

Field monitoring templates - Albania

Reporting templates for campaign monitors – incident-based report and interim report

DEVELOPED BY CEC ALBANIA / NDI ALBANIA

1. Incident-based report

I. General Information

Observer: <i>(Name, surname)</i>	
Monitored Region/Administrative unit:	
Subject/Election candidate:	
Public Entity (If important):	
Date:	
Time:	

II. Type of the observed violation (tick the box of the observed violation)

A. Campaign activities

Article 78	
<input type="checkbox"/>	Electoral campaigns in a public institution [Article 78, paragraph 6]
<input type="checkbox"/>	Electoral subjects/candidates offer or give money, material goods, promise jobs or other favors, to voters or other related persons, with the aim of obtaining a signature for appointing a candidate for election, to vote in a certain way, to participate or not in the voting, or in exchange for engaging in illegal activities to support a candidate or a political party. [Article 78, paragraph 7]
<input type="checkbox"/>	Electoral Subject/Candidate who organizes or covers expenses for concerts, cultural and entertainment events or charitable activities. [Article 78, paragraph 9]
<input type="checkbox"/>	Electoral subject/Candidate who offers printed articles or materials worth more than 5 (five) hundred ALL for election articles or materials. [Article 78, paragraph 10]
Article 79	
<input type="checkbox"/>	Presentation of static propaganda materials more than 5 meters away from the electoral office. [Article 79, paragraph 2]
<input type="checkbox"/>	More than one electoral office per neighborhood/ village [Article 2, instruction no.1 dated 31.05.2017, of the CEC]
<input type="checkbox"/>	Not including the authorization declaration in the visual materials of the propaganda campaign [Article 79, paragraph 3]

B. Abuse/misuse of state resources

<input type="checkbox"/>	Forced use of the administration of the institution during working hours for electoral purposes during the election campaign. [Article 91, paragraph 2]
<input type="checkbox"/>	Forced and organized use during the school hours of students of the pre-university education system in the election campaign. [Article 91, paragraph 2]

<input type="checkbox"/>	Promising or offering benefits to public servants, or students, for participating in activities related to the campaign outside the working hours or school hours, or exerting pressure for this purpose. [Article 91, paragraph 2]
<input type="checkbox"/>	Employment, dismissal, transfer from office in public institutions or entities during the election campaign, except in justified cases. [Article 91, paragraph 3]
<input type="checkbox"/>	Prohibition on proposing, approving or issuing legal acts or sub-legal acts that benefit certain categories of people (e.g. salary, pension increase, fiscal amnesty.) [Article 91, paragraph 4]
<input type="checkbox"/>	Failure to report activities of a public nature carried out by local and central public institutions, as well as state agencies and/or enterprises. [Article 92, paragraph 1, paragraph 6]
<input type="checkbox"/>	Carrying out activities prohibited by the CEC. [Article 91, paragraph 5 and decision no.9 dated 24.12.2020 of the Regulatory Commission]

III. A brief description of the violations observed using the questions listed in the box to guide you:

When? When did the violation start/happen?

Where? Which part of the electoral area (Region/ Administrative unit)?

What? What actions were considered violations?

Who? Who, besides the appointed election subject/ candidate was included in the violation and/or was witness of the act?

Description:

IV. Details of the observed violations:

Type of violation	Details	Necessary documentation
Electoral office	<ul style="list-style-type: none"> • More than a neighbourhood/ village? • If yes, how many offices in the observed neighbourhood/ village? 	<ul style="list-style-type: none"> • Photos of various electoral offices located in the neighborhood/ village • The decision of the City Council for the division of the city into neighborhoods and their territorial expansion.
Election campaign propaganda materials	<ul style="list-style-type: none"> • Submission of static propaganda materials more than 5 meters away from the electoral office? • If so, the distance between the electoral office and propaganda materials? • Use of educational materials as static materials or vice versa. • Not including the authorization statement in the visual materials of the propaganda campaign 	<ul style="list-style-type: none"> • Photos of propaganda materials • Samples/printed copies of propaganda materials
Campaign Activity/ Event	<ul style="list-style-type: none"> • Electoral campaigns in a public institution; • Electoral subjects/ candidates offer or give money, material goods, promise jobs or other favors, to voters or other related persons, with the aim of obtaining a signature for appointing a candidate for election, to vote in a certain way, to participate or not in the voting, or in exchange for engaging in illegal activities to support a candidate or a political party. • Electoral Subject/ Candidate who organizes or covers expenses for concerts, cultural and entertainment events or charitable activities. <p>Electoral subject/ Candidate who offers printed articles or materials worth more than 5 (five) hundred ALL for election articles or materials.</p>	<ul style="list-style-type: none"> • Photos of the campaign activity/event • Testimony of people present at the campaign event; • Testimony of people who have received or been promised money, material goods, jobs or other favors to vote for a electoral candidate/ subject

<p>Abuse of state resources</p>	<ul style="list-style-type: none"> • Forced engagement of public servants/administrative units in campaign activities during working hours (distribution of materials, participation in meetings, work as campaign staff); • Distribution to public servants of goods and services purchased with public funds or pressure exerted on them, to participate in campaign events outside working hours; • Employment, dismissal, temporary or short-term employment contracts during the election campaign; • Initiating proposals, approvals or issuing legal and sub-legal acts from which certain categories of people benefit (e.g. salary, pension increase, fiscal amnesty); • Failure to report to the CEC by public, local and central institutions, state agencies and/or activities of enterprises of a public nature 4 months before the election date; • Activities prohibited by the CEC that may be of a public nature and the broadcasting or media coverage of prohibited activities: <ul style="list-style-type: none"> ▪ Use of the administrative units/state premises without being deprived, so that other candidates are guaranteed the use of these facilities under the same conditions; ▪ Presentation of social/public projects which start at the same time of the election campaign period and which have not been announced in advance; ▪ Using public e-mail services/websites or promoting the achievements of officials through the institutional website; ▪ Use of vehicles (municipal/state)/ public facilities for campaign purposes. 	<ul style="list-style-type: none"> • Photos of the campaign activity/event showing the presence of public servants/ municipality (and their active participation) and the use of state /Administrative Unit vehicles; • Photographs (screenshots) of official websites, showing the announcement of the start of a social / public project or the promotion of the achievements of officials; • Screenshots of institutional websites of public, local and central institutions, state agencies and/ or enterprises showing activities of a public nature related to the CEC register; • Recording of commercials/ spots that are broadcast on TV and radio that promote certain activities of a public nature; • Photographs of the distribution of goods/ services to voters, as well as evidence of people being offered such benefits or public servants being pressured to participate in campaign events outside working hours. • Report on the findings of non-reporting of public activities by public administration bodies accompanied by film, photographic footage and detailed information on the findings.
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2. Interim report of Campaign Monitors

I. Summary

Campaign Monitor: (name, surname)	
Monitored region/municipality:	
Monitored electoral Subjects:	
Period covered by the report:	
Date of handing in the report:	
Signature	

Note: for Section II (monitoring of campaign activities), a separate monitoring report must be completed for each electoral subject, using the form provided. For section III (monitoring of abuse/ misuse of state resources), a report should be completed for the entire geographical area monitored.

II. ELECTORAL SUBJECT - MONITORED CAMPAIGN ACTIVITIES

A separate monitoring report must be completed for each electoral subject, using the form below.

Monitoring Report for the Electoral Subject _____ (add the name of the electoral subject)

1. Summary of monitored activities of the electoral subject

Type of monitored activity	Details	Irregularities to be mentioned here and to be identified later
a) Electoral offices	Number and location of monitored electoral offices	Yes/ No
b) Campaign Events	Number of monitored campaign activities organized by the electoral subject	Yes/ No
c) Propaganda materials	Number of monitored materials (attach samples/photos for each)	Yes/ No
	Number of visual propaganda materials reviewed for inclusion of the note: 'Produced under the legal responsibility of...'	Yes/ No
d) Website Monitoring	Identification of website platforms	Yes/ No

2. Details of monitored activities of the electoral subject

a) Electoral offices

#	Location/Address	Size	Other details (technical equipment, rental cost, promotional materials, printed materials, etc.)
1			
2			

b) Campaign activities

#	Location	Time and date	No. of participants	Other details (technical equipment, campaign materials etc.)
1				
2				

c) Propaganda materials

#	Type of propaganda materials	Inclusion of the note: "Produced under the legal responsibility of..."	Description (size, material, quality...)
1			
2			

d) Social media

#	Platform	Posting/advertisement day	Account	Other details (content, targeted audience.)
1				
2				

3. Observed irregularities

All incident reports must be attached to this report.

Article	Irregularity	Date of reporting the irregularity to the CEC	Attached incident report
Article 78, paragraph 6	Electoral campaigns in a public institution		Yes/ No
Article 78, paragraph 7	Electoral Subjects/ Candidates offer or give money, material goods, promise jobs or other favors, to voters or other related persons, with the aim of obtaining a signature for the appointment of a candidate for election, to vote in a certain way, to participate or not in the voting, or in exchange for engaging in illegal activities to support a candidate or a political party.		Yes/ No
Article 78, paragraph 9	Electoral Subject/ Candidate who organizes or covers expenses for concerts, cultural and entertainment events or charitable activities.		Yes/ No
Article 78, paragraph 10	Electoral Subject/ Candidate who offers printed articles or materials worth more than 5 (five) hundred ALL for election articles or materials.		Yes/ No
Article 79, paragraph 2	Presentation of static propaganda materials more than 5 meters away from the electoral office.		Yes/ No



Article 2, CEC guideline no.1 dated 31.05.2017,	More than one electoral office per neighborhood/ village		Yes/ No
Article 79, paragraph 3	Not including the authorization declaration in the visual materials of the propaganda campaign		Yes/ No

3. Report on monitoring abuses of state resources

This monitoring report is completed for the entire monitored area, using the form below:

1. Summary of Monitored Activities

Type of Monitored Activities	Details	Irregularities to be mentioned here and to be identified later
a) Website Monitoring	Identification of monitored website platforms	Yes/ No
b) Use of state resources	Number and identification of monitored campaign activities/events for potential use of administration employees during working hours.	Yes/ No
	Number and identification of monitored campaign activities/events for potential use of pre-university students during school hours.	Yes/ No
	Number/Identification of public institution premises monitored to see if they were being used for campaign activities.	Yes/ No
	Use of public vehicles observed in campaign events.	Yes/ No

c) Activities of public nature	Number of monitored activities of public nature which require notification/reporting to the CEC.	Yes/ No
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2. Abuse of state resources - Observed irregularities

All reports of the irregularities observed should be attached to this report.

Article	Irregularity	Date of reporting the irregularity to the CEC	Attached irregularity report
Article 91, paragraph 2	Forced use of the public administration during working hours for electoral purposes during the election campaign.		Yes/ No
Article 91, paragraph 2	Forced and organized use during the school hours of students of the pre-university education system in the election campaign.		Yes/ No
Article 91, paragraph 2	Promising or offering benefits to public servants, or students, for participating in activities related to the campaign outside the working hours or school hours, or exerting pressure for this purpose.		Yes/ No
Article 91, paragraph 3	Employment, dismissal, transfer from office in public institutions or entities during the election campaign, except in justified cases.		Yes/ No
Article 92, paragraph 1 and 6	Failure to report activities of a public nature carried out by local and central public institutions, as well as state agencies and/ or enterprises.		Yes/ No
Article 91, paragraph 5	Carrying out activities prohibited by the CEC.		Yes/ No