PARTIA NACIONALE DEMOKRATIKE SHQIPTARE

☐ 18. LATIF KRYEZIU

☐ 19. BK - BALLI KOMBËTAR

☐ 20. PDK - PARTIA DEMOKRATIKE E KOSOVËS

☐ 21. XUN ÇETTA

☐ 22. КП - КОАЛИЦИЈА ПОВРАТАК

☐ 23. LDK - LIDHJA DEMOKRATIKE E KOSOVËS

☐ 24. PREBK - PARTIA ROME E BASHKUAR E KOSOVËS

☐ 25. IQK - INICIATIVA QYTETARE E KOSOVËS

☐ 26. PQLK - PARTIA QENDRA LIBERALE E KOSOVËS

☐ 27. PLSH - PARTIA LIBERALE SHQIPTARE

☐ 28. PD - PARTIA E DREJTËSISË

☐ 29. AAK - ALEANCA PËR ARDHMËRINË E KOSOVËS

☐ 30. PSHDK - PARTIA SHQIPTARE DEMOKRISTIANE E KOSOVËS

☐ 31. PRK - PARTIA REPUBLIKANE E KOSOVËS

☐ 32. PLK - PARTIA LIBERALE E KOSOVËS

☐ 33. VTN - VATAN























☐ 34. BSDAK - BOŠNJAČKA STRANKA DEMOKRATSKE AKCIJE KOSOVA

☐ 35. KDTP - KOSOVA DEMOKRATİK TÜRK PARTİSİ

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Final Voter's List (FVL)

		1901e/08	
	Family Name Family First Name First Date of Birth Registration Number Bar Code		Family Name Family First Name First Date of Birth Registration Number Bar Code
	Family Name Family First Name First Date of Birth Registration Number Bar Code		Family Name Family First Name First Date of Birth Registration Number Bar Code
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- Contains name, Date of Birth, Registration no. and Photo of all voters that are eligible to vote in the Polling Station
- Voter must sign the FVL before receiving ballot from Ballot Issuer
- Number of signatures must be the same as number of issued ballots
- Sensitive Material

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The Ballot Stamp

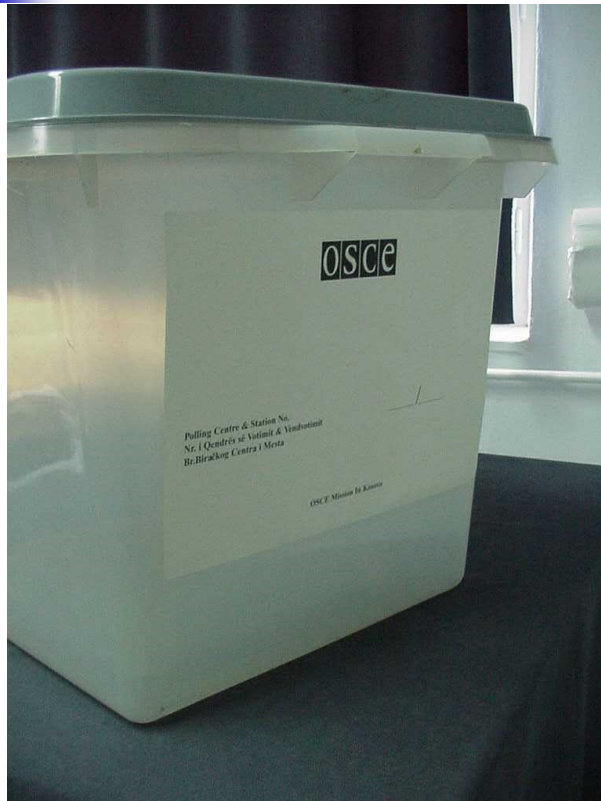


- Ballot Issuer should fold the ballot and stamp it on the back, before handing it to the voter
- Ballots without this stamp may be made invalid in the count
- Sensitive Material

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Ballot Box



- To be signed with Polling Station No.
- Do not write on the box



Sealed with numbered seals

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Signs



- Entrance and Exit should be clearly marked

Polling Station no. and
alphabetical range of
voters'

surname clearly signed on
entrance



The Invisible Ink



- Queue Controller should check voter's right index finger for invisible ink with Ultra Violet light



- Ballot Issuer should spray invisible ink on voter's right index finger before handing out ballot

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Conditional Voter's List

Lista e votuesve me kusht / Условни бирачки списак
Uslovni birački spisak / Şartlı seçmen listesi
Conditional Voters' List

 /

	Emri Име Ime Adı First Name	Mbiemri Презиме Prezime Soyadı Family Name	Numri i regjistrimit Регистрациони број Registracioni broj Kayıt numarası Registration Number	Nënshkrimi Потпис Potpis İmzası Signature
001				
002				
003				
004				
005				
006				
007				
008				
009				
010				
011				
012				
013				
014				
015				
016				
017				

All voters that vote by Conditional Ballot have to sign the Conditional Voter's List before being handed the ballot and secrecy envelope

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MISSION IN KOSOVO

OSCE

Conditional Ballot Envelope

Numri me grrdhë i votuesve nga lista e votuesve me kusht
Редни број бирача на условном бирачком списку
Redni broj birača na uslovnom biračkom spisku
Şartlı seçmen listesindeki sıra numarası

Zarfi i fletëvotimeve me kusht
Коверат за условни гласачки листић
Koverat za uslovni glasački listić
Şartlı oy pusulası zarfı

1. Numri i vendvotimit
 Број бирачког места
 Broj biračkog mesta
 Seçim yeri numarası

 /

2. Numri i regjistrimit
 Регистрациони број
 Registracioni broj
 Kayıt numarası

3. Mbiemri/Презиме/Prezime/Soyadı

4. Emri/Име/Ime/Adı

5. Data e lindjes (dita/muaji/viti)

Датум рођења (дан/месец/година)
 Datum rođenja (dan/mesec/godina)
 Doğum tarihi (gün/ay/yıl)

 / /

6. Mbi 18 vjeç - i verifikuar

Старост изнад 18 година-потврђено
 Starost iznad 18 godina-potvrđeno
 18 yaşın üzerinde-tasdiklenmiş

po ☐ jo ☐
 da ☐ ne ☐
 evet hayır

Unë, i nënshkruari, deklaroj se informata e mësipërme është vërtetë dhe se për para nuk kam votuar në asnjë mënyrë tjetër as që do të provoj të votoj përsëri në këto zgjedhje.

Ja, доле потписани, изјављујем да су горе наведени подаци истинити, и да нисам претходно гласао ни на који други начин, нити ћу покушати да гласам поново на овим изборима.

Ja, dole potpisani, izjavljujem da su gore navedeni podaci istiniti, i da nisam prethodno glasao ni na koji drugi način, niti ću pokušati da glasam ponovo na ovim izborima.

Ben, aşağıdaki imza sahibi, yukarıda verilen bilgilerin gerçek olduğunu ifade ediyorum ve bundan önce hiçbir şekilde oyumu kullanmadım ve bu seçimlerde tekrar hiçbir şekilde oy kullanma teşebbüsünde bulunmayacağım.

Nënshkrimi i votuesit / Потпис бирача / Potpis birača / Seçmen imzası

Data / Датум / Datum / Tarih

7. A ka ofruar votuesi letëmjoftim me fotografi?

Да ли је бирач обезбедио идентификациони документ са фотографијом?
 Da li je birač obezbedio identifikacioni dokument sa fotografijom?
 Seçmen, fotoğrafı kimlik tespit dokümanını temin etmiş mi?

po ☐ jo ☐
 da ☐ ne ☐
 evet hayır

For Official Use Only

Confirmed Code

Denied Code

Nënshkrimi i zyrtarit të zgjedhjeve/Потпис изборног службеника/Potpis izbornog službenika/Seçim Memurunun imzası

DEO-01-410

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Reconciliation and Results Form



FORMULARI I REZULTATEVE DHE I PËRPUTHJES SË TË DHËNAVE
OBRAZAC ZA USKLAĐIVANJE I REZULTATE / RECONCILIATION AND RESULTS FORM (412)

ORIGINALI I ZYRËS SË TERRENIT I OSBE-SË
ORIGINAL ZA OEBS KANCELARIJU NA TERENU
ORIGINAL FOR OSCE FIELD OFFICE



PJESA I - ODELJAK I - SECTION I

1. Emri i komunës Ime opštine Municipality name			
2. Numri i komunës Broj opštine Municipality number		3. Numri i vendvotimit Broj biračkog mesta Polling Station number	
4. Numrat e vulave që përdoren për mbylljen e kapakut të kutisë së votimit Brojevi pečata upotrebljenih za zatvaranje poklopca glasačke kutije Seal numbers used for sealing Ballot Box Cover		Prej/Od/From	Deri/Do/To
5. Numri i fletëvotimeve të pranuar Broj primljenih glasačkih listica Number of ballots received		Prej/Od/From	Deri/Do/To
6. Numri i fletëvotimeve plotësuese të pranuar Broj dodatnih primljenih glasačkih listica Number of additional ballots received	+	Prej/Od/From	Deri/Do/To
7. Numri i fletëvotimeve të transferuara Broj prenesenih glasačkih listica Number of ballots transferred	-	Prej/Od/From	Deri/Do/To
8. Numri i nshikuar i fletëvotimeve Novo brojčano stanje glasačkih listica Revised number of ballots	=		

PJESA II - ODELJAK II - SECTION II

9. Numri i vulës që përdoret për mbylljen e vrimës së votimit Broj pečata upotrebljenog za zatvaranje proreza na glasačkoj kutiji Seal number used for sealing Voting Slot	
10. Numri i fletëvotimeve të papërdorura Broj neupotrebljenih glasačkih listica Number of Unused Ballots	
11. Numri i fletëvotimeve të prishura Broj neispravnih glasačkih listica Number of Spoiled Ballots	+
12. Numri i nënshkrimeve në listën përfundimtare të votuesve Broj potpisa na konačnom biračkom spisku Number of Signatures on Final Voters' List	+
13. Numri i nënshkrimeve në listën e votuesve me kusht Broj potpisa na uslovnom biračkom spisku Number of Signatures on Conditional Voters' List	+
14. Gjithsej (10 + 11 + 12 + 13) Ukupno (10 + 11 + 12 + 13) Total (10 + 11 + 12 + 13)	=

PJESA III - ODELJAK III - SECTION III

15. Numri i zarfeve me fletëvotime me kusht në kutinë e votimit Broj kovčeta sa uslovnim glasačkim listicama u glasačkoj kutiji Number of Regular Ballot Envelopes in the Ballot Box		16. Numri i fletëvotimeve të reguluara në kutinë e votimit Broj redovnih glasačkih listica u glasačkoj kutiji Number of Regular Ballots in the Ballot Box	
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PJESA IV - ODELJAK IV - SECTION IV

	Votat valide Važeći glasovi Valid Votes
10. PGJK - PARTIA E TË GJELBËRVE TË KOSOVËS	
11. LKÇK - LËVIZJA KOMBËTARE PËR ÇLIRIMIN E KOSOVËS	
12. IRDK - INICIATIVA E RE DEMOKRATIKE E KOSOVËS	
13. XHEVDET REXHAJ	
14. PDASHK - PARTIA DEMOKRATIKE ASHKANLI SHQIPTARE E KOSOVËS	
15. LPK - LËVIZJA POPULLORE E KOSOVËS	
16. PSDK - PARTIA SOCIALDEMOKRATE E KOSOVËS	
17. PNDSh - PARTIA NACIONAL E DEMOKRATIKE SHQIPTARE	
18. LATIF KRYEZIU	
19. BK - BALLI KOMBËTAR	
20. PDK - PARTIA DEMOKRATIKE E KOSOVËS	
21. XUN ÇETTA	
22. КП - КОАЛИЦИЈА ПОБПАТАК	
23. LDK - LIDHJA DEMOKRATIKE E KOSOVËS	
24. PREBK - PARTIA ROM E BASHKUAR E KOSOVËS	
25. IQK - INICIATIVA QYTETARE E KOSOVËS	
26. PQLK - PARTIA QENDRA LIBERALE E KOSOVËS	
27. PLSH - PARTIA LIBERALE SHQIPTARE	
28. PD - PARTIA E DREJTËSISË	
29. AAK - ALEANCA PËR ARDHMËRINË E KOSOVËS	
30. PSHDK - PARTIA SHQIPTARE DEMOKRISTIANE E KOSOVËS	
31. PRK - PARTIA REPUBLIKANE E KOSOVËS	
32. PLK - PARTIA LIBERALE E KOSOVËS	
33. VTN - VATAN	
34. BSDAK - BOŠNJAČKA STRANKA DEMOKRATSKE AKCIJE KOSOVA	
35. KDTP - KOSOVA DEMOKRATİK TÜRK PARTİSİ	
17. Gjithsej vota valide / Ukupan broj važećih glasova / Total Valid Votes	

18. Fletëvotime të paplotësuar Nepotpunjeni glasački listici Blank Ballots	
19. Fletëvotime jovalide Nevažeći glasački listici Invalid Ballots	+
20. Gjithsej fletëvotime valide (rubrika 17) Ukupan broj važećih glasačkih listica (kvadratić 17) Total Valid Ballots (Box 17)	+
21. Gjithsej (18 + 19 + 20) Ukupno (18 + 19 + 20) Total (18 + 19 + 20)	=

PJESA V - ODELJAK V - SECTION V

Numri i vulës i pakos 2 Broj pečata za paket 2 Seal number for Packet 2	(1)
	(2)
Numri i vulës i pakos 3 Broj pečata za paket 3 Seal number for Packet 3	(1)
	(2)
Numri i vulës i pakos 5 Broj pečata za paket 5 Seal number for Packet 5	(1)
	(2)
Numri i vulave që do të përdoren për mbylljen e kapakut të kutisë së votimit Brojevi pečata koji će biti upotrebljeni za zatvaranje poklopca glasačke kutije Seal numbers that will be used for sealing Ballot Box Cover	(1)
	(2)

Duke u nënshkruar me poshtë, vërtetoj se këto shifra pasqyrojnë me saktësi punën e numërimit në këtë vendvotim / Potpisujući se ispod, ja tvrdim da ove cifre tačno odražavaju aktivnost prebrojavanja na ovom biračkom mestu. / By signing below, I attest that these figures accurately reflect the counting activity at this polling station.

Kryesuesi i këshillit të vendvotimit
Predsedavajući komisije biračkog mesta / PSC Chairperson

Anëtar i këshillit të vendvotimit
Član komisije biračkog mesta / PSC Member

Anëtar i këshillit të vendvotimit
Član komisije biračkog mesta / PSC Member

Anëtar i këshillit të vendvotimit
Član komisije biračkog mesta / PSC Member

Anëtar i këshillit të vendvotimit
Član komisije biračkog mesta / PSC Member

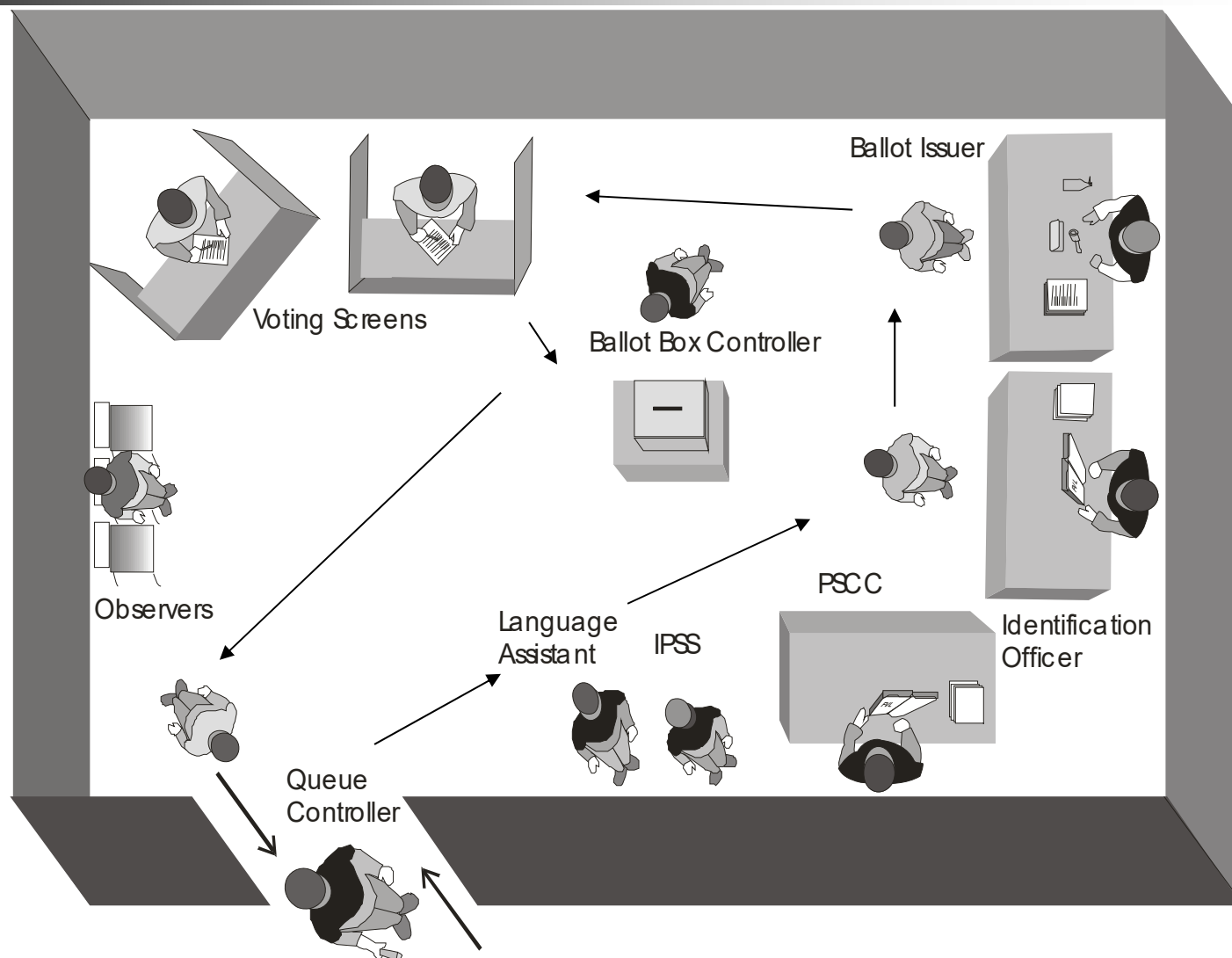
Mikëqyrësi ndërkombëtar i vendvotimit
Međunarodni nadzornik biračkog mesta
PS International Supervisor



MISSION IN KOSOVO



Polling Station layout - flow of voters





Adjustment of the FVL

- The IPSS will be provided with an Adjustment List of names of voters on the FVL that can only vote by Conditional Ballot
 - a notation next to these persons' names on the FVL shall be made according to the Adjustment List





Planning and assignment of functions

- IPSS and the Polling Station Committee will meet the day before Election Day to set up the Polling Station
- All politically affiliated materials such as posters, flags, symbols, emblems should be removed within 100 metres of the Polling Centre
- **The PSCC will then decide who should perform which function**
 - The duties of each Polling Station Committee members will be discussed and clarified
- The Polling Station staff will conduct a Mock Ballot Exercise using 100 pre-marked yellow ballots
- The PSCC is responsible for the safe storage of non-sensitive materials overnight
- The IPSS is responsible for the sensitive materials overnight (Ballots, FVL, CVL and Ballot Stamp)





Queue Controller

- *The Queue Controller is responsible for ensuring a continuous flow of voters through the Polling Station.*
 - Stand at the entrance to the Polling Station
 - Maintain an orderly queue outside the Polling Station
 - Ensure that the Polling Station does not become overcrowded and that the entry and exit are never blocked
 - Permit disabled voters to move to the front of the queue
 - Ask each voter to have their photo ID and Registration receipts ready and determine if they are in the right queue
 - Re-direct voters that are in the wrong queue
 - Use the Ultraviolet Light to check the voter's hand and fingers for invisible ink
- Advise the PSCC or IPSS of any threat to peace and order, outbreaks of violence or the presence of weapons outside the Polling Station





Identification Officer

- *The Identification Officer is responsible for voter identification requirements and determining when the voter is eligible to vote by regular or conditional ballot*
 - Not tolerate more than one voter at the desk unless the voter is disabled and requires assistance
 - Verify the voter's identity
 - Determine if the voter is eligible to cast a ballot
 - Locate the voter's name on the Final Voter's List
 - Determine whether the voter is entitled to vote by Regular Ballot or by Conditional Ballot
 - For Regular Ballots - ask voter to sign in the appropriate box beside his/her name on the Final Voter's List
 - For Conditional Ballots - direct to the PSCC
 - Direct the voter to the Ballot Issuer





Ballot Issuer

- *The Ballot Issuer is responsible for the safe keeping and accountability of the ballots.*
 - Receive the ballots from the PSCC
 - Issue a ballot to each voter in the order of the serial numbers on the stub
 - Remove spoiled ballots
 - Fold the ballot and stamp it on the reverse side
 - Spray the voter's right index finger
 - Hand the ballot to the voter and give instruction about how to mark the ballot
 - Tell the voter to return for a new ballot if a mistake has been made in marking the ballot
 - Direct the voter to a voting screen
 - Ensure that the ballots are not handled by unauthorized persons





Ballot Box Monitor

- *The Ballot Box Monitor is responsible for ensuring that each voter who receives a ballot, returns with the ballot and deposits it in the ballot box.*
 - Before opening the poll, allow witnesses to verify the ballot box is empty
 - Ensure that only one voter is permitted behind a voting screen at a time
 - Ensure that each voter screen always has a pen and remains free from politically affiliated materials and writings
 - Ensure that each ballot is folded so the Ballot Stamp is visible before the ballot is deposited into the ballot box
 - Ensure that every voter deposits his or her ballot into the ballot box and then leaves the Polling Station promptly
 - Ensure that no one is able to tamper with the ballot box





Language Assistant

- Translates and assists the IPSS
- Is not formally part of the Polling Station Committee
- Can assist in completing Conditional Ballot Envelopes and Conditional Voter's List in extraordinary circumstances and with the approval of the IPSS
 - The Language Assistant may only be used as an assistant and can not take over the authority of a Polling Station Committee Member



Contents of

Part III: Conducting the Poll

- Who can be present?
- Accredited Observers
- Representatives of the Media
- Before Opening
- Who may vote?
- ID requirements
- Regular Ballot Processing
- Conditional Ballot Processing
- Use of Discretion
- Cases of Denial





Who can be present?

- OSCE and UNMIK staff (including interpreters and drivers)
- Polling Centre Management and Help Desk staff
- Members of Central Election Commission
- Members of Municipal Election Commission
- Representatives of media accredited by KFOR
- UNMIK Police and KFOR, when called upon
- Accredited Observers



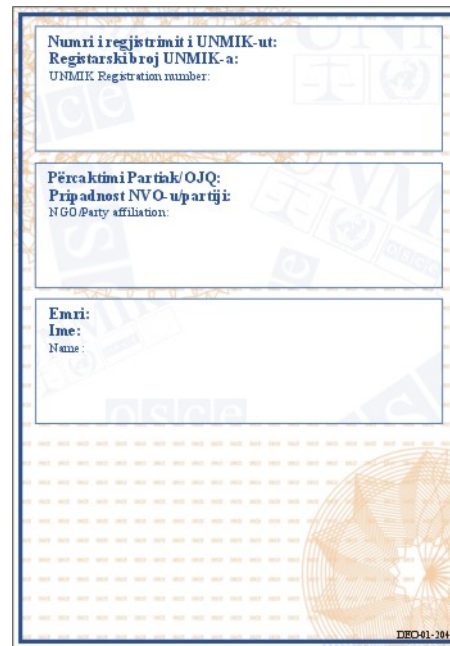
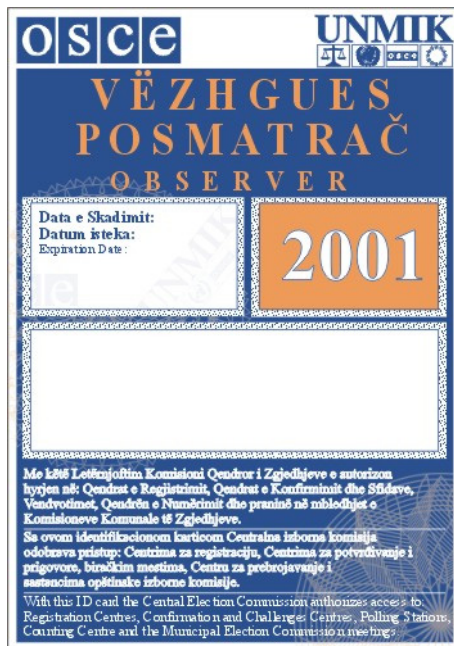


Accredited Observers

- International Observers and Domestic Observers (political entities and NGOs)
- Mandate to monitor the election process and report irregularities
- All Observers must remain strictly impartial and politically neutral
- Must not wear or carry any political symbols or emblems
- Must wear CEC or CoE accreditation badge
- May bring attention to irregularities, but cannot interfere or take action themselves
- May record observations, complaints and comments in Poll Book
- Must not obstruct the flow of voters through the Polling Station
- Can not go behind voter screen to see marking of voter
- Can be present during all the polling activities during Election Day



Observer Badge



Accredited Observer badge

[back](#)





Representatives of the Media

- Must be accredited by KFOR
- Must wear their KFOR Media badge at all times
- Must not photograph / film voters or make interviews without their permission
- Must not take close-up photos of the FVL or voters in any way that does not respect the secrecy of the vote
- Must not obstruct the flow of voters through the Polling Station
- All interviews shall be conducted outside the Polling Station, preferably after the voter has voted
- The Interviewer should not in any way influence the voter politically
- Can be requested to leave if obstructing the flow of voters or the work of the Polling Station Committee or violates the media guidelines

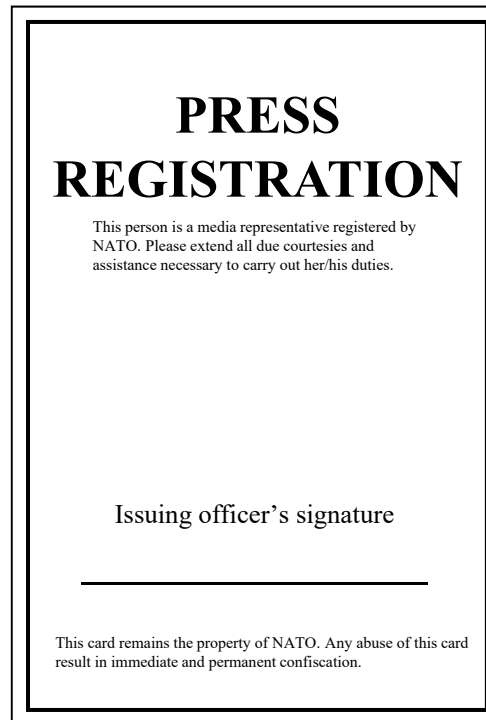


Media Badge



The front side of the KFOR Press Registration Card is a blue-bordered form. At the top, it reads "KFOR Press Registration Card". Below this, there is a large white box labeled "Picture" and a "Control #" field with a white box next to it. To the right of the "Picture" box is a blue circular logo with a white four-pointed star. Below the "Picture" box, there are several fields: "Name", "News agency", "Issuing office", "Issue date", "Exp.", and "Holders signature".

Front side



The back side of the Press Registration Card is a white-bordered form. At the top, it reads "PRESS REGISTRATION". Below this, there is a paragraph: "This person is a media representative registered by NATO. Please extend all due courtesies and assistance necessary to carry out her/his duties." Below the paragraph, there is a line for the "Issuing officer's signature". At the bottom, there is a small disclaimer: "This card remains the property of NATO. Any abuse of this card result in immediate and permanent confiscation."

Back side

- Accredited media badge

[back](#)





Before opening

- 15 min before opening the Polling Station, the following should be done:
 - Complete section 1 in the Reconciliation and Results Form indicating the serial no. of the ballots received
 - Hand ballots over to Ballot Issuer
 - At 0700hrs, show the empty Ballot Box to everyone present (Observers) and seal it
 - Note seal no. of Ballot Box in Poll Book
 - Record Seal no. in Section 1 in Reconciliation and Results Form
- Polling Station Committee members that are entitled to vote at the Polling Centre should vote first





Who may vote?

- **In order to vote, a person must**
 - **Be 18 years or older by Election Day**
 - **Be registered**
 - **Prove his or her identity**
- Matching Photo on FVL is sufficient proof of identity
- If record is not found on FVL, voter must vote by Conditional Ballot
 - Photo ID is required
 - Voter's eligibility will be checked at the Counting and Results Centre





ID Requirements

- Identity of the voter can be established in any one of 3 ways
 - Matching photo on FVL, or
 - UNMIK ID card, or
 - Alternative identification document with photo
- **If there is a matching photo in the FVL, Photo ID is not required**
 - Queue Controllers should not turn away voters without ID
- Photo ID is required when
 - Photo is missing or of poor quality on FVL, or
 - voter must cast a Conditional Ballot (because voter is not found on Polling Station FVL or has a notation next to their name)
- Examples of acceptable Identification Documents





Regular Ballots processing [1/2]

- Voter will follow these steps when casting a regular ballot:
 - **Step 1 - Queue Controller**
 - Check if voter is in the right queue
 - Remind voter to have ID ready
 - Checks for ink stains on voter's finger
 - Let new voter in only when no other voters are in front of the Identification Officer
 - **Step 2 - Identification Officer**
 - Identify voter on FVL
 - Determine eligibility to vote
 - Voter signs FVL for regular ballot
 - Send voter to Ballot Issuer





Regular Ballots processing [2/2]

- **Step 3 - Ballot Issuer**

- Spray the voter's finger with invisible ink
- Fold ballot and stamp it on the back
- Instruct voter
 - To mark his or her choice in the box next to the name of the political entity
 - Not write anything else on the ballot as additional writing or markings may cause the ballot to be rejected from the count
- Direct voter to free Voter's Screen

- **Step 4 - Ballot Box Monitor**

- Ensure that each ballot is folded so the Ballot Stamp is visible before the ballot is deposited into the ballot box
- Ensure that every voter deposits his or her ballot into the ballot box and then leaves the Polling Station promptly
- Ensure that no one is able to tamper with the ballot box





Conditional ballots processing [1/2]

- A voter must vote by Conditional Ballot when
 - Voter is not found on the FVL, or
 - The voter on the FVL has a notation that they must vote by Conditional Ballot

- **Extra Steps taken by PSCC**
 - Use ID to write voter's details on Conditional Voter's List
 - Include registration no. if voter has brought registration receipt
 - Ask voter to sign Conditional Voter's List
 - Fill out the Conditional Ballot Envelope based on Voter's ID
 - Hand over Conditional Ballot Envelope and ID to Ballot Issuer





Conditional Ballots processing [2/2]

- **Extra Steps taken by Ballot Issuer**

- Hand the stamped and folded ballot together with a secrecy envelope to the voter
- Instruct the voter to go behind voter's screen and place correctly marked ballot inside secrecy envelope
- Hand Conditional Ballot Envelope and ID to Ballot Box Monitor

- **Extra Steps taken by Ballot Box Monitor**

- Hand the correct Conditional Ballot Envelope to voter
- Instruct voter to place secrecy envelope into the Conditional Ballot Envelope and place it in the Ballot Box
- Hand back Photo ID to voter





Use of Discretion

- If voter voting by Conditional Ballot does not have ID showing their Date of Birth
 - Box 6 (Voter verified to be over 18 years old) on the Conditional Ballot Envelope is to be ticked “yes” or “no” based upon the discretion of the International Polling Station Supervisor





Denying a person a Ballot

- A Voter shall be denied to vote if:
 - the voter has no Photo ID and are not found on the FVL
 - there is evidence of invisible ink on voter's finger
 - voter refuses to have his/hers finger sprayed with ink
 - voter refuses to sign FVL or CVL
 - voter refuses to sign the statement on the Conditional Ballot Envelope

- Voter can in these cases file a complaint to ECAC by using the Complaint Form



COMPLAINT FORM

806

Reserved for the ECAC

DOCKET NUMBER

COMPLAINT

Individual (include party affiliation, if applicable) or party/organization lodging the complaint

Address (street and municipality)

Tel/Fax/E-mail

Date of Birth

M

F

ID Number

☐☐

ALLEGED VIOLATOR

Name of Person or Party/Organization

M

F

☐☐

Address (street and municipality)

Tel/Fax/E-mail

VIOLATION / CAUSE OF COMPLAINT

Describe the complaint in detail, including place, date and time (attach additional sheets, if necessary). Enclose copies of any evidence that supports your complaint.

WITNESSES (ATTACH STATEMENTS IF AVAILABLE)

1. Name and possible organization/party affiliation

Contact details (street & municipality, tel/fax/e-mail)

2.

The above information is true and correct to the best of my knowledge.

Name

Signature

Place

Date

(If the complainant is an organization or party, to be signed by an authorized representative.)

This form must be returned not later than three days after the violation occurred, or became known, to any OSCE office or directly to the ECAC at:
ECAC
OSCE Mission in Kosovo
32 Beograd Street
Pristina
Tel: +381 (38) 590 722 ext. 575
E-mail: ecac@omik.org

or:
ECAC
OSCE Mission in Kosovo
o/o OSCE Secretariat
Kartmerring 5-7
1010 Wien
Austria

DEO-01-306

FILING A COMPLAINT WITH THE ECAC

Any person who has a legal interest or who claims that his or her rights concerning the electoral process have been violated may file a complaint with the Election Complaints and Appeals sub-Commission (ECAC). This includes, but is not limited to:

- Voter registrants or applicants
- Registered voters
- Registered political parties, coalitions, citizens' initiatives and candidates
- Accredited electoral observers
- The Central Election Commission
- UNMIK and OMIK

To file a complaint, this ECAC Complaint Form must be completed. It is available in English, Albanian, Serbian and Turkish at any OSCE Field Office or at the website of the OSCE Mission in Kosovo <http://www.osce.org/kosovo>.

For a complaint to be considered, it must fulfil the following requirements:

- Allegation a violation of the electoral rules or relevant UNMIK Regulation or Administrative Direction. This includes the *Code of Conduct for Political Parties, Coalitions, Candidates and Their Supporters*, which is available through the OSCE Field Offices.

- Description of the alleged violation/incident in as much detail as possible.

- Signature on the form indicating that the contents are true to the best of the complainant's knowledge.

- On the form, all applicable sections must be completed. If a section does not apply, it should be marked "not applicable". It is important that contact information is provided so that the ECAC can contact the complainant in the event of an investigation or upon final decision of the complaint.

A complaint must be filed within three days of the alleged violation or the complainant's becoming aware of the violation, whichever is later.

To submit the complaint, it can be given to a Mission Member at an OSCE Field Office or submitted directly to the ECAC at its central offices in Pristina.

The final decisions of the ECAC are public; however, the files remain fully confidential and all investigations are confidential.

For more information contact your nearest OSCE Field Office

or
Election Complaints and Appeals sub-Commission
Tel: +381 (38) 590 722 ext. 575
Fax: +381 (38) 590 715

DEO-01-306



Maintaining Order at the Polls

- There will be at least two UNMIK Police Officers at each Polling Centre
- Any security threats in the Polling Station, the Polling Centre or 100 metres outside its entrance should be brought to the attention of UNMIK Police on duty in that Polling Centre
- Response to serious security threats is co-ordinated by Joint Election Operation Centre (JEOC) , which consists of KFOR, UNMIK Police and OSCE Security Officers
- If there are serious violations to the Administrative Procedures because of the security situation, the IPSS may suspend polling until peace and order is restored. In such cases, the IPSS shall
 - report immediately to the International Polling Centre Manager or Election Officer
 - The IPSS should secure sensitive materials while polling is suspended
 - Describe the events and time of suspension in the Poll Book



Contents of

Part IV:

Closing the Polls and Counting the Ballot

- Closing Procedures
- Reconciliation and Results Form
- Counting Procedures
- Determining Valid and Invalid Ballots





Closing Procedures

- Anyone arriving at the Polling Centre before 1900hrs should be allowed to vote
 - an election official should mark the end of the queue and not permit any additional voters to join the queue
- Polling Stations remain open until all voters in the Polling Centre queue have voted
- Close the door for the Polling Station and only allow accredited Observers, Representatives of the Media, OSCE/UNMIK staff and Municipal Election Commission to stay
- The top slot of the Ballot Box should be sealed and seal no. noted in Poll Book
- The Tables should be re-arranged making sufficient table space for counting the ballots



Reconciliation and Results Form 412



FORMULARI I REZULTATEVE DHE I PËRPUTHJES SË TË DHËNAVE
OBRAZAC ZA USKLADIVANJE I REZULTATE / RECONCILIATION AND RESULTS FORM (412)



Section I

Filled out before opening

Section II

Filled out BEFORE Ballot Box is opened

Section III

Filled out after opening

Section IV and V

Filled out after count

Signed by the Polling Station Committee and the IPSS

Any discrepancy MUST be explained in the Poll Book



PJESA I - ODELJAK I - SECTION I				PJESA IV - ODELJAK IV - SECTION IV				PJESA V - ODELJAK V - SECTION V			
1. Emri i komunës Ime opštine Municipality name								18. Fletëvotime të paplotësuara Nepotpunjeni glasački listići Blank Ballots			
2. Numri i komunës Broj opštine Municipality number				3. Numri i vendvotimit Broj biračkog mesta Polling Station number				19. Fletëvotime jovalide Nevažeći glasački listići Invalid Ballots			
4. Numrat e vulave që përdoren për mbylljen e kapakut të kutisë së votimit Brojovi pečata upotrebljenih za zatvaranje poklopca glasačke kutije Seal numbers used for sealing Ballot Box Cover								20. Gjithsej fletëvotime valide (rubrika 17) Ukupno broj važećih glasačkih listića (kvadrati 17) Total Valid Ballots (Box 17)			
5. Numri i fletëvotimeve të pranuara Broj primljenih glasačkih listića Number of ballots received				Prej/Od/From Deni/Da/To				21. Gjithsej (18 + 19 + 20) Ukupno (18 + 19 + 20) Total (18 + 19 + 20)			
6. Numri i fletëvotimeve plotësuese të pranuara Broj dodatnih primljenih glasačkih listića Number of additional ballots received				Prej/Od/From Deni/Da/To							
7. Numri i fletëvotimeve të transferuara Broj prenesenih glasačkih listića Number of ballots transferred				Prej/Od/From Deni/Da/To							
8. Numri i rishikuar i fletëvotimeve Novo brojčano stanje glasačkih listića Revised number of ballots				=							
PJESA II - ODELJAK II - SECTION II				PJESA III - ODELJAK III - SECTION III							
9. Numri i vulës që përdoret për mbylljen e vrimës së votimit Broj pečata upotrebljenog za zatvaranje proreza na glasačkoj kutiji Seal number used for sealing Voting Slot											
10. Numri i fletëvotimeve të përdorura Broj neupotrebljenih glasačkih listića Number of Unused Ballots								Numri i vulës i pakos 2 Broj pečata za paket 2 Seal number for Packet 2			
11. Numri i fletëvotimeve të prishura Broj neispravnih glasačkih listića Number of Spoiled Ballots								(1)			
12. Numri i nënshkrimeve në listën përfundimtare të votuesve Broj potpisa na konačnom biračkom spisku Number of Signatures on Final Voters' List								(2)			
13. Numri i nënshkrimeve në listën e votuesve me kusht Broj potpisa na uslovnom biračkom spisku Number of Signatures on Conditional Voters' List								Numri i vulës i pakos 3 Broj pečata za paket 3 Seal number for Packet 3			
14. Gjithsej (10 + 11 + 12 + 13) Ukupno (10 + 11 + 12 + 13) Total (10 + 11 + 12 + 13)				=				(1)			
PJESA IV - ODELJAK IV - SECTION IV				PJESA V - ODELJAK V - SECTION V							
10. PGJK - PARTIA E TË GJELBËRVE TË KOSOVËS				11. LKÇK - LËVIZJA KOMBËTARE PËR ÇLIRIMIN E KOSOVËS							
12. IRDK - INICIATIVA E RE DEMOKRATIKE E KOSOVËS				13. XHEVDET REXHAJ							
14. PDASHK - PARTIA DEMOKRATIKE ASHKANLI SHQIPTARE E KOSOVËS				15. LPK - LËVIZJA POPULLORE E KOSOVËS							
16. PSDK - PARTIA SOCIALDEMOKRATE E KOSOVËS				17. PNDSh - PARTIA NACIONAL E DEMOKRATIKE SHQIPTARE							
18. LATIF KRYEZIU				19. BK - BALLI KOMBËTAR							
20. PDK - PARTIA DEMOKRATIKE E KOSOVËS				21. XUN ÇETTA							
22. KPI - KOALICIJA POBYPATAK				23. LDK - LIDHJA DEMOKRATIKE E KOSOVËS							
24. PREBK - PARTIA ROME E BASHKUAR E KOSOVËS				25. IQK - INICIATIVA QYTETARE E KOSOVËS							
26. PQLK - PARTIA QENDRA LIBERALE E KOSOVËS				27. PLSH - PARTIA LIBERALE SHQIPTARE							
28. PD - PARTIA E DREJTËSISË				29. AAK - ALEANCA PËR ARDHMËRINË E KOSOVËS							
30. PSHDK - PARTIA SHQIPTARE DEMOKRISTIANE E KOSOVËS				31. PRK - PARTIA REPUBLIKANE E KOSOVËS							
32. PLK - PARTIA LIBERALE E KOSOVËS				33. VTN - VATAN							
34. BSDAK - BOŠNJAČKA STRANKA DEMOKRATSKA AKCIJE KOSOVA				35. KDTP - KOSOVA DEMOKRATIK TÜRK PARTISI							
17. Gjithsej vota valide / Ukupno broj važećih glasova / Total Valid Votes											
15. Numri i zarfave me fletëvotime me kusht në kutinë e votimit Broj kovčeta sa uslovnim glasačkim listićima u glasačkoj kutiji Number of Conditional Ballot Envelopes in the Ballot Box				16. Numri i fletëvotimeve të rregullta në kutinë e votimit Broj redovnih glasačkih listića u glasačkoj kutiji Number of Regular Ballots in the Ballot Box							
Duke u nënshkruar më poshtë, vërtetë se këto shifra pasqyrojnë me saktësi punën e numërimit në këtë vendvotim. / Potpisujući se ispod, ja tvrdim da ove cifre tačno odražavaju aktivnost prebrojavanja na ovom biračkom mestu. / By signing below, I attest that these figures accurately reflect the counting activity at this polling station.											
Kryesuesi i keshillit të vendvotimit Predsedavajući komisije biračkog mesta / PSC Chairperson				Anëtar i keshillit të vendvotimit Član komisije biračkog mesta / PSC Member				Anëtar i keshillit të vendvotimit Član komisije biračkog mesta / PSC Member			
Kryesuesi i ndërkombëtar i vendvotimit Međunarodni nadzornik biračkog mesta PS International Supervisor				Anëtar i keshillit të vendvotimit Član komisije biračkog mesta / PSC Member				Anëtar i keshillit të vendvotimit Član komisije biračkog mesta / PSC Member			



Counting principles

- **Transparency** is the key principle for the counting process
- The table used for counting should be cleared of pens and papers - only ballots should be on the table
- Observers shall not interfere and can only talk to the IPSS and PSCC
- Every count should be done twice by two different election officials
 - If different result, the count should continue until the same total is reached twice
- When counting, the ballots shall always be counted one by one and put in piles of 25





Counting Procedures Steps

- 1. Separate Conditional Ballot Envelopes from Regular Ballots
 - Indicate number in Section III, Box 15 on the Test Sheet
- 2. Unfold each regular ballot one by one and put faced down in piles of 25
 - Place the unstamped Ballots in a separate pile
 - Indicate total number of regular ballots in Section III, Box 16
- 3. Determine status of unstamped ballots
- 4. Make three piles in stacks of 25 facing up
 - Invalid / undecided
 - Blank ballots
 - Valid ballots in separate stacks according to Political Entity





Counting Procedures Steps

- 5. PSSC reviews each ballot in the stack of invalid / undecided
 - The PSSC will announce his or her decision as to whether the ballot is valid, invalid or blank
 - The Ballot will then be handed over to another Polling Station Committee member to confirm the decision
 - If disagreement, majority rules
 - If still in disagreement, the International Polling Station Supervisor rules



19. Tottenham ☐

20. Hotspur ☐

21. Chelsea ☒

22. Newcastle ☐

23. United ☐

10. Bolton Wanderers ☐

11. Leeds United ☐

12. Everton ☐

13. Arsenal ☐

16. Liverpool ☐

17. Sunderland ☐

18. Derby County ☐

19. Tottenham ☐

20. Hotspur ☐

27. Rovers ☐

28. Charlton ☐

29. Athletic ☒

30. West Ham United ☐

31. Southampton ☐

25. Fulham ☐

26. Blackburn ☐

27. Rovers ☒

28. Charlton ☐

29. Athletic ☐

28. Charlton ☐

29. Athletic ☐

30. West Ham United ☒

31. Southampton ☐

32. Leicester City ☐

10. Bolton Wanderers ☒

11. Leeds United ☐

12. Everton ☐

31. Southampton ☐

32. Leicester City ☐

33. Middlesbrough ☐

34. Madonna ☒

35. Eric Clapton ☐

26. Blackburn ☐

27. Rovers ☐

28. Charlton ☒

29. Athletic ☐

30. West Ham United ☐

Real Madrid

11. Leeds United ☐

12. Everton ☒

13. Arsenal ☒

14. Ipswich Town ☐

15. Man United ☐

12. Everton ☐

13. Arsenal ☒

14. Ipswich Town ☒

15. Man United ☒

16. Liverpool ☐

11. Leeds United ☒

Valid Votes

13

☐ 30. West Ham United
☐ 31. Southampton
☒ 32. Leicester City
☐ 33. Middlesbrough
☐ 34. Madonna

14

☐ 21. Chelsea
☐ 22. Newcastle
☒ 23. United
☐ 24. Aston Villa
☐ 25. Fulham

Beckham

15

☒ 11. Leeds United

ZBOR U KVADRATIGU POREĐENJA POLITIČKOG SUBJEKTA
 LISTEDEN SADECE BIR POLITIK OLUŠUMU SEČINIZ VE POLITIK OLUŠUMUN
 YANINDAKI KAREYE TERCHINIZI İŞARETLEYİNİZ

11. Leeds United

16

☐ 30. West Ham United
☐ 31. Southampton
☒ 32. Leicester City
☐ 33. Middlesbrough
☐ 34. Madonna

17

☒ 21. Chelsea
☐ 22. Newcastle
☐ 23. United
☐ 24. Aston Villa
☐ 25. Fulham



18

☐ 11. Leeds United
☐ 12. Everton
☒ 13. Arsenal
☐ 14. Ipswich Town
☐ 15. Man United

19

☐ 21. Chelsea
☐ 22. Newcastle
☒ 23. United
☐ 24. Aston Villa
☐ 25. Fulham

20

☐ 21. Chelsea
☐ 22. Newcastle
☒ 23. United
☐ 24. Aston Villa
☐ 25. Fulham

21

☐ 14. Ipswich Town
☐ 15. Man United
☐ 16. Liverpool
☐ 17. Sunderland
☒ 18. Derby County

22

ZBOR U KVADRATIGU POREĐENJA POLITIČKOG SUBJEKTA
 LISTEDEN SADECE BIR POLITIK OLUŠUMU SEČINIZ VE POLITIK OLUŠUMUN
 YANINDAKI KAREYE TERCHINIZI İŞARETLEYİNİZ.

☒ 10. Bolton Wanderers James Brown
☐ 11. Leeds United
☐ 12. Everton

23

☐ 10. Bolton Wanderers
☐ 11. Leeds United
☒ 12. Everton
☐ 13. Arsenal
☐ 14. Ipswich Town

24

☐ 23. United
☐ 24. Aston Villa
☒ 25. Fulham
☐ 26. Blackburn
☐ 27. Rovers

Determining Valid and Invalid Ballots

- **Invalid Ballots:**
- **The Intention of the Voter is NOT clear!**

- Examples...

Invalid Votes

113

<input type="checkbox"/>	15. Man United
<input type="checkbox"/>	16. Liverpool
<input checked="" type="checkbox"/>	17. Sunderland
<input type="checkbox"/>	18. Derby County
<input type="checkbox"/>	19. Tottenham

114

LISTEDEN SADECE BİR POLİTİK OLUŞUMU SEÇİNİZ VE POLİTİK OLUŞUMUN YANINDAKİ KAREYE TERCİHİNİZİ İŞARETLEYİNİZ.

<input checked="" type="checkbox"/>	10. Bolton Wanderers
<input type="checkbox"/>	11. Leeds United
<input checked="" type="checkbox"/>	12. Everton

115

<input type="checkbox"/>	25. Fulham
<input type="checkbox"/>	26. Blackburn
<input checked="" type="checkbox"/>	27. Rovers
<input type="checkbox"/>	28. Charlton
<input type="checkbox"/>	29. Athletic

116

<input type="checkbox"/>	15. Man United
<input type="checkbox"/>	16. Liverpool
<input checked="" type="checkbox"/>	17. Sunderland
<input type="checkbox"/>	18. Derby County
<input type="checkbox"/>	19. Tottenham



Invalid Votes

101

- ☐ 17. Sunderland
☐ 18. Derby County
☐ 19. Tottenham
☒ 20. Hotspur
☒ 21. Chelsea

102

- ☒ 23. United
☒ 24. Aston Villa
☐ 25. Fulham
☐ 26. Blackburn
☐ 27. Rovers

103

- ☒ 21. Chelsea
☐ 22. Newcastle
☐ 23. United
☐ 24. Aston Villa
☒ 25. Fulham

104

- ☐ 14. Ipswich Town
☒ 15. Man United
☐ 16. Liverpool
☒ 17. Sunderland
☐ 18. Derby County

105

- ☐ 10. Bolton Wanderers
☒ 11. Leeds United
☒ 12. Everton
☐ 13. Arsenal

106

- ☐ 15. Man United
☒ 16. Liverpool
☐ 17. Sunderland
☒ 18. Derby County
☐ 19. Tottenham

107

- ☒ 31. Southampton
☒ 32. Leicester City
☐ 33. Middlesbrough
☒ 34. Madonna
☐ 35. Eric Clapton

108

- ☐ 14. Ipswich Town
☐ 15. Man United
☐ 16. Liverpool
☐ 17. Sunderland
☐ 18. Derby County
- Beckham

109

- ☐ 28. Charlton
☐ 29. Athletic
☒ 30. West Ham
☐ 31. Southampton
☐ 32. Leicester City

110

- ☒ 22. Newcastle
☐ 23. United
☐ 24. Aston Villa
☒ 25. Fulham
☐ 26. Blackburn

111

- ☐ 25. Fulham
☐ 26. Blackburn
☐ 27. Rovers
☐ 28. Charlton
☐ 29. Athletic

112

- ☐ 15. Man United
☐ 16. Liverpool
☐ 17. Sunderland
☒ 18. Derby County
☐ 19. Tottenham



Counting Procedures Steps

- 6. Count the valid ballots for each entity and fill in the results in the Reconciliation and Results Test Form Section IV, Box 17
- 7. Fill in Section IV, Box 18, 19, 20 and 21 in the Test sheet of the Reconciliation and Results Form
- Section IV, Box 21 should equal the number in Section III, Box 16
 - If the numbers do not match, the numbers should be checked again for errors
 - Any discrepancies that can not be resolved should be noted in the Poll Book
- Transfer all figures on to the final Reconciliation and Results Form
- The PSCC will announce the results to everyone present





Contents of

Part V: Packing and Transfer of Materials

- Packing of Materials
- Packing of Transport Units
- Hand-Over of Materials





Packing of Materials

- Packing and hand-over of sensitive materials is the responsibility of the International Polling Station Supervisor
- The Polling Station Committee Chairperson is responsible for the non-sensitive materials
- All sensitive materials are packed in 7 Packets
 - Spoiled ballots - packet 1 (envelope)
 - Unused ballots and stubs - sealed in packet 2 (bag)
 - Conditional Ballot Envelope - sealed in packet 3 (bag)
 - Invalid and blank voted ballots - packet 4 (envelope)
 - Counted ballots - sealed in packet 5 (bag)
 - Original Reconciliation and Result Form - packet 6 (envelope)
 - 1st copy of Reconciliation and Results Form - packet 7 (envelope)
 - copy for the Polling Station Committee Chairperson
- Indicate seal numbers in Section V



PAKETIMI I MATERIALEVE TË NDJESHME TË VENDVOTIMEVE PËR TRANSPORTIM PAKOVANJE OSETLJIVOG MATERIJALA SA BIRAÇKOG MESTA ZA PREVOZ PACKING OF SENSITIVE POLLING STATION MATERIAL FOR TRANSPORTATION

PAKOJA 1
PAKET
PACKET

FLETËVOTIMET E PRISHURA
NEISPRAVNI GLASAÇKI LISTIÇI
SPOILED BALLOTS

Numeri i vendvotimit:
Briji bllozës meqë:
Polling Station Number:

Numeri i fletëvotimeve të prishura:
Briji meqëprandaj glasaçkë listës:
Number of Spoiled Ballots:

VENDOSNI NË KËTË ZARF TË GJITHA FLETËVOTIMET E PRISHURA
STAVITE EVE NEISPRAVNI GLASAÇKI LISTIÇI U OJU KOVERTI
PLACE ALL SPOILED BALLOTS INTO THIS ENVELOPE

PAKOJA 2
PAKET
PACKET

FLETËVOTIMET E PËRDORURA DHE PËRJET
E FLETËVOTIMEVE TË MBETURA NË BLOK
NEUPOTREBJENI GLASAÇKË LISTIÇI I
ODBEÇI GLASAÇKË LISTIÇI
UNUSED BALLOTS & BALLOT STUBS

Numeri i vendvotimit:
Briji bllozës meqë:
Polling Station Number:

VENDOSNI NË KËTË THËS TË GJITHA FLETËVOTIMET E PËRDORURA
DHE PËRJET E FLETËVOTIMEVE TË MBETURA NË BLOK
STAVITE EVE NEUPOTREBJENI GLASAÇKË LISTIÇI I ODBEÇI GLASAÇKË LISTIÇI U OJU VREÇU
PLACE ALL UNUSED BALLOTS AND BALLOT STUBS INTO THIS BAG

PAKOJA 4
PAKET
PACKET

FLETËVOTIMET JOVALEDE DHE TË ZBRAZËTA
NEVAŽEÇI I NEPOPUJENI GLASAÇKI LISTIÇI
INVALID AND BLANK BALLOTS

Numeri i vendvotimit:
Briji bllozës meqë:
Polling Station Number:

Numeri i fletëvotimeve jovalede:
Briji meqëprandaj glasaçkë listës:
Number of Invalid Ballots:

Numeri i fletëvotimeve të zbrazëta:
Briji meqëprandaj glasaçkë listës:
Number of Blank Ballots:

VENDOSNI NË KËTË ZARF TË GJITHA FLETËVOTIMET JOVALEDE DHE TË ZBRAZËTA
STAVITE EVE NEVAŽEÇI I NEPOPUJENI GLASAÇKI LISTIÇI U OJU KOVERTI
PLACE ALL INVALID AND BLANK BALLOTS INTO THIS ENVELOPE

PAKOJA 5
PAKET
PACKET

FLETËVOTIMET E NUMËRUARA
PËRBJOJANI GLASAÇKI LISTIÇI
COUNTED BALLOTS

Numeri i vendvotimit:
Briji bllozës meqë:
Polling Station Number:

Numeri i fletëvotimeve të numëruara:
Briji meqëprandaj glasaçkë listës:
Number of Counted Ballots:

VENDOSNI NË KËTË THËS TË GJITHA FLETËVOTIMET E NUMËRUARA
STAVITE EVE PËRBJOJANI GLASAÇKË LISTIÇI U OJU VREÇU
PLACE ALL COUNTED BALLOTS INTO THIS BAG

REGJISTRI I
VOTIMEVE
KNJIGA O TOKU
GLASANJA
POLL BOOK

LISTA PËRFUNDIMTARE DHE
E VOTUESVE ME KUSHT
KONAÇNI I USLOVNI
BIRAÇKI SPISAK
FINAL AND CONDITIONAL
VOTERS' LIST

Ngjiteni anësh teposhtë kutisë së votimit listën
përfundimtare të votuesve/listën e votuesve
me kusht, që të mund të shihet nga jashtë.

Uballit vertikalln konaçni i uslovni biraçki
spisak, uz boçnu stranu glasačke kutije tako
da se mogu videti sa spoljašnje strane.

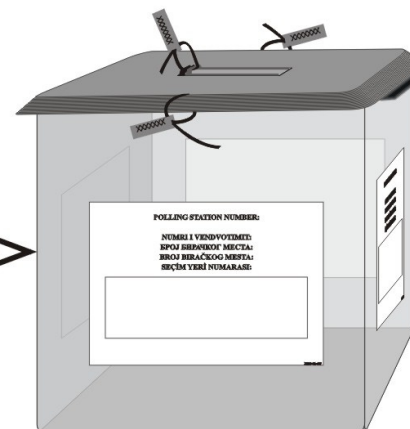
Slide FVL/CVL down side of Ballot Box
so it can be seen from outside.

'CEC' VULA
'CEC' PEÇAT
'CEC' STAMP

FORMULARI I REZULTATEVE DHE I PËRPUTJES SË TË DHËNAVE
OBRAZAC ZA USKLADINAJE I REZULTATE
RECONCILIATION AND RESULTS FORM

Original i kopje të rezultateve të dhënave
Original i kopje të rezultateve të dhënave
Original i kopje të rezultateve të dhënave
Original i kopje të rezultateve të dhënave
Original i kopje të rezultateve të dhënave
Original i kopje të rezultateve të dhënave
Original i kopje të rezultateve të dhënave
Original i kopje të rezultateve të dhënave
Original i kopje të rezultateve të dhënave
Original i kopje të rezultateve të dhënave

Kopja e dytë me kopertina në kutinë e votimit
Kopija 2, sa korica, u glasačku kutiju
2nd Copy of the Form with the cover



Zyra e terrenit ose vendi i caktuar
Za kancelariju na terenu ili određeno mesto
To Field Office or Designated Site

PAKOJA 3
PAKET
PACKET

ZARFET TË FLETËVOTIMEVE ME KUSHT
KOVERTE SA USLOVNI GLASAÇKË LISTIÇIÇI
ENVELOPES WITH CONDITIONAL BALLOTS

Numeri i vendvotimit:
Briji bllozës meqë:
Polling Station Number:

Numeri i zarfave të fletëvotimeve me kusht:
Briji korice sa uslovni glasaçkë listiç:
Number of Envelopes with Conditional Ballots:

VENDOSNI NË KËTË THËS TË GJITHË ZARFET ME FLETËVOTIME ME KUSHT
STAVITE EVE KOVERTE SA USLOVNI GLASAÇKË LISTIÇIÇI U OJU VREÇU
PLACE ALL ENVELOPES WITH CONDITIONAL BALLOTS INTO THIS BAG

Zyra e terrenit ose vendi i caktuar
Za kancelariju na terenu ili određeno mesto
To Field Office or Designated Site

PAKOJA 6
PAKET
PACKET

FORMULARI ORIGINAL PËR ZYRËN E
TERENIT TË OSBE-48
ORIGINAL OBRAZAC ZA KANCELARIJU
NA TERENU OSBE-48
ORIGINAL FORM FOR OSCE FIELD OFFICE

Numeri i vendvotimit:
Briji bllozës meqë:
Polling Station Number:

VENDOSNI NË KËTË ZARF FORMULARIN ORIGINAL TË PËRPUTJES DHE TË REZULTATEVE
STAVITE ORIGINAL OBRAZAC ZA USKLADINAJE I REZULTATE U OJU KOVERTI
PLACE THE ORIGINAL OF THE RECONCILIATION AND RESULTS FORM INTO THIS ENVELOPE

Zyra e terrenit ose vendi i caktuar
Za kancelariju na terenu ili određeno mesto
To Field Office or Designated Site



Packing of Transport Units

- Four Transport Units:

- **Transport unit 1 (envelope):**

Sensitive Materials

- packet 6 - Reconciliation and Results Form

- **Transport Unit 2 (bag):**

Sensitive Materials

- packet 3 - conditional ballot envelopes

- **Transport Unit 3 (The Ballot Box):**

Sensitive Materials

- packet 1 - spoiled ballots
 - packet 2 - unused ballots and ballot stubs
 - packet 4 - invalid and blank ballots
 - packet 5 - counted ballots
 - Poll Book
 - Official Ballot Stamp
 - 2nd copy of Reconciliation and Results Form
 - Final Voter's List, Conditional Voter's List and Adjustment List placed at the side of the box making it visible from outside





Packing of Transport Units

- **Transport Unit 4 (material bag):**
 - all non-sensitive materials
- Seal the Ballot Box on hinges and top slot
- Indicate seal numbers in Section V
- Polling Station Committee and IPSS will sign the Reconciliation and Results Final Form





Hand-Over of Materials

- The IPSS and the PSCC, or designated Polling Station Committee Member will travel together to the Field Office with all materials
- The IPSS will arrive at Field Office with Transport Unit 1,2 and 3 (envelope, bag and Ballot Box)
- PSCC, or designated member, shall arrive with Transport Unit 4
- At the Field Office, an Intake Team will receive all materials
- The PSCC and IPSS will sign off the materials in the Material Return Log
- All materials will be inspected and a preliminary audit will be made of the Reconciliation and Results Form
 - The IPSS and PSCC will explain any errors and sign all corrections
- Failure to resolve unsatisfactory reconciliation will result in a Problem Report, which the IPSS and PSCC have to sign

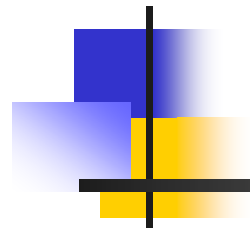




Simulation

- UNMIK ID – found on FVL
- Photo ID, registration receipt – found on FVL
- Only photo ID – found on FVL with matching photo
- Registration receipt – found on FVL, with matching photo
- Neither photo ID nor Reg. Receipt – found on FVL, with matching photo
- UNMIK ID - not found on FVL
- Photo ID, registration receipt - not found on FVL
- Only photo ID – not found on FVL
- Wrong polling centre - not found on FVL
- Only Reg. Receipt – found on FVL without photo
- Only Reg. Receipt – not found on FVL
- Neither photo ID nor Reg. Receipt – found on FVL without photo
- Neither photo ID nor Reg. Receipt – not found on FVL





Training Questionnaire

5 minutes to complete the
Training Questionnaire



Evaluation

5 minutes to complete the
Evaluation Form



THE END

Training Section
Capacity Building Division
Department of Election Operations

October 2001

Numri me rradhë i votuesve nga lista e votuesve me kusht
Редни број бирача на условном бирачком списку
Redni broj birača na uslovnom biračkom spisku
Şartlı seçmen listesindeki sıra numarası

Zarfi i fletëvotimeve me kusht
Ковепат за условни гласачки листић
Koverat za uslovni glasački listić
Şartlı oy pusulası zarfı

1. Numri i vendvotimit
 Број бирачког места
 Broj biračkog mesta
 Seçim yeri numarası

 /

2. Numri i regjistrimit
 Регистрациони број
 Registracioni broj
 Kayıt numarası

3. Mbiemri/Презиме/Prezime/Soyadı

4. Emri/Име/Ime/Adı

5. Data e lindjes (dita/muaji/viti)

Датум рођења (дан/месец/година)
 Datum rođenja (dan/mesec/godina)
 Doğum tarihi (gün/ay/yıl)

 / /

6. Mbi 18 vjeç - i verifikuar

Старост изнад 18 година-потврђено
 Starost iznad 18 godina-potvrđeno
 18 yaşın üzerinde-tasdiklenmiş

po da jo
 da ne
 evet hayır

Unë, i nënshkruari, deklaroj se informata e mësipërme është vërtetë dhe se për para nuk kam votuar në asnjë mënyrë tjetër as që do të provoj të votoj përsëri në këto zgjedhje.

Ja, доле потписани, изјављујем да су горе наведени подаци истинити, и да нисам претходно гласао ни на који други начин, нити ћу покушати да гласам поново на овим изборима.

Ja, dole potpisani, izjavljujem da su gore navedeni podaci istiniti, i da nisam prethodno glasao ni na koji drugi način, niti ću pokušati da glasam ponovo na ovim izborima.

Ben, aşağıdaki imza sahibi, yukarıda verilen bilgilerin gerçek olduğunu ifade ediyorum ve bundan önce hiçbir şekilde oyumu kullanmadım ve bu seçimlerde tekrar hiçbir şekilde oy kullanma teşebbüsünde bulunmayacağım.

Nënshkrimi i votuesit / Потпис бирача / Potpis birača / Seçmen imzası

Data / Датум / Datum / Tarih

7. A ka ofruar votuesi letëmjoftim me fotografi?

Да ли је бирач обезбедио идентификациони документ са фотографијом?
 Da li je birač obezbedio identifikacioni dokument sa fotografijom?
 Seçmen, fotoğrafı kimlik tespit dokümanını temin etmiş mi?

po da jo
 da ne
 evet hayır

For Official Use Only

Confirmed Code

Denied Code

Nënshkrimi i zyrtarit të zgjedhjeve/Потпис изборног службеника/Potpis izbornog službenika/Seçim Memurunun imzası

DEO-01-410

PJESA I - ODELJAK I - SECTION I

1. Emri i komunës Ime opštine Municipality name			
2. Numri i komunës Broj opštine Municipality number		3. Numri i vendvotimit Broj biračkog mesta Polling Station number	
4. Numrat e vulave që përdoren për mbylljen e kapakut të kutisë së votimit Brojevi pečata upotrebljenih za zatvaranje poklopca glasačke kutije Seal numbers used for sealing Ballot Box Cover		Prej/Od/From	Deri/Do/To
5. Numri i fletëvotimeve të pranuar Broj primljenih glasačkih listića Number of ballots received		Prej/Od/From	Deri/Do/To
6. Numri i fletëvotimeve plotësuese të pranuar Broj dodatnih primljenih glasačkih listića Number of additional ballots received	+	Prej/Od/From	Deri/Do/To
7. Numri i fletëvotimeve të transferuara Broj prenešenih glasačkih listića Number of ballots transferred	-	Prej/Od/From	Deri/Do/To
8. Numri i rishikuar i fletëvotimeve Novo brojčano stanje glasačkih listića Revised number of ballots	=		

PJESA II - ODELJAK II - SECTION II

9. Numri i vulës që përdoret për mbylljen e vrimës së votimit Broj pečata upotrebljenog za zatvaranje proreza na glasačkoj kutiji Seal number used for sealing Voting Slot			
10. Numri i fletëvotimeve të papërdorura Broj neupotrebljenih glasačkih listića Number of Unused Ballots			
11. Numri i fletëvotimeve të prishura Broj neispravnih glasačkih listića Number of Spoiled Ballots	+		
12. Numri i nënshkrimeve në listën përfundimtare të votuesve Broj potpisa na konačnom biračkom spisku Number of Signatures on Final Voters' List	+		
13. Numri i nënshkrimeve në listën e votuesve me kusht Broj potpisa na uslovnom biračkom spisku Number of Signatures on Conditional Voters' List	+		
14. Gjithsej (10 + 11 + 12 + 13) Ukupno (10 + 11 + 12 + 13) Total (10 + 11 + 12 + 13)	=		

PJESA III - ODELJAK III - SECTION III

15. Numri i zarfeve me fletëvotime me kusht në kutinë e votimit Broj koverti sa uslovnim glasačkim listićima u glasačkoj kutiji Number of Conditional Ballot Envelopes in the Ballot Box		16. Numri i fletëvotimeve të rregullta në kutinë e votimit Broj redovnih glasačkih listića u glasačkoj kutiji Number of Regular Ballots in the Ballot Box	
--	--	---	--

PJESA IV - ODELJAK IV - SECTION IV

	Votat valide Važeći glasovi Valid Votes
10. PGJK - PARTIA E TË GJELBËRVE TË KOSOVËS	
11. LKÇK - LËVIZJA KOMBËTARE PËR ÇLIRIMIN E KOSOVËS	
12. IRDK - INICIATIVA E RE DEMOKRATIKE E KOSOVËS	
13. XHEVDET REXHAJ	
14. PDASHK - PARTIA DEMOKRATIKE ASHKANLI SHQIPTARE E KOSOVËS	
15. LPK - LËVIZJA POPULLORE E KOSOVËS	
16. PSDK - PARTIA SOCIAL DEMOKRATE E KOSOVËS	
17. PNDSH - PARTIA NACIONALE DEMOKRATIKE SHQIPTARE	
18. LATIF KRYEZIU	
19. BK - BALLI KOMBËTAR	
20. PDK - PARTIA DEMOKRATIKE E KOSOVËS	
21. XUN ÇETTA	
22. КП - КОАЛИЦИЈА ПОВРАТАК	
23. LDK - LIDHJA DEMOKRATIKE E KOSOVËS	
24. PREBK - PARTIA ROME E BASHKUAR E KOSOVËS	
25. IQK - INICIATIVA QYTETARE E KOSOVËS	
26. PQLK - PARTIA QENDRA LIBERALE E KOSOVËS	
27. PLSH - PARTIA LIBERALE SHQIPTARE	
28. PD - PARTIA E DREJTËSISË	
29. AAK - ALEANCA PËR ARDHMËRINË E KOSOVËS	
30. PSHDK - PARTIA SHQIPTARE DEMOKRISTIANE E KOSOVËS	
31. PRK - PARTIA REPUBLIKANE E KOSOVËS	
32. PLK - PARTIA LIBERALE E KOSOVËS	
33. VTN - VATAN	
34. BSDAK - BOŠNJAČKA STRANKA DEMOKRATSKE AKCIJE KOSOVA	
35. KDTP - KOSOVA DEMOKRATİK TÜRK PARTİSİ	
17. Gjithsej vota valide / Ukupan broj važećih glasova / Total Valid Votes	

18. Fletëvotime të paplotësuara Nepopunjani glasački listići Blank Ballots	
19. Fletëvotime jovalide Nevažeći glasački listići Invalid Ballots	+
20. Gjithsej fletëvotime valide (rubrika 17) Ukupan broj važećih glasačkih listića (kvadratić 17) Total Valid Ballots (Box 17)	+
21. Gjithsej (18 + 19 + 20) Ukupno (18 + 19 + 20) Total (18 + 19 + 20)	=

PJESA V - ODELJAK V - SECTION V

Numri i vulës i pakos 2. Broj pečata za paket 2. Seal number for Packet 2.	(1)
	(2)
Numri i vulës i pakos 3. Broj pečata za paket 3. Seal number for Packet 3.	(1)
	(2)
Numri i vulës i pakos 5. Broj pečata za paket 5. Seal number for Packet 5.	(1)
	(2)
Numri i vulave që do të përdoren për mbylljen e kapakut të kutisë së votimit Brojevi pečata koji će biti upotrebljeni za zatvaranje poklopca glasačke kutije Seal numbers that will be used for sealing Ballot Box Cover.	(1)
	(2)

Duke u nënshkruar më poshtë, vërtetoj se këto shifra pasqyrojnë me saktësi punën e numërimit në këtë vendvotim / Potpisujući se ispod, ja tvrdim da ove cifre tačno odražavaju aktivnost prebrojavanja na ovom biračkom mestu / By signing below, I attest that these figures accurately reflect the counting activity at this polling station.

Kryesuesi i këshillit të vendvotimit
Predsedavajući komisije biračkog mesta / PSC ChairpersonAnëtar i këshillit të vendvotimit
Član komisije biračkog mesta/PSC MemberAnëtar i këshillit të vendvotimit
Član komisije biračkog mesta/PSC MemberAnëtar i këshillit të vendvotimit
Član komisije biračkog mesta/PSC MemberAnëtar i këshillit të vendvotimit
Član komisije biračkog mesta/PSC MemberMbrojtësi ndërkombëtar i vendvotimit
Međunarodni nadzornik biračkog mesta
PS International Supervisor

