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REPORT ON POLL WORKER TRAINING PROGRAM FOR THE LEGISLATIVE ELECTION OF JUNE 25, 1995 IN HAITI

Submitted to the International Foundation for Electoral Systems
by Dominique-Christine Tremblay

July 17, 1995

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EXECUTIVE SUMMARY

IFES's mandate for the training program of the pollworkers in Haiti was to work with the CEP to develop a training program and the training material, printing the training manuals in sufficient quantity, prepare a training seminar in PAP in collaboration with the CEP and pay the salary of 30 core trainers. The CEP was the maître d'oeuvre for the training program and IFES's role was to assist the CEP. All this work was done between May 29 and July 2.

In the execution of its mandate, IFES encountered several problems. The main problems were a lack of understanding of the voting procedures by the CEP, a lack of collaboration, communication and coordination between directorates of the CEP, especially with the Direction des opérations which is the directorate responsible of the voting procedures and the Direction de l'Éducation civique. The training program itself was dramatically changed because the UNDP could not provide the 400 animateurs, as the initial scope of work forecasted. All these factors as well as transportation problems, delay in the printing of the manuals and lack of communication and collaboration between the CEP, the BEDs and the BECs, impaired the realization and the implementation of the training program. On June 24, all the training was done but, on June 25 (election day), most of the people trained in prevision of the first round of the legislative election did not show up on the ground because the salary provided by the CEP was insufficient.

Overall, IFES did all the work described in the scope of work and if the "trained" pollworkers had worked on election day, the result would have been somewhat different.

Recommendations

- 1) The training program should be combined with a voter education program and should be done by the same organization that does the training for the pollworkers. This way a certain uniformity can be ensured in the information transmitted.
- 2) One person was not enough to do all the work in Port-au-Prince, especially in one month. For a better result and especially for a better supervision of the process, we should have 2 coordinators in PAP, one liaison officer working with the CEP and the other one working with the printers and dealing with all the other aspects of the coordination for the training. In addition to those 2 coordinators based in PAP, we should have 1 supervisor (Haitian staff) and one 4x4 available per BED to help them in the planning and coordination of the training session. This person could also be used as a resource person for the BED and could also make the follow-up for the training.
- 3) The training program should begin earlier in the electoral calendar and the team should be in place at least 8 weeks before the election. The scheduling was very tight for the first round.
- 4) Because the person trained for the first round did not work on election day, there was a delay of more than 1 month between the first and the second round, and considering the fact that the voting procedures are not exactly the same, a second training before a second round seems to be a necessity.
- 5) The lack of communication and coordination between directorates of the CEP could have been avoided by writing memos or by having a weekly "coordination" meeting with all the directorates involved in the voting procedures.

2 Scope of work

For the training of poll workers, in prevision of the first round of the legislative election of June 25, the initial scope of work for IFES was the following:

- IFES will work with the CEP and MINUAH (UNDP and technical assistance) to develop a training plan and program;
- help and advise the CEP, especially la Direction de l'Éducation civique, in the preparation and conception of the training manual for the BV and the DSC;
- hire an illustrator for the illustration of the training manuals;
- printing of the training manuals in sufficient quantity;
- provide mock election kit , electoral laws, pencils and other relevant training material;
- facilitate the distribution of the training material at the BED level;
- provide the logistical and technical support for a two days training seminar in Port-au-Prince for the core trainers and the BED and pay for a conference room, the meals and a per diem.
- the salaries of 15 core trainers for 1 month.

The CEP was the maître d'oeuvre in the training program. IFES's role was to work in collaboration with the CEP. The CEP was responsible for the implementation of the training program.

3 Overview of the project and problems encountered

Conception and realization of the training material

The conception of the BV (pollworkers) and DSC manuals (person responsible for the distribution of the material on election day) was done in collaboration with la Direction de l'Éducation civique of the CEP, directed by Mrs Micheline Dorcé. These two manuals were the cornerstone of the training program. When I arrived in Port-au-Prince on May 29, a first draft of the BV and DSC manuals was given to me. This draft was written by the CEP-Direction de l'Éducation civique even before the voting procedures were finalized by the Direction des opérations. Indeed, the BV draft manual had 14 pages without any illustration and the DSC manual had 7 pages also without illustration. Every single amendment to the manuals was the subject of a long and difficult negotiation because the CEP said they wanted a short manual and not a long reference manual.

Main problems encountered in the making of the BV and DSC manuals.

The following are examples of the numerous amendments that were made to the training manuals within 4 days.

Mistakes concerning the number of voter on the electoral list: According to the Electoral Act (article 33), the number of voters on the list of electors for each BV was 400. Since the CEP decided to allow more time for the registration process, it changed the number of electors to 420 and then, at the end of May, the Direction des opérations said it might be more. Instead of writing a wrong number, we decided not to include the exact number of voters that a electoral list should have.

Instructions regarding the use of seals. The electoral kit made by CODE Canada contained 4 sets of seals with individual numbers. We suggested including a short section on their use and the importance of seals to ensure a fraud-free vote. We also suggested providing additional space on the "procès verbal d'ouverture" to write these numbers. This could have enable counting officers to match the ballot box with the appropriate procès verbal in case of recounting. This suggestion was rejected. The Direction des opérations said that all the procès verbaux were already printed and they did not agree on the importance of the seals. The negotiated solution with the Direction des opérations was to demonstrate the use of seals during the training seminar held on June 8 and 9.

Instruction for the ink: When we sent the training manuals for printing, instructions for using indelible ink was not available even if we asked for it many times. A special procedure (see attached with the manual) was written by the CEP describing how to use of the ink, and we agreed to print and distribute it separately as an appendix to the training manual.

Forms: Since the CEP wanted a short and simple manual, they did not want to include or reproduce the forms that would be used on election day. 3 days were required to convince the CEP of the usefulness of this inclusion. We reached an agreement to include them in the exercise section of the BV manual. Unfortunately, the form for the voting procedures was not conceived yet and the name still unknown (procès verbal des opérations de vote or the registre des opérations de vote). After discussion with the Direction des opérations, we suggested, as an attempt to avoid confusion on election day, to indicate in the manuals the possibility of finding one or the other in the electoral kit; this was agreed by the CEP; however, it was impossible to give any instruction of how to use them because they were not designed yet. Also, since the manuals were written in créole, we suggested that the forms should be in créole and not in French. The CEP rejected our proposal because the forms were already printed.

Illustrations: No illustration was available for the manual because the CEP indicated that they did not have any funds available in their budget. The CEP also felt that illustrations would not be understood by pollworkers and that simple references to the Electoral Act were enough for pollworkers to conduct their activities on election day. When IFES offered to hire a Haitian illustrator to make 7 illustrations for the BV manual and 2 for the DSC manual (see the manuals attached), the CEP accepted the offer. When we submitted on June 3 the final version of the

manuals to the Bureau du CEP, they told us on June 5 that the people illustrated did not look like Haitians... even though IFES hired the same illustrator used by the CEP to illustrate their posters for registration, M. Wagner Aristide. It was then too late to make any major modifications on the illustrations, so Marc-Antoine Noel (of the CEP) and I took a pen and tried to make some corrections that were finally accepted.

References to the Electoral Act: Even if the Electoral Act was very clear on the voting procedures, it was not easy to use for people who do not have a vast knowledge of elections. We suggested to include in the manual a section on the most common problems that they might face on election day and where to refer in the Electoral Act. The CEP accepted it but not exactly as we suggested it. We included a section in the manual for disable person called "special case" and another section called "what do you do if". On this specific issues more details should have been provided but since various interpretations of the Act were common at the CEP, it was difficult to do more.

List of the material for election day: A list of the material was included in the BV and the DSC manuals at the last minute because the CEP wanted to change some elements (a flashlight instead of candles, scissors to cut the voter's card, etc.). Finally, no additional elements were added to the list.

By Saturday morning June 3, a 51 pages BV's manual as well as a 12 pages DSC's manual were completed and sent to the Bureau of the CEP for final approval. The printing started on June 5, the same day the CEP approved the final versions.

Overall, the main problems encountered in the making of the 2 manuals were a lack of understanding of the voting procedures by the CEP, a lack of collaboration, communication and coordination between directorates of the CEP, especially with the Direction des opérations which is the directorate responsible of the voting procedures and the Direction de l'Éducation civique. While modifications to procedures sometime cannot be avoided, the lack of communication created numerous problems for the realization of the manuals because the Direction des opérations changed the voting procedures without any notice to the concerned parties. It was by chance or by using a lot of imagination that IFES was able to discover which procedures were changed; otherwise, the manuals and the voting procedures could have gone in two different directions. For example, when we printed the manual, the voter's card was supposed to be cut when the elector had voted. This procedure was changed at least 3 times before and after the BV manual was printed!

The mock election kits

According to our scope of work, IFES was supposed to provide mock election kit to the CEP for the training. During a discussion with la Direction de l'Éducation civique on May 31, we were asked to provide 1 kit per commune (total: 150 kits) and they insisted on using the same kit that was to be used on election day. After verification with UN officials, we were told that it was possible but we needed the authorization from the Bureau du CEP because the responsibility belonged to the CEP. IFES then suggested that la direction de l'éducation civique made the request, which they did on June 5; we were told by the CEP that the kits would probably be available on June 9. The timing was appropriate because we were able to distribute them with the manuals. Unfortunately, these kits were only available in Port-au-Prince on June 15. For the training seminar, we used the only kit available at the CEP plus a home-made kit prepared by NDI.

Pencils

45 000 of pens were sent to Port-au-Prince from Washington and were distributed with the manuals.

Paper

We added some blank pages at the end of the BV and DSC manuals so that the pollworkers could take some notes during their training session.

Electoral laws

The CEP told us that we do not need to print additional electoral laws. CEP took their own electoral laws for the training seminar and we also provide 5 electoral laws per BEC. IFES and CEP did not send more electoral laws because they were included in the CODE's electoral kit.

The training plan

As described in the initial scope of work, IFES and UNDP were supposed to provide assistance to CEP in the realization of the training plan and program. The role of UNDP was to provide and pay for more than 400 animateurs to help the IFES's 15 core trainers in the training of the pollworkers. By the end of May, UNDP told us that they did not have enough human resources available to go as planned because the animateurs were already occupied with civic education. It was then too late to recruit enough persons to fill the gap and CEP still insisted on using the animateurs even if neither IFES, CEP nor the European Union could pay them. At the last minute we had give up on the 400 animateurs and change all the training plan by using the DSCs, the BECs and BEDs to do the training. To help the CEP, IFES paid for 30 trainers for 2 weeks

instead of 15 for 1 month and since we changed the salary of the core trainers (500 Haitian dollars instead of 500 us dollars¹) IFES had enough money to hire 1 organizer per BED (for a total of 9) to help the core trainers in the planning of the training sessions. Finally, on June 2, UNDP provided 9 core trainers. (See attached the training plan).

The other problems encountered for the training are as followed: the recruitment process, the resignation of Mrs Dorcé, directrice de l'éducation civique and the question of the supervision of the training in the field.

Recruitment

The BEDs and the BECs asked to be more involved in the recruitment process in prevision of the training of the pollworkers. A final list of core trainers was given to us only on June 5 by the CEP, 2 days before the training seminar. The selection of the trainers and organizers created a problem since it was made at the last minute and the quality of the core trainers was sometimes unequal. Some of them hardly understood French (the training seminar was in créole but some forms and documents were in French) and were not very familiar with voting procedures.

Resignation of la Directrice de l'Éducation civique

On June 6 we learned that Mrs Dorcé, directrice de l'Éducation civique and the person in charge for all training programs, apparently resigned, 2 days before the training seminar. At that time, the training plans, contents and arrangements for the training seminar had not been finalized. This situation created problems and confusion. For two days the staff of Éducation civique did not want to take any decision. The planning of the training seminar was now under the Direction des opérations which had never been involved before that in the training process. Result: a lot of confusion between the different directorates of the CEP, misunderstanding on who was doing what and at what time, lack of coordination and last minutes arrangements for the training seminar.

Supervision of the training

The supervision of the training was under CEP responsibility. On June 5, la direction de l'Éducation civique told us that they did not have the financial and human resources to provide supervision. IFES did not have the money nor the personnel to go in the field to see when and how the training was done. We agreed to prepare a form that the core trainers could fill after each training session. This form was in Creole and was given to the core trainers during the seminar and, they were asked to bring it back to the CEP. We also prepared a French version for UN volunteers, and IFES visited some BECs in Port-au-Prince and the BED de l'ouest between June 20 and 24 to see how the training was going. On June 23, since the BEDs were in town for a special meeting with the CEP, IFES asked to meet them separately and have some feedback on the

¹ The CEP asked IFES to change the salary of the core trainers because it represented about 3 times the salary of the president of the BEDs. They were afraid to face another crisis with the BEDs, especially since the BEDs wanted to go on strike.

training program. Several key issues were raised during that meeting (see attached report on training program).

Considering all these problems, the final training plan was more than acceptable but a lack of coordination and cooperation at the BED and BEC level postponed the training (see report on the review of the CEP-IFES pollworker training program).

The training seminar

The training seminar was supposed to take place on June 1 and 2. IFES suggested postponing the seminar because the manuals were not even finished at that time and the 39 core trainers (30 from IFES and 9 from UNDP) were not even recruited. The CEP finally realized that and agreed to postpone the seminar until June 5 and 6 but it finally took place at the Hotel Christopher, in Port-au-Prince on June 8 and 9 because representatives of the BEDs supposedly could not make it². It was planned that the BED would attend the seminar, but only one person per BED, not all of them. Instead of 55 persons, we served lunch to 75! What we finally realized is that the BEDs used the training seminar as a pretext to protest against the CEP (the CEP did not pay the BEDs for the last 6 months!). The seminar went well until the BEDs started to argue for the salary and the per diem. One representative of the CEP even received personal threats. We had to ask the Directrice générale of the CEP to come on the second day, to discuss with the BEDs. This was an internal problem at the CEP level but it took approximately 2 1/2 hours of our training seminar to pacify them. The end result was that we were not able to go through the whole seminar as planned and the atmosphere on the second day was tense.

Remarks on the training seminar

The seminar started with a short introduction on the electoral law. This subject raised several issues regarding the use and the interpretation of the law. We felt that the trainers were very suspicious of how and when to use it. At some point, they used the law as a reference and at other moments, they did not see the point of why they should respect it. This was obvious when we started the discussion on the role of the President of BV and what to do in case of electoral fraud. This little "disagreement" concerning the law could have been probably avoided with a voter education program.

The participants also manifested some fears on the role of the political parties' representatives on election day and fraud was on everybody's lips. The CEP tried to reassure them by referring them to the electoral law. On this particular issue it was the presence of international observers on election day that really reassured them.

² The BEDs sent a message to the CEP by radio at 7:00 pm on June 3. It was then too late to change the reservation for the Hotel so IFES had to pay the bill even if the booked room was not used.

Distribution of the training material

The manuals were sent to the printers on June 5, at 8:00 PM. According to the quotation, the local printer was supposed to print the manuals within 6 days and group them in packs of 40 manuals. Since the manuals went from 20 pages to 51 pages, the printer needed 3 more days to do the job, that turned out to be more than 11 days to produce the manuals. When the first 25 000 copies of the BV manual were available, the printer did not put them in packs or boxes as agreed. On June 11, IFES had to find boxes and put the manuals in it. Afterward, IFES negotiated a 20% discount on the final price because the printer did not respect the contract.

Before making any arrangement for the distribution of the material we needed to identify the number required for each BED. It was not possible to have the exact number of BVs: within the CEP the direction des opérations gave us a figure of more than 10 000 BVs while the Bureau of the CEP indicated that the official number was 9000! The figure used by IFES was obtained by using the payrolls figures for the DSC, the number of BIV times 3 and by adding the additional number of voters cards issued, for a total of 10 265.

We finally managed to distribute half of the material (25 000 of BV manuals out of 55 000, all the délégués manuals (1000), pencils (45 000) and electoral laws (700 which means 5 per BEC) for Sunday June 11. We made all the arrangements with UN to send the material by road and by air; however, when it became obvious that the BEDs were not ready to receive the material, delivery was postponed by the UN to June 13.

The balance of the BV manuals (30 000 copies) were delivered on Friday June 16 to the CEP. At the same time 700 copies of the 1 page appendix (tally sheet and procedure for the ink) were provided to the BEDs, for reproduction on their photocopier for use at the training sessions. This delivery procedure was adopted due to the fact that all the BEDs were in town for a special meeting with the CEP. The balance of the 55 000 one pager appendix was delivered to the CEP on June 20. It was impossible to give it to the CEP before that date because of the national holiday the week before. The local printers could not do it on time so we printed the appendix in Washington. It arrived in Port-au-Prince on June 18 and took 2 days to take it out of the customs with the help of USAID. The election kits were already at the CEP' office and were also given to the BEDs on June 16.

When IFES discovered that the BED de l'ouest gave 1 manual per BV instead of 1 per pollworkers, we notified this situation to the CEP who answered by referring the problem to the BED. In an attempt to alleviate this problem, we asked the OAS to assist us by having their observers distributing the BV manuals on a per need basis on election day.

Vote-counting

On June 6, IFES had a meeting with the CEP regarding the trainers provided by UNDP. At that meeting was present the UNDP (Mrs. Chancy and her assistant, IFES (Linda Trud el and Dominique Tremblay) and the CEP (Marc-Antoine No el and Mrs. Telemaque). The question of the vote-count was raised during the meeting but Mr. No el told us that it would be done separately by the CEP. Providing training for the vote-counting was not under IFES's scope of work but we asked them if they needed help; the CEP refused our offer. However, on June 12, Marc-Antoine No el asked unofficially IFES to help him design the counting forms for the "consolidation des votes" which we accepted. IFES' staff designed these forms. After verification with Mr. No el, IFES asked again if they needed more help from us, like preparing a training plan or a manual. The answer from the CEP was not clear, so IFES sent another consultant, Andr ee Lortie, to Haiti to work on this issue. She arrived in PAP on June 18 and started to work on the first draft the CEP sent us. Unfortunately, it was impossible for the CEP to meet us before June 20. During that meeting, CEP asked only for « feedback » on a new version of the vote-count procedures even if IFES retired its offer to do more. This document was written in collaboration with the UN technical assistance team. Andr ee gave more than feedback, as she made some suggestions and wrote a short manual for the CEP on June 22. In the end the CEP instruction for the vote-counting used Ms Lortie's materials word-for-word.

4 Conclusion and recommendations

IFES did all the work described in the scope of work. We provided the training material, helped in the distribution by coordinating the transportation with UN, provided help and assistance to the CEP regarding training matters, provided the money for the training seminar, etc. Considering the lack of collaboration and cooperation with the UN and the UNDP, and considering that the CEP was the ma tre d'oeuvre for the training (not IFES), we did the best that was possible in such a short period of time.

Recommendations

- 1) The training program should be combined with a voter education program and should be done by the same organization that does the training for the pollworkers. This way a certain uniformity can be ensured in the information transmitted.

- 2) One person was not enough to do all the work in Port-au-Prince, especially in one month. For a better result and especially for a better supervision of the process, we should have 2 coordinators in PAP, one liaison officer working with the CEP and the other one working with the printers and dealing with all the other aspects of the coordination for the training. In addition to those 2

coordinators based in PAP, we should have 1 supervisor (Haitian staff) and one 4x4 available per BED to help them in the planning and coordination of the training session. This person could also be used as a resource person for the BED and could also make the follow-up for the training.

3) The training program should begin earlier in the electoral calendar and the team should be in place at least 8 weeks before the election. The scheduling was very tight for the first round.

4) Because the person trained for the first round did not work on election day, there was a delay of more than 1 month between the first and the second round, and considering the fact that the voting procedures are not exactly the same, a second training before a second round seems to be a necessity.

5) The lack of communication and coordination between directorates of the CEP could have been avoided by writing memo or by having a weekly "coordination" meeting with all the directorates involved in the voting process.

5 Chronology of Events

May 29

Arrival in Port-au-Prince - training advisor

May 30

Meeting with Mrs Dorcé, Directrice, Éducation civique , Conseil Électoral Provisoire. The purpose of the meeting was to discuss the training plan and discuss the training seminar and training material.

May 31 to June 3

Preparation of the training seminar and the training manual for the DSC and BV, final recruitment of the core trainers by the BED s and the CEP for the training seminar. Quotations from 4 printers. Contract was given to l'Imprimerie la Nouvelle, in PAP. The printer agreed to deliver 55 000 of a 20-pages manual within 6 days and 1000 délégués's manual of 12 pages.

June 3

BV and DEC manuals ready to print. Waiting for the authorization from the CEP.

June 5, 19:00

Authorization received from the CEP to print manuals.

June 6

Resignation of Mrs Dorcé, directrice, Éducation civique

June 8 and 9

IFES/CEP training seminar for the core trainers and the representatives from the BEDs in Port-au Prince

June 12-13

Training of the BED and BEC, at the BED level by the core trainers. This training was postponed by a day because the training material was not yet delivered to the BEDs.

June 10 to 16

Distribution of the training material and preparation of amendments to the BV's training manual. Preparation of different forms for UN for the supervision of the training process from PAP.

June 15 to 20

Training of the BV by the staff of the BED's and BEC's and the core trainers. This training was supposed to end on June 20 but for technical problems at different level, the training went on until June 24 in certain BED's.

June 18

Arrival of Andrée Lortie to prepare a short training manual for the BED regarding the consolidation of the votes and the counting process.

June 19 to 24

- Visits of the BED de l'Ouest and different BEC in Port-au-Prince
- Meeting with the BED's representatives in Port-au Prince

June 25

Election Day: First round of the legislative election (CASEC, Magistrats, Députés, Sénateurs)

June 26 to 30

Preparation and organization of a post-mortem with the core trainers in Port-au-Prince held on July 5, 1995

July 2

Departure from PAP.

APPENDICES

ACRONYMS USED IN THIS REPORT

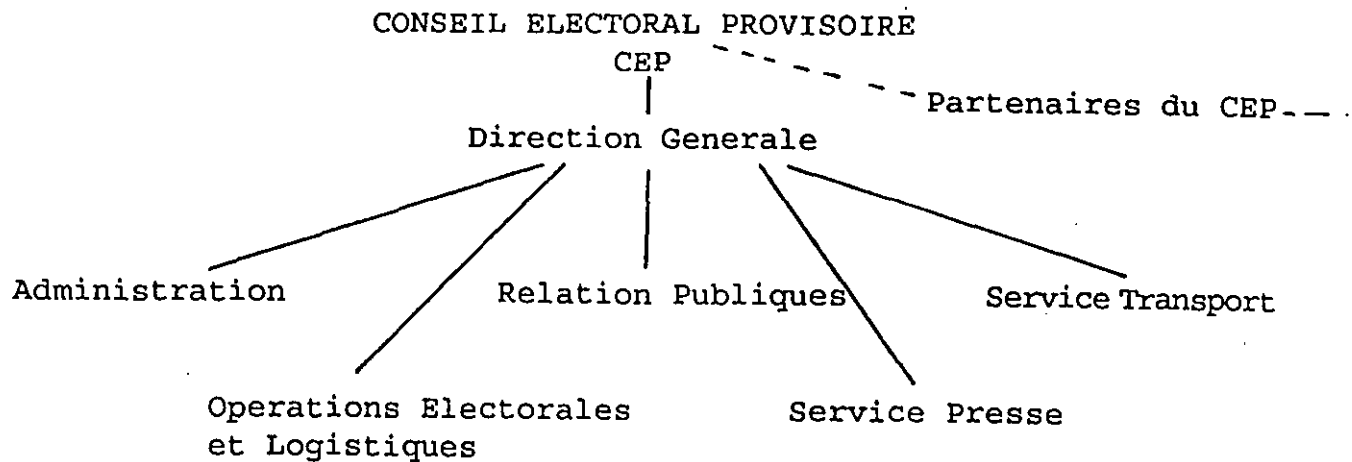
- BEC:** Bureau électoral communal - Commune-level Election office
- BED:** Brureau électoral départemental - Department-level Election office
- BIV:** Bureau d'inscription et de vote - Registration and voting office
- BV:** Bureau de vote - Voting place
- CEP:** Conseil électoral provisoire - Provisional Electoral Council
- DEC:** Délégué électoral communal - Commune - level election delegate (coordinator)
- DSC:** Délégué de section communale - Communal section - level delegate
- PAP:** Port-au-Prince



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Bureau Electoral Departemental
BED

Bureau Electoral Communal
BEC

Delegue de Section Communale
DSC

BI BV



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DIRECTION DE L'EDUCATION CIVIQUE ET DE LA SENSIBILISATION

PLAN DE FORMATION

Pour la formation des 750 délégués et des plus de 50000 membres des bureaux de vote, la Direction de l'Education Civique propose un plan de formation de trois (3) niveaux ainsi conçu:

Premier niveau

8 - 9 Juin : Formation à Port-au-prince de 37 formateurs venant des 9 Départements géographiques du pays.

Deuxième niveau

12-13 Juin: Formation par les formateurs de 411 membres des bureaux électoraux communaux et de 750 délégués de sections communales dans les BED.

Troisième niveau

15-20 Juin: Formation des plus de 50000 membres des bureaux de vote par les 1161 délégués et membres de BEC dans les BEC(soit 1 moniteur pour la formation de moins de 50 membres de BV).

JUSTIFICATIF

Ce choix s'explique par :

- 1) Notre souci de gérer le plus rationnellement possible la courte période de temps qui reste.
- 2) Notre incapacité de mobiliser une autre catégorie de moniteurs pour le troisième niveau.

Port-au-prince le 7/06/1995

**PROJET
SEMINAIRE DE FORMATION
A L'INTENTION DES FORMATEURS**

Port-au-Prince, le 29 mai 1995

DATE: 8-9 Juin 1995

LIEU: Hotel CHRISTOPHER

OBJECTIF GENERAL.-

*- Transmettre à ces personnes des contenus de formation pouvant servir aux
Délégués des sections Communales et aux membres des Bureaux de Vote*

THEMES.-

- A.- *Responsabilités des Bureaux de Vote*
- B.- *Procédure de vote*
- C.- *Procédure de dépouillement*
- D.- *Stratégies relatives aux opérations électorales (pour les Délégués).*

MATERIELS DE SUPPORT:

- 1.- *Liv pou manm Biwo Vòt yo*
- 2.- *Gid pou delege seksyon kominal yo*
- 3.- *Lwa elektoral (fév. 1995)*
- 4.- *Procès-verbaux et formulaires*
- 5.- *Trousse électorale*

A.- Des responsabilités des membres des Bureaux de Vote

Objectifs spécifiques:

- *DEFINIR le "role global" du Bureau de Vote et de chacun de ses membres*
- *Les SENSIBILISER sur leur participation dans la CREDIBILITE des élections*
- *Les INFORMER des dispositions pénales en cas de fraude*

B.- De la procédure de vote

Objectifs spécifiques:

- *EXPLIQUER aux formateurs le mode de scrutin*
- *Les FAMILIARISER avec la forme et la façon d'utiliser les bulletins*
- *Les FAMILIARISER avec le mode de remplissage des procès-verbaux*
- *Les RENSEIGNER sur les étapes qu'un électeur doit suivre pour pouvoir voter*
- *Leur INDIQUER un type de COMPORTEMENT à adopter face aux électeurs pendant les opérations de vote*

C.- De la procédure de dépouillement

Objectifs spécifiques:

- *Dépouillement, QUAND le faire? (Cas particuliers)*
- *Les FAMILIARISER avec les matériels à utiliser (feuille de comptage, procès-verbaux etc...)*
- *Les RENSEIGNER sur les différentes étapes à suivre jusqu'à l'élaboration des procès-verbaux et de la transmission des résultats*

D.- Des STRATEGIES relatives aux opérations électorales (délégués)

Objectifs spécifiques:

- **AIDER** les Délégués à bien gérer la distribution des matériels dans les bureaux de vote.
- Comment **POURVOIR AU REMPLACEMENT** d'un membre de Bureau de Vote absent?
- Leur **INDIQUER** des techniques en vue de résoudre certains problèmes spécifiques (manque de matériels, tentative de troubles etc...).

LOGISTIQUE:

Matériels nécessaires:

- Bon système de sonorisation
- Six (6) douzaines de plumes
- Un (1) tableau
- Une (1) brosse à effacer
- Quatre markers (couleurs différentes)
- cinquante (50) bloc-notes
- Matériels d'enregistrement
- Matériels pour simulations:
 - a) Opérations de vote
 - b) Opérations de dépouillement

**SEMINAIRE DE FORMATION
A L'INTENTION DES FORMATEURS
DU 8 AU 9 JUIN 1995**

HORAIRE

Pour le 8 Juin

	<i>THEMES</i>	<i>INTERVENANTS</i>
10:00 -10:30	Propos d'ouverture	M.DORCE+(1)mb du CEP+ D.TREMBLAY
10:30- 11:20	Présentation des manuels + Plan de formation	Gary OLIUS +D.TREMBLAY
11:20- 12:00	Responsabilité des bureaux de vote	Direny THEURIET
12:00- 1:30		
1:30 - 2:30	Procédure de vote	A. P. THELEMAQUE
2:30 - 4:00	Simulations sur la procédure de vote	Formateurs +THELEMAQUE
4:00 - 4:30	Bilan de la journée	G.OLIUS

**SEMINAIRE DE FORMATION
A L'INTENTION DES FORMATEURS
DU 8 AU 9 JUIN 1995**

HORAIRE

Pour le 9 Juin 1995

	THEMES	INTERVENANTS
10 : 00 - 11 : 00	Procédure de dépouillement	Marc-Antoine NOEL
11 : 00 - 12 : 00	Simulation	Formateurs + M.A. NOEL
12 : 00 - 1 : 30		
1 : 30 - 3 : 00	Stratégies relatives aux Opérations électorales	A.P. THELEMAQUE
3 : 00 - 4 : 00	Questions d'intérêt général	

Port-au-Prince, le 8 juin 1995

BIWO VOT LA

Se yon espas sosyal e legal ki mete an entèaksyon plizyè sitwayen yon zòn geografik nan objektif: akonplisman yon devwa. Devwa sa a se vote. Sa vle di divès kalite sitwayen, libe e libè, ap patisipe nan chwazi yon reprezantan pou pale nan non yo, pou pale pou yo epi pou fè revandikasyon yo bout.

Konsa biwo vòt la se yon espas politik tou. Paske li se yon enstans desizyonn popilè. Se yon kote tout sitwayen ap vinn di nan pi gran sekre, mòd leta yo vle e ki kalite moun yo ta renmen nan tèt leta sa a. Se sa ki fè manm biwo vòt la pa dwe nenpòt moun. Se yon abit ki la pou fasilite dewoulman vòt la. San pas pouki. Se poutèt sa anvan manm biwo yo enstale yo prete sèman (atik 29)

WOL BIWO VOT

Yon rezime atik 25 ak 27 lwa elektoral fevriye 95 lan; pèmèt nou di ke wòl biwo vòt la se:

- *Fè vote tout moun ke la lwa rekonèt ki gen dwa vote (atik 10,10.1)*

MANM YO

Biwo vòt la genyen 5 manm. (Atik 25.1)

WOL MANM YO

Prezidan:	<i>Atik 25.4 Atik 25.8 (dènye lin) Atik 28.2 Atik 101 (dezyèm paragraf) Atik 103, 104 (dezyèm paragraf), 107, 113, 124 (dezyèm paragraf), 128, 129.</i>
Sekretè:	<i>Atik 25.5, 101 (dènye lin), 101.1 (dezyèm paragraf dènye lin), 110 (dezyèm paragraf)</i>
Klèk:	<i>Atik 25.6, 110 (premye lin)</i>
Gadyen pòt:	<i>Atik 25.7, 101.1 (premye paragraf dezyèm lin)</i>

MANM YO DWE SERYE POU ELEKSYON YO SERYE

Atik 101 (premye paragraf, premye lin)

CHATIMAN POU MAGOUY

Atik 101 (premye paragraf dezyèm lin), atik 123.1, 131

Donk, travay manm biwo yo enpòtan anpil. Ou taka di yo se sèl pou bay manje a gou. San yo tout travay BED ak BEK yo pa siyifi anyen. Elektè a se yo men m sèlman ki genyen yon rapò dirèk avèk li. Donk konpòtman yo ka gate menm jan ka korije eleksyon yo. Wòl yo ap jwe andan aparèy elektoral la se gwo zouti pou fè eleksyon yo reyisi. Se tout enpòtans sa a yo genyen an ki fè lwa elektoral la rezève pou yo pakèt atik sa yo.

Préparé par:
Direny THEURIET

DT/mna



CONTRAT

Contrat intervenu à Port-au-Prince entre la International Foundation for Electoral Systems (Fondation Internationale pour les Systèmes Electoraux), sous contrat avec l'Agence de Développement International (AID), et Patrick Laguerre, le 18 juin 1995 pour la formation des membres des BEDs, des DECs et des BIVs.

L'IFES tel que mandaté par le Conseil Electoral Provisoire (CEP) assure une assistance technique quant à la formation des membres de:

-BECs et DECs et BEVs sur les opérations et procédures du processus électoral.

L'IFES s'engage à verser la somme de 500 dollars haitiens pour l'exécution des services suivants:

- aider à organiser et donner la formation des membres des BECs et les délégués des sections communales dans les BEDs tel qu'indiqué par le CEP ou le BED;
- superviser la formation des membres des bureaux de vote par les délégués et membres de BEC dans les BECs;
- travailler en collaboration directe avec les membres des BEDs et des BECs;

Ce contrat est d'une durée fixe, du 8 au 22 juin 1995.

La moitié du montant total sera versé au formateur à la signature de ce contrat et l'autre partie de la somme à la fin de l'exécution de ce contrat sur présentation d'une attestation du Président du BED que le travail a été accompli et d'un simple rapport soulignant le travail accompli, le nombre de personnes formées, les difficultés rencontrées et faisant état des recommandations pour l'avenir.

L'IFES s'engage de plus à dédommager le formateur pour les frais encourus pour toute session de formation obligatoire à Port-au-Prince. Ces frais sont déterminés comme suit:

- logement: 20\$/jour
- déplacement 20\$/jour

Aucun autre paiement ne sera effectué.

Fait à Port-au-Prince, ce _____ jour de juin 1995.

Linda Trudel
Chargée de projet
IFES/Haiti

Patrick Laguerre

1 copie/formateur
1 copie/CEP
1 copie/IFES

CONTRAT

Contrat intervenu à Port-au-Prince entre la International Foundation for Electoral Systems (Fondation Internationale pour les Systèmes Electoraux), sous contrat avec l'Agence de Développement International (AID), et Patrick Laguerre, le 18 juin 1995 pour la formation des membres des BEDs, des DECs et des BIVs.

L'IFES tel que mandaté par le Conseil Electoral Provisoire (CEP) assure une assistance technique quant à la formation des membres de:

-BECs et DECs et BEVs sur les opérations et procédures du processus électoral.

L'IFES s'engage à verser la somme de 1000 dollars haitiens pour l'exécution des services suivants:

- aider à organiser et donner la formation des membres des BECs et les délégués des sections communales dans les BEDs tel qu'indiqué par le CEP ou le BED;
- superviser la formation des membres des bureaux de vote par les délégués et membres de BEC dans les BECs;
- travailler en collaboration directe avec les membres des BEDs et des BECs;

Ce contrat est d'une durée fixe, du 8 au 22 juin 1995.

La moitié du montant total sera versé au coordonnateur à la signature de ce contrat et l'autre partie de la somme à la fin de l'exécution de ce contrat sur présentation d'une attestation du Président du BED que le travail a été accompli et d'un simple rapport soulignant le travail accompli, le nombre de personnes formées, les difficultés rencontrées et faisant état des recommandations pour l'avenir.

L'IFES s'engage de plus à dédommager le coordonnateur pour les frais encourus pour toute session de formation obligatoire à Port-au-Prince. Ces frais sont déterminés comme suit:

- logement: 20\$/jour
- déplacement 20\$/jour

Aucun autre paiement ne sera effectué.

Fait à Port-au-Prince, ce _____ jour de juin 1995.

Linda Trudel
Chargée de projet
IFES/Haiti

Patrick Laguerre

- 1 copie/coordonnateur
- 1 copie/CEP
- 1 copie/IFES



**FONDATION INTERNATIONALE POUR LES SYSTEMES
ELECTORAUX (IFES)
DIRECTION GENERALE DU CEP
DIRECTION DE L'EDUCATION CIVIQUE DU CEP**

RAPPORT D'OBSERVATION DE FORMATION

Département: _____ **Date:** _____

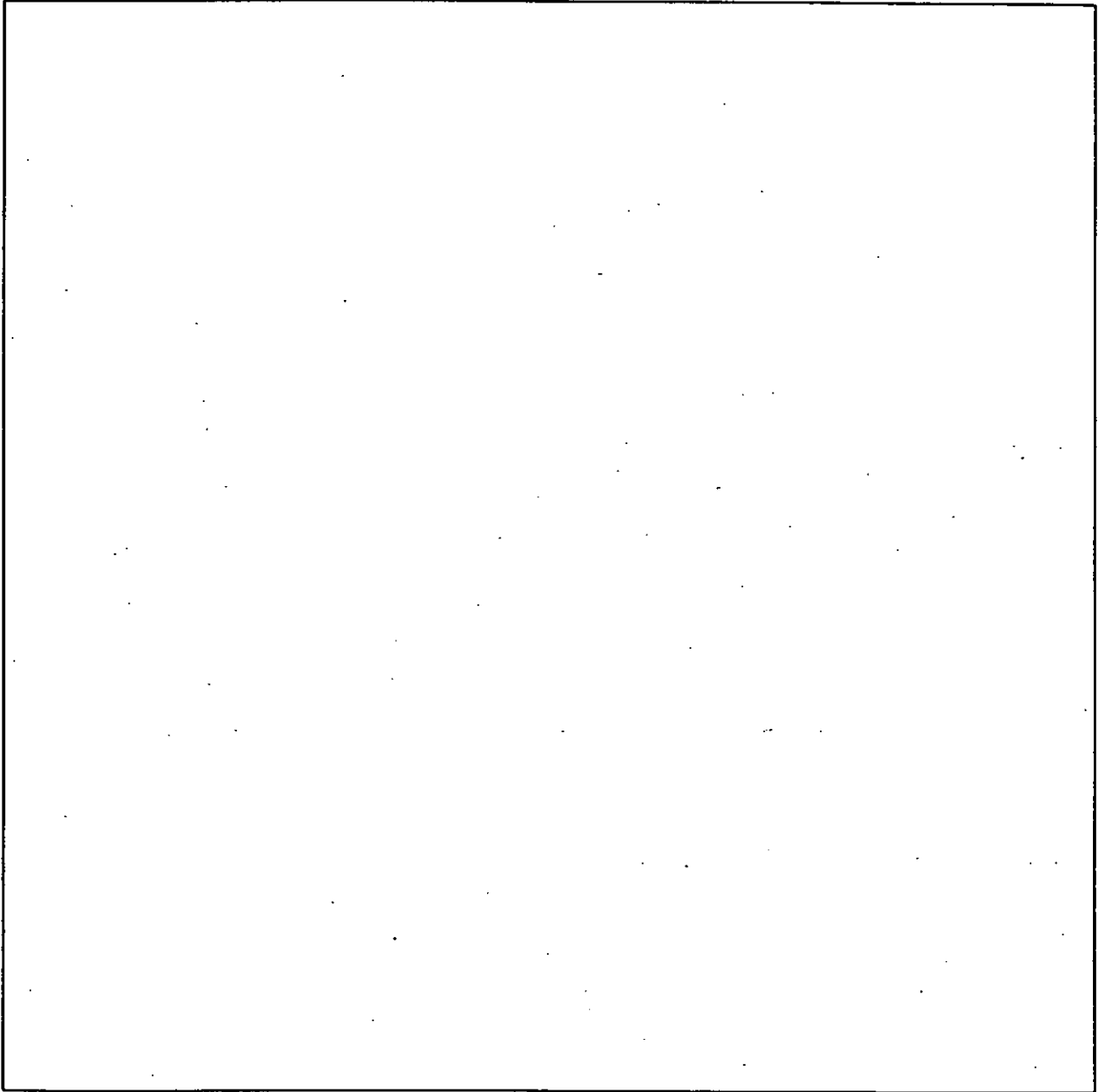
Nombre de participants: _____

Nombre de filles: _____ **Nombre de garçons:** _____

Nom du Formateur:

Thèmes développés pendant le séminaire:

Remarques:

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Signature de l'Observateur: _____

KONSEY ELEKTORAL PWOVIZWA
Direksyon Edikasyon Sivik

Rapò sou fòmasyon manm BEK yo ak Delege Seksyon kominal yo

Depatman:-----

Dat:-----

Konkyen moun ki patisipe:-----

Konbyen fi :-----

Konbyen gason:-----

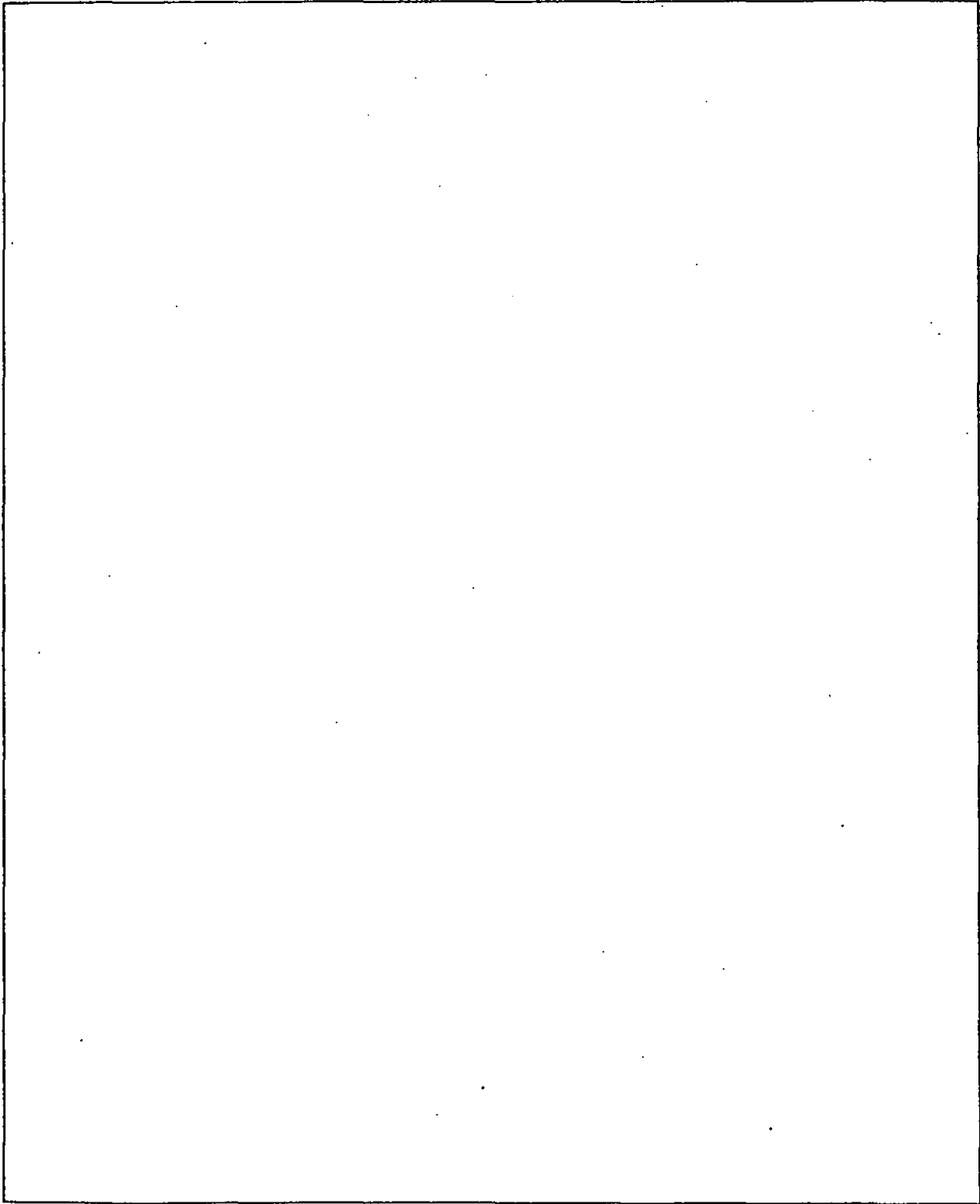
Non moun ki te prezante yon sijè:

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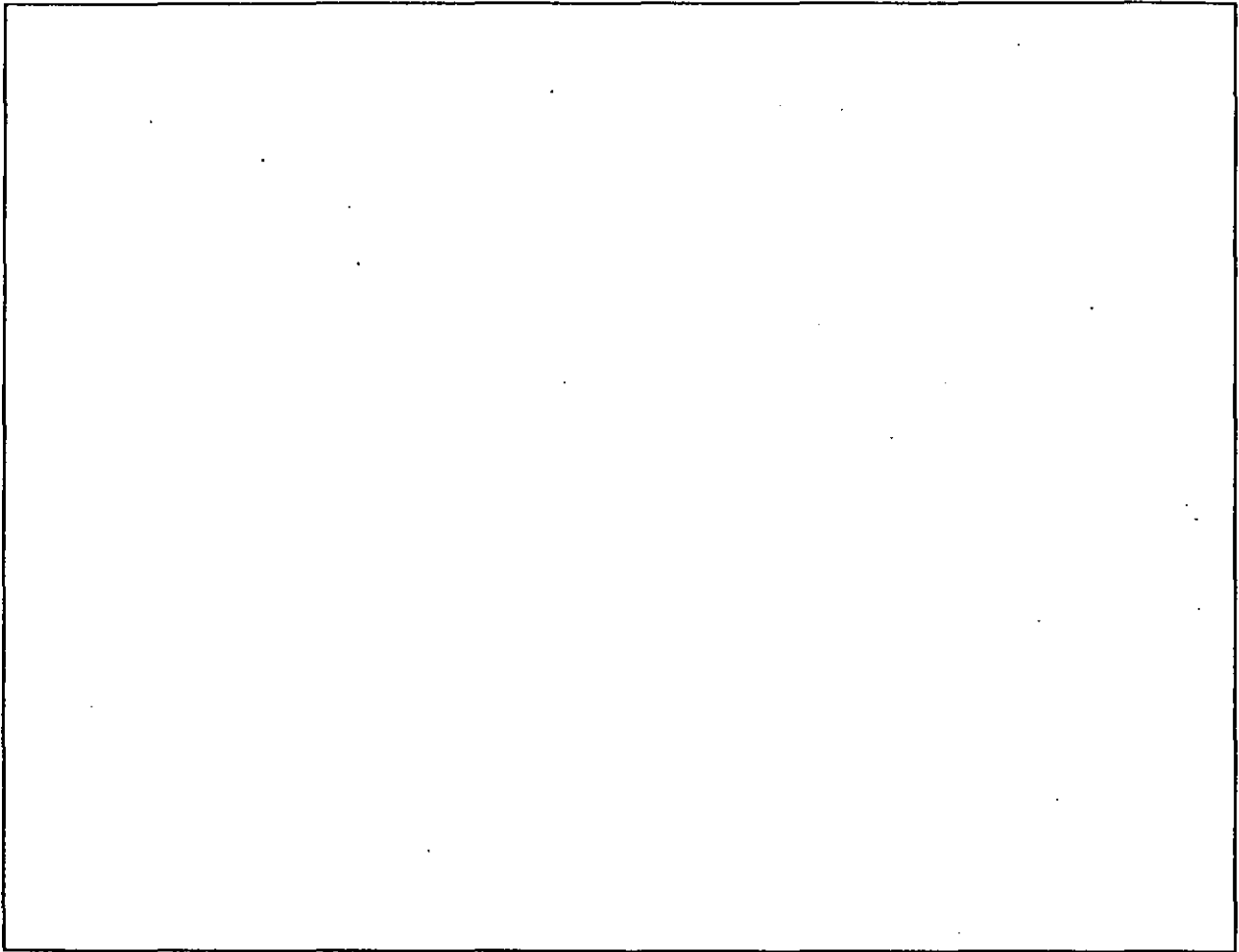
Bay tit tout sijè ki te devlope nan seminè a:

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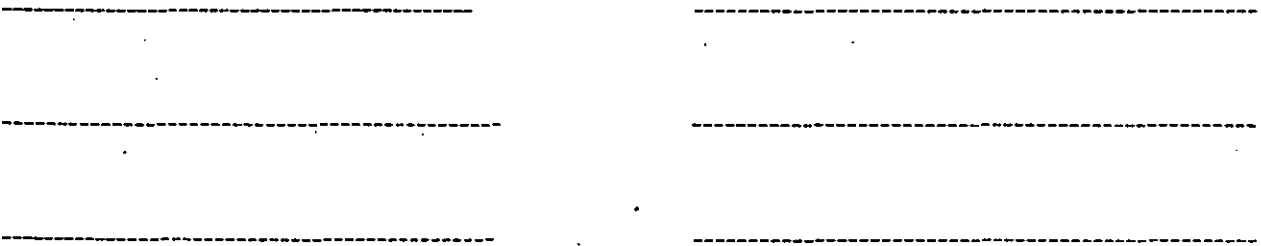
Non moun ki te patisipe:



Di ki remak ou fè:

A large, empty rectangular box with a thin black border, intended for handwritten notes or remarks.

Siyati fòmatè yo:

Two columns of horizontal dashed lines, one on the left and one on the right, intended for signatures or names.





Conseil Electoral Provisoire

Port-au-Prince, le 5 juin 1995

PAC/CEPeb/304

A : Madame Gislène TELEMAQUE / Directrice Générale a.i.


De : Anselme REMY / Président du CEP

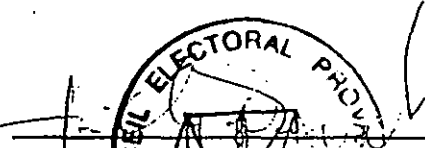
Objet : Autorisation d'impression du matériel de formation de la Direction de l'Education Civique.

Madame,

Le bureau du Conseil Electoral Provisoire accuse réception de votre requête en date du Dimanche 4 juin 1995 demandant une approbation urgente du : " GID POU DELEGE & LIV POU MANM BIWO VOT YO."

Vu l'urgence de cette requête, le bureau du Conseil Electoral Provisoire s'empresse d'y donner suite. Il tient cependant à faire remarquer qu'un tel document aurait dû faire l'objet d'un examen du bureau du Conseil avant d'être approuvé. Il vous demande à l'avenir de communiquer à la Direction de l'Education Civique la nécessité d'établir un délai minimum pour l'étude des dossiers en vue de ratification par le Conseil.


Anselme REMY
Président


Jesi CHANCY MANIGAT
Secrétaire Générale a.i.

cc : LM/CP
GI/T
DEC/CEP
L. Trudel, IFES ✓



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Port-au-Prince, le 7 juin 1995

MUS/CEP/DG/mgl/192

A : La Direction des Opérations Electorales
DE : La Direction Générale
OBJET : SEMINAIRE DE FORMATION : 8 - 9 JUIN
Hotel Christopher

Monsieur,

La Direction Générale vous présente ses compliments et par la présente prie la Direction des Opérations Electorales de superviser le séminaire de formation des formateurs les 8 - 9 juin 1995, en l'absence de la Directrice Madame Micheline DORCE. Ces derniers à leur tour entraineront les délégués communaux qui assureront la formation jusqu'aux membres des Bureaux de Vote.

Comptant sur votre précieuse collaboration, la Direction Générale vous adresse ses cordiales salutations.


Gisèle TÉLEMAQUE
Directrice Générale a.i.

cc : Bureau
DEC ✓
Jean - Francis MERISIER
Molière LADOUCEUR