

# **International Observers Accreditation Package**

## **Constituent Assembly Election 2007 (2064)**

### **Introduction**

This package contains the instructions and forms required for obtaining international observer accreditation for the Constituent Assembly Election 2007 (2064).

Please observe the following procedures in order to obtain accreditation for your observation groups and its observers:

#### **Step 1: Apply for accreditation for the observer group:**

- Review the enclosed "Code of Conduct for International Observers" and ensure that you are in agreement with the provisions therein.
- Submit the completed "Application for Accreditation for International Observation" (enclosed) to the Observation Liaison Office of the Election Commission.
- Together with the above application, submits the completed "Authorisation Form for the Point of Contact" (enclosed) with one passport photo. This form will identify the person acting on the behalf of the observer group with whom the Observation Liaison Office will interact on observation matters. Please also attach a copy of this person's national ID or passport.

The application of the observer group will then be reviewed by the Election Commission for final accreditation.

#### **Step 2: Apply for accreditation for the individual observers**

Once the observation group itself has been accredited, the application for the individual observers can then be processed. In order to do so, the following document must be submitted for each observer:

- The completed "Declaration and Pledge of International Observer" form (enclosed) along with a passport picture and a copy of national ID or passport.
- The stack of forms submitted must have a cover page on the observation group's letterhead with a simple listing of the name of each observer and his/her nationality in the sequence in which the completed forms are enclosed.

The applications for the individual observers can be submitted at the same time as the application for the observer group itself is submitted (See Step 1), although this may wait until the group itself has been accredited.

Some groups may have to make several submissions on behalf of individual observers. The Election Commission asks that the number of submissions is kept to a minimum.

### **Step 3: The Issuance of observer accreditation cards**

Once the applications for the individual observers have been approved by the Election Commission, accreditation cards will be produced for each of these observers. When the observer accreditation cards are ready, the contact person of the observation group will be contacted to collect them and will then be responsible for their distribution. The layout of the cards is illustrated on the enclosed "Sample of Accreditation Card."

### **Further Instructions:**

All applications are to be delivered in person by the authorized contact person of the observer group directly to the Observation Liaison Office of the Election Commission.

A final submission date for the above applications will be established.

The Election Commission will provide an information kit to each observer with minimum required information.

Please note that the Election Commission expects the observer group to provide each observer with comprehensive training on electoral system and the Code of Conduct.

# Application for Accreditation for International Observer Group

**Please tick the appropriate box:**

- |                                                        |                                                |
|--------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> International Organisation    | <input type="checkbox"/> Regional Organisation |
| <input type="checkbox"/> Governmental Delegation       | <input type="checkbox"/> Other                 |
| <input type="checkbox"/> Non-Governmental Organisation |                                                |

Name of Observer Group: \_\_\_\_\_

Area of Specialisation: \_\_\_\_\_

Address of Headquarters: \_\_\_\_\_

Office location in Nepal: \_\_\_\_\_

Telephone no. in Nepal: \_\_\_\_\_

Fax no. in Nepal: \_\_\_\_\_

Webpage of Observer Group (if any): \_\_\_\_\_

Name of Head/Deputy Head of Observer Group including title: \_\_\_\_\_

Mobile no.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Anticipated no. of Observers: \_\_\_\_\_

Anticipated Period of Stay of Observers: \_\_\_\_\_

Place and Date of Signature: \_\_\_\_\_

Seal and Signature of the Head of the Observer Group or Organization: \_\_\_\_\_

## Authorisation Form for the Point of Contact

*The Point of Contact (POC) will be the sole point of communication between the Election Commission of Nepal (ECN) and the Observer Group. Please submit this form with complete contact details, as well as attach a passport photo and a copy of the national ID or passport.*

Name of Observer  
Group:

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POC First and Last  
Name:

---

Nationality:

---

Office Location:

---

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Mobile no.:

---

Telephone no.:

---

Fax no.:

---

Email Address:

---

I, the Head of the Observer Group, hereby authorise the contact person to perform the following tasks:

1. Sign all necessary documentation on behalf of the Observer Group.
2. Receive/submit all documents and materials to/from the observer group and the EC.

Please glue or  
staple a passport  
photo of the  
Point of Contact  
here

Place and Date:

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Seal and Signature of the  
Head of the Observer  
Group or Organization:

---

## Declaration and Pledge of International Observers

Observer Group: \_\_\_\_\_

Observer's Information:

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Nationality: \_\_\_\_\_

Date of Birth (dd/mm/yy): \_\_\_\_\_

Gender:  Male  Female

Passport Number: \_\_\_\_\_

Country of Residence: \_\_\_\_\_

Home Address: \_\_\_\_\_

I hereby confirm that I have received and read the Code of Conduct issued by the Elections Commission of Nepal, and that I have received or will receive training in Electoral Observation from the above mentioned observer group.

I pledge to abide by the Code of Conduct and by the laws of Nepal.

With this pledge I submit the following documentation:

- A copy of my national ID or Passport (stapled to this form)
- One auto size photograph (attached to this document)



Signature of the  
Observer: \_\_\_\_\_

Place and Date: \_\_\_\_\_

Seal and Signature of the  
Head of the Observer  
Group or Organization: \_\_\_\_\_

# **Code of Conduct for International Observers**

## **Constituent Assembly Election 2007 (2064)**

### **Preamble**

In exercising the powers conferred by Section 46 of the Election Commission Act, 2007(2063), the following Code of Conduct has been issued by the Election Commission of Nepal in order to regulate the international observation to the Constituent Assembly Members Election to be held on the 22<sup>nd</sup> day of the month of November, 2007 (06<sup>th</sup> of Mangsir of the year 2064). This Code of Conduct shall be binding for all Observer Groups and their associated observers accredited by the Election Commission of Nepal (hereinafter referred to as "ECN").

### **Accreditation**

The following provisions have been established by the ECN in regards to the accreditation of international observers:

1. For the purpose of this Code of Conduct, an observer is a person who is part of an international observation group duly accredited by the ECN. The observation groups and the individual observers must be invited, and accredited by the ECN.
2. Accreditation shall be applied according to the procedures established by the ECN. An application shall first be presented to the Observation Group. Once the International Group is accredited by the ECN, the group may then present an application form listing the individual observers with their attached signed pledges to adhere to this Code of Conduct.
3. Each Observer Group duly accredited shall be solely responsible for all its support arrangements and the costs thereof. The ECN shall not be responsible for any such costs.
4. It is compulsory for every observer to visibly and prominently wear the observer accreditation card at all times while he/she is performing his/her functions as an observer.

### **Revoking Accreditation**

The Election Commission may revoke accreditation of any Observer Group or individual if the group or the observer fails to abide by the laws of Nepal or violates this Code of Conduct.

### **Rights and Privileges of Observer Groups and Observers**

International Observers have the following rights and privileges:

1. To observe all phases of the electoral process with unimpeded access to include: voter registration activities; party and candidate registration; the election campaign; preparation for polling; the voting itself; the vote count; and issuance and the dissemination of the election results and use of the media;
2. To enjoy freedom of movement throughout the country, without prior permission except in restricted areas as designated by the Government of Nepal (GoN);


3. To have freedom of access at all times to all facilities utilised for the electoral operation, including the polling and counting centres;
4. To communicate freely with all the stakeholders in the electoral process, for example: Officials of the Election Commission, Voters, Political Entities, Government Officials, Non-Governmental Organizations, Professional Organisations, Media, etc;
5. To seek information and timely answers from all stakeholders involved in the electoral process on matters within the scope of the observation;
6. To have access to complaints regarding any election related incident; and
7. To communicate the findings of the observation in an accurate and comprehensive manner at any time to the public and relevant stakeholders.

### **Duties of Observer Groups and Observers**

International Observers have the following duties in regard to their observation of the electoral process:

1. Observers shall at all times recognise and respect the customs, culture and sovereignty of Nepal;
2. Observer groups have a duty to fully brief their observers on the electoral process and the provisions of this Code of Conduct prior to deploying any observers;
3. Observers shall exercise their role with impartiality, objectivity and independence and shall at no time indicate or express any political bias or preference. Observers shall refrain from carrying, wearing and displaying any electoral material or any article of clothing, emblem, badge, pictures, symbols or other item denoting support for or opposition to any political entity;
4. Observers shall respect the role, status and authority of election officials, and exhibit a respectful and courteous attitude to election officials and voters;
5. While inside electoral facilities, observers shall identify themselves immediately and cooperate with the electoral officials;
6. Observers shall undertake their duties in an unobtrusive manner and not interfere with the election process. Observers shall refrain from influencing or providing guidance to persons involved in the electoral process;
7. On polling day, observers shall observe the voting from a reasonable distance, and refrain from talking to voters inside the polling station and from asking voters to whom they have voted. Observers shall respect the secrecy of the vote and not interfere with the orderly conduct of the voting process;
8. Observers shall abstain from adjudicating disputes, certifying results, or providing written statements as evidence to be used in relation to dispute resolution;
9. Should Observers register any information or event which may be in contradiction with the electoral laws or regulations or the Code of Conduct passed by the ECN, the Observer Group shall immediately bring this to the attention of the ECN. While obliged to inform the commission thereof the observers shall refrain from intervening in the incident itself;
10. Observer Groups shall be accurate and comprehensive in their review of the election and must consider all factors that affect the electoral process when issuing statements and reports;

11. Observer Groups shall be transparent and reveal all methods used for information-gathering including facts and methodologies upon which conclusions are based;
12. Individual observers shall refrain from issuing personal statements about the electoral process to the public and media;
13. Observers shall refrain from slanderous or defamatory public statements regarding the Election Commission or any other electoral stakeholder;
14. Observers shall refrain from announcing election results prior to the formal announcement from ECN;
15. Observers shall maintain due secrecy on the matters pertaining to voting and counting;
16. Observers shall maintain close liaison with ECN;
17. Observer group shall submit a preliminary report shortly after the election and a comprehensive report at the end of the electoral process on their overall findings.



**निर्वाचन आयोग, नेपाल**  
**ELECTION COMMISSION, NEPAL**

CONSTITUENT ASSEMBLY ELECTION, 2007  
संविधान सभा सदस्य निर्वाचन, २०६४

**INTERNATIONAL ELECTION OBSERVER**  
**अन्तर्राष्ट्रिय निर्वाचन पर्यवेक्षक**

Card No.  
परिचयपत्र नं. \_\_\_\_\_

Name  
नाम \_\_\_\_\_

Observer Group  
पर्यवेक्षक समूह \_\_\_\_\_

Nationality  
राष्ट्रियता \_\_\_\_\_

Photo

Card valid until  
परिचयपत्र बहाल रहने अवधि \_\_\_\_\_

Signature of Holder  
परिचयपत्र बाहकको सही \_\_\_\_\_

Signature of the designated official of the ECN  
निर्वाचन आयोगको आधिकारिक  
व्यक्तिको दस्तखत : \_\_\_\_\_

Name  
नाम \_\_\_\_\_

Designation  
पद \_\_\_\_\_

Date & place of issue  
जारी भएको मिति र स्थान \_\_\_\_\_

The holder of this card will have unhindered access to the electoral premises.  
परिचयपत्र बाहकलाई मतदानकेन्द्र र मतगणना स्थलसम्म प्रवेश अनुमति रहनेछ ।

website: www.election.gov.np  
e-mail: info@election.nic.np

**Observers shall at all times abide by the prevailing laws of Nepal & International Observer Code of Conduct of the Election Commission of Nepal**

**This code includes:**

- Observers shall at all times recognise and respect the customs, culture and sovereignty of Nepal;
- Observers shall exercise their role with impartiality, objectivity and independence;
- Observer groups shall be accurate and comprehensive in their observation;
- Observers shall undertake their duties in an unobtrusive manner and not interfere with the election process;
- Observers shall respect the role, status and authority of election officials;
- While inside electoral facilities, observers shall identify themselves immediately and follow the instructions of the electoral officials;
- When requested, Observers shall present a passport or a national ID with a picture in conjunction with presenting this card; and
- Observers shall observe the voting from a reasonable distance, and refrain from talking to voters inside the polling station.

यो परिचयपत्र हराएको घण्टामा, पाउनु हुने महानुभावले कृपया निर्वाचन आयोगको कार्यालय वा जिल्ला प्रशासन कार्यालय वा नजिकको प्रहरी कार्यालयमा बुझाउनुहोला ।

# **Special Guests Accreditation Package Constituent Assembly Election 2064 (2007)**

## **Introduction**

This package contains the instructions and the form required to apply for accreditation as a Special Guest for the Constituent Assembly election 2064 (2007).

Please observe the following procedures in order to obtain accreditation as a Special Guest:

### **Step 1: Please apply for accreditation as a Special Guest:**

- Kindly submits the completed "Application for Accreditation as Special Guest" (enclosed) to the Observation Liaison Office of the Election Commission.
- The application form must include any accompanying staff you may wish to bring along for your visit to the electoral facilities, which could include assistants, close protection and an interpreter. We ask that you consider keeping the entourage small.
- Please attach to your application a copy of the passport or national ID-card of those applying for an accreditation card.
- Please review the enclosed "Code of Conduct for International Observers". While this code does not directly apply to Special Guest we ask that you and your entourage consider the spirit of the code while visiting electoral facilities.

Once submitted, the application of the Special Guest will be reviewed by the Election Commission for accreditation.

### **Step 2: Receive the Accreditation Cards Form**

When your application has been approved by the Election Commission the Observation Liaison Office will contact you once the accreditation cards are ready for collection.

The layout of the Special Guest accreditation cards is illustrated on the enclosed "Sample of Special Guest Accreditation Card."

## Application for Accreditation as Special Guest

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Title: \_\_\_\_\_

Nationality: \_\_\_\_\_

Passport number: \_\_\_\_\_

Organization (if any): \_\_\_\_\_

Address while in Nepal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact person (if any): \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_

Entourage:

Full Name and designation: \_\_\_\_\_

Full Name and designation: \_\_\_\_\_

Full Name and designation: \_\_\_\_\_

Full Name and designation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Place and Date of Signature:: \_\_\_\_\_

Special Guest signature: \_\_\_\_\_

## Sample of Special Guest Accreditation Card

	<b>निर्वाचन आयोग, नेपाल</b> <b>ELECTION COMMISSION, NEPAL</b>
<b>CONSTITUENT ASSEMBLY ELECTION, 2007</b> <b>संविधान सभा सदस्य निर्वाचन, २०६४</b> <b>SPECIAL GUEST</b> <b>विशिष्ट अतिथि</b>	
Card No. परिचयपत्र नं. _____	Photo
Name नाम _____	
Nationality राष्ट्रियता _____	
Card valid until परिचयपत्र बहाल रहने अवधि _____	
Signature of holder परिचयपत्र बाहकको सही _____	
Signature of the designated official of the ECN निर्वाचन आयोगको आधिकारिक व्यक्तिको दस्तखत : _____	
Name नाम _____	
Designation पद _____	
Date & place of issue जारी भएको मिति र स्थान _____	
<p>The holder of this card will have unhindered access to the electoral premises. परिचयपत्र बाहकलाई मतदानकेन्द्र र मतगणना स्थलसम्म प्रवेश अनुमति रहनेछ ।</p> <p><i>यो परिचयपत्र हराएको छण्टमा, पाउनु हुने महानुभावले कृपया निर्वाचन आयोगको कार्यालय वा जिल्ला प्रशासन कार्यालय वा नजिकको प्रहरी कार्यालयमा बुझाउनुहोला ।</i></p>	
<small>website: <a href="http://www.election.gov.np">www.election.gov.np</a> e-mail: <a href="mailto:info@election.nic.np">info@election.nic.np</a></small>	