



Constituent Assembly Election, 2007

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, submit 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 a 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.



Constituent Assembly Election, 2007

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: _____



Constituent Assembly Election, 2007

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:

POC First and Last
Name:

Nationality:

Office Location:

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:

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



Constituent Assembly Election, 2007

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:



Constituent Assembly Election, 2007

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 day of the month of 2007 (..... day of 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

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INTERNATIONAL ELECTION OBSERVER

cgt/fli6« o lgj ff'g koj]fs



Card No. _____
 kl/rokq g+ _____
 Name _____
 gfd _____
 Observer Group _____
 koj]fs ; d& _____
 Nationality _____
 /fli6@tf _____
 Card valid until _____
 kl/rokq j xfn /xg]c]wl _____
 Signature of Holder _____
 kl/rokq j fxssf]; xl _____
 Signature of the designated _____
 Official of the ECN _____
 lgj ff'g cfof]usf]cflwsf/ls _____
 JolQmsf]b: tvt ll _____
 Name _____
 gfd _____
 Designation _____
 kb _____
 Date & Place of Issue/..... / 2007,
 hf/lePsf]ldlt / :yfg

The holder of this card will have unhindered access to the electoral premises.
 kl/rokq afoxsn0(dttbfgs]b)/ dtu0fg :yn; ld kj z cgbllt /xg\$.

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:

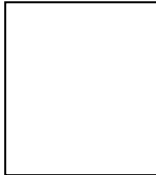
- Observers shall at all times recognise and respect the customs, culture and sovereignty of Nepal;
- Observers shall exercise their role with impartiality, objectivity and independence;
- Observer groups shall be accurate and comprehensive in their observation;
- Observers shall undertake their duties 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.

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 lhlnf kzf: g stotfo jf glhssf]kkl stotfoadf abn0]lbgk]fhf .



निर्वाचन आयोग, नेपाल
ELECTION COMMISSION, NEPAL

CONSTITUENT ASSEMBLY ELECTION, 2007
INTERNATIONAL ELECTION OBSERVER



Card No -kl/rokq g± M _____
 Name -gfd_ M _____
 Observer Group -kof]fs ; d%_ M _____
 Nationality -/fl6otf_ M _____
 Card valid until -kl/rokq j xfn /xg]cj lw_ M _____
 Signature of Holder -kl/rokq j fxssf]; xl_ M _____
 Signature of the designated Official of
 the ECN -lgj ff'g cfof]usf]cfiwsf/lS JolQmsf]
 b:tvf_ M _____
 Name -gfd_ M _____
 Designation -kb_ M _____
 Date & Place of Issue -hf/l ePsf]ldlt / :yfq_ :/..... /2007,

The holder of this card will have unhindered access to the electoral premises -kl/rokq j xfnf] dtbigs]b/ dtulof :yn; ld kj z cgdlt /xg]_

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:

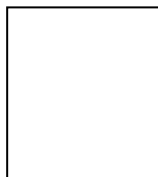
- Observers shall at all times recognise and respect the customs, culture and sovereignty of Nepal;
- Observers shall exercise their role with impartiality, objectivity and independence;
- Observer groups shall be accurate and comprehensive in their observation;
- Observers shall undertake their duties 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.

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निर्वाचन आयोग, नेपाल
ELECTION COMMISSION, NEPAL

CONSTITUENT ASSEMBLY ELECTION, 2007
INTERNATIONAL ELECTION OBSERVER



Card No.: _____

Name: _____

Observer Group: _____

Nationality: _____

Card valid until: _____

Signature of Holder: _____

Signature of the
designated Official
of the ECN: _____

Name: _____

Designation: _____

Date & Place of Issue:/..... /2007,

The holder of this card will have unhindered access to the electoral premises

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.

*of jkl/rokq x/psfjv08df, kfpq'xbjdxqbfj n]s[kof lqj ifg cfoflsfj
sfoifno jf lnlnt kzt; g sfoifno jf gfhssfjkx/l sfoifnoof abnt0(lbgxifj*



Constituent Assembly Election, 2007

**List of Materials
to be given to International Observer Group**

- Identity Card
- Telephone numbers of Returning Officers and District Election Offices
- Voters Registration Act, 2006;
- Voters Registration Rules, 2007;
- Interim Constitution of Nepal, 2007;
- Election of the Members of the Constituent Assembly Act, 2007;
- The Election Commission Act, 2007;
- The Election (Offences and Punishment) Act, 2007;
- Party Registration Act. 2007;
- The Code of Conduct, 2007;
- Directives for CA Election, 2007 ;
- List of Polling Centres;
- Facts & Figures of Election in Nepal.

Information on -

- Telephone nos. - CDO, Police, Ambulance, Hospital
- Contacts of political parties participating in CA Election
- List and contact detail of all observer organisations
- General information about the country



Constituent Assembly Election, 2007

Pre-Election Briefing

1. Preparedness of Election Program

- Election program
- Appointment of Returning Officers (ROs), Training for ROs, Set up of ROs Offices,
- Logistic management and transportation
- Appointment and training of Polling Officers (POs) and other staff
- Mobilization of polling teams
- Code of conduct and its implementation
- Media
- Security arrangements

2. Electoral Process

- Election campaign
- Polling time
- Security management within the polling centres
- Media and media monitoring system
- Voting process
- Retrieval of ballot boxes
- Emergency management and rescue
- Electoral laws/legal framework
- General information about Nepal



Constituent Assembly Election, 2007

International Media Accreditation Package Constituent Assembly Election 2064 (2007)

Introduction

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

Please observe the following procedures in order to obtain accreditation for your media activities:

Step 1: Apply for accreditation for the media group itself:

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

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

Step 2: Apply for accreditation for the individual media representative

- For media representatives belonging to a media group:

Once the media group itself has been accredited, the application for the individual media representatives can then be processed. In order to do so, the following documents must be submitted for media representative:

- The completed "Declaration and Pledge of International Media Representative" form (enclosed) along with a passport picture, a copy of national ID or passport, a copy of an official international press card and finally a copy of the Nepali press card as issued by the Department of Information.
- The stack of forms submitted must have a cover page on the media group's letterhead with a simple listing of the name of each media representative and his/her nationality in the sequence in which the completed forms are enclosed.

The applications for the individual media representative 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 media representatives. The Election Commission asks that the number of submissions is kept to a minimum.

- For media representatives not belonging to any media group and hence having to apply as an individual:

Only media representatives who are not associated with any media group can apply as an individual. These have to approach the Observation Liaison Office of the Election Commission and submit the following:

The completed "Declaration and Pledge of Media Representative" form (enclosed) along with a passport picture, a copy of national ID or passport, a copy of an official international press card and finally a copy of the Nepali press card as issued by the Department of Information.

Step 3: The Issuance of media accreditation cards

Once the applications for the individual media representatives have been approved by the Election Commission, accreditation cards will be produced for each of these representatives. When the media accreditation cards are ready, the Point of Contact of the media group or the individual applying will be contacted to collect these. 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 Point of Contact of the media group directly to the Observation Liaison Office of the Election Commission.

A final submission date for the above applications will be established once an election date has been declared.

Please note that the Election Commission expects the media group to provide each of their representatives with thorough instructions on following **the Code of Conduct of the Election Commission** & electoral system in Nepal.



Constituent Assembly Election, 2007

Application for Accreditation for International Media

Please tick the appropriate box:

Television

Radio

News Print

Web News

Name of Media Group:

Area of Specialisation:

Address of Headquarters:

Office location in Nepal:

Telephone no. in Nepal:

Fax no. in Nepal:

Email Address:

Webpage of Group (if any):

Anticipated no. of
Representatives:

Place and Date of Signature:

Signature of the local
Principal of the Media
Group:



Constituent Assembly Election, 2007

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 Media Group. Please submit this form with complete contact details, as well as attach a passport photo and a copy of the passport or national ID-card.

Name of Media Group: _____
POC First and Last Name: _____
Nationality: _____
Office Location: _____
Mobile no.: _____
Telephone no.: _____
Fax no.: _____
Email Address: _____

I, the local Principal of the Media Group, hereby authorise the contact person to perform the following tasks:

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

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

Place and Date of Signature: _____

Seal and signature of the Local Principal of the Media Group: _____



Constituent Assembly Election, 2007

Declaration and Pledge of International Media Representatives

Media Group: _____

Media Representatives Information:

Name: _____

Surname: _____

Nationality: _____

Date of Birth (dd/mm/yy): _____

Gender: Male Female

Passport Number: _____

Country of Residence: _____

Home Address: _____

Email Address: _____

I hereby confirm that I have received and read the excerpt on the media from the Code of Conduct issued by the Elections Commission of Nepal.

I pledge to abide by this 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)
- A copy of my International Press Card (stapled to this form)
- One auto size photograph (attached to this document)

Please glue or staple passport photo of the media representative here

Signature of the Representative: _____

Place and Date: _____

Signature of the Media Group: _____

Sample of International Media Accreditation Card


निर्वाचन आयोग, नेपाल
ELECTION COMMISSION OF NEPAL
CONSTITUENT ASSEMBLY ELECTION 2007
INTERNATIONAL MEDIA REPRESENTATIVE

Name: _____
Media Card No.: _____
Media Group: _____
Nationality: _____
Card Valid Until: _____
Signature of Holder: _____
Signature of the designated Official of the ECN:
Name: _____
Designation: _____
Date & Place of Issue:/...../2007,

The holder of this card will have

*of [kl/rokq x/1Psf]v08df, kjpg'xg]dxfgelj n]skof lgj/f'g cfo[usj]
sfo[fo j'f hlnf kzf: g sfo[fo j'f glhsst]kx/l sfo[foaf aen[0]lgxifnf.*

Media Representatives shall all times abide by the prevailing Laws of Nepal & Media Section of the Code of Conduct of the Election Commission of Nepal



Constituent Assembly Election, 2007

**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 submit 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."



Constituent Assembly Election, 2007

Application for Accreditation as Special Guest

Name: _____

Surname: _____

Title: _____

Nationality: _____

Passport number: _____

Organization (if any): _____

Address while in Nepal: _____

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

	
निर्वाचन आयोग, नेपाल ELECTION COMMISSION OF NEPAL	
CONSTITUENT ASSEMBLY ELECTION 2007	
SPECIAL GUEST	
Name:	_____
Sp. Guest Card No.:	_____
Nationality:	_____
Card Valid Until:	_____
Signature of Holder:	_____
Signature of the designated Official of the ECN:	_____
Name:	_____
Designation:	_____
Date & Place of Issue:/..... /2007,
The holder of this card will have	
<i>of/kl/rokq x/!Psfjv08df, kfg'xg]dxfgbj n]skof lgi ifg cfojlsfj stoftno j' lhlnt kzt; g stoftno j' g/hssj]kx/l stoftnodf aem0]lbgxifj .</i>	