

SAMPLE MONITORING FORMS

Every monitoring operation should develop and distribute forms on which personnel can record their observations. Forms enhance the uniformity of the information you collect and, in some cases, facilitate the effort to quantify findings. Note that by including simple instructions and using multiple choice questions (i.e., those that prompt observers to indicate “Yes” or “No,” or to select answers “a,” “b,” or “c”) you can help ensure that the observers can record their findings quickly and accurately.

The selections that are reproduced in this appendix were designed and used by domestic groups when monitoring different phases of the electoral process—from the campaign rallies of the pre-election period through the voting on election day to the post-election lodging of formal complaints.

CAMPAIGN ACTIVITIES REPORT FORM

The *Campaign Activities Form* was used to monitor campaign activities in the pre-election period by members of the coalition of civic organizations called the National Electoral Observer Network (NEON) and by international observers during South Africa’s 1994 national elections. The form was produced by the U.S.-based Lawyers Committee for Civil Rights Under Law. Note the placement of simple instructions at the top of the page.

MEDIA OBSERVATION REPORT FORM

The *Formular Pentru Urmarirea Stirilor Televizate* was produced by the Pro Democracy Association (PDA) to monitor the amount and quality of campaign coverage by television stations during Romania’s 1992 local elections. Questions 2-5, respectively, ask the observer to record: the length of a television news story (from 15 seconds to more than three minutes); any political party named in the story; and whether the story was favorable or unfavorable for either the government, the parliament or a particular political party.

VOTING PROCESS REPORT FORM

The *Summary Report, Checklist for Election Day* was used by members of the Study and Research Group on Democracy and Economic and Social Development in Africa (GERDDES-Afrique) for the 1993 national elections in Niger. This form was designed to enable observers to record summary information about the voting process (but not the counting process or the election results) on a single page that could be faxed to a central collection point. Notice the use of numbers (1-9) to codify the type of irregularities observed and the use of letters (A-D) to characterize the overall quality of the process. This form was distributed with another form for observing the counting process and a training manual that explained proper voting procedures and described various problems that might arise.

COUNTING PROCESS REPORT FORM

The *Polling Place Report: The Count* was produced by the Electoral Assistance Bureau in Guyana. The top part of the form provides boxes in which observers are asked to circle “Y” or “N” (Yes or No) to answer certain questions about the counting process. The bottom of the form provides space for the observer to record the results of the count. Notice the small numbers (50-72) that guide computer processors in aggregating the information.

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SET OF ELECTION-DAY REPORT FORMS

For the 1993 elections in Pakistan, the Human Rights Commission of Pakistan distributed a package of materials called the *Log book for poll-watchers* that included: (1) "Points for group leaders/pollwatchers;" (2) a set of five "poll day check-lists;" (3) an "observer's interim report form;" and (4) a list of the telephone numbers (not included here) of the organization's regional offices and the members of the election commission. The entire package was stapled at the top, below which a perforated line allowed observers to tear off individual forms to be completed or delivered, as needed. Compared to the relatively limited, summary information requested in the preceding forms, the "poll day check-lists" prompt the observer to consider and answer a series of detailed questions about the voting process. The interim report requests summary information on any observed irregularities and the results of the counting process.

PARALLEL VOTE TABULATION FORM 1

The *SAKA I.T.E. Elecciones 1993* form was prepared and used by the coalition SAKA I.T.E. (Initiative for Electoral Transparency) to collect results during the 1993 elections in Paraguay. The abbreviations for each competing party (plus the number of blank votes, null votes, and total votes) are listed down the left margin and the names of the contested offices are listed in columns across the top. Volunteers record the number of votes received by each party for each office. This form provides no space in which to record qualitative observations. Also, notice at the bottom of the form that signatures are required from the observer at the counting site, the messenger who delivered the form to headquarters, and/or the name of the operator who collected the data and entered it into the computer. The signatures verify that only authorized individuals have handled the document which in turn safeguards the integrity of the PVT's data and its projected results.

PARALLEL VOTE TABULATION FORM 2

The *Formulario de Conteo Rapido* was prepared and used by the nonpartisan group Transparencia for Peru's 1995 presidential elections. Although very similar to the SAKA I.T.E. form, this form provides a small space at the bottom in which observers can record brief information about the quality of the voting process that preceded the counting. Thus, if drastic problems were reported in this space (e.g., only men were allowed to vote) then the directors of the parallel vote tabulation would know to discount the results of the count from that location.

COMPLAINT REPORT FORM

As with the Campaign Activities Form, the *Complaint Form* was used during the 1994 elections in South Africa by the National Electoral Observer Network (NEON) and produced by the U.S.-based Lawyers Committee for Civil Rights Under Law. This form was used during all phases of the election process and focused on incidents of violence or intimidation. Other types of complaint forms commonly emphasize administrative irregularities (as opposed to intimidation problems) that are experienced during the voting or counting process. As this sample demonstrates, it is important to record the names of the individuals and institutions involved in a reported incident as well as information about any witnesses.

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CAMPAIGN ACTIVITIES FORM

Instructions for completing this form:

- Please be sure to fill in your ID# or name, the region and city, and date
- Indicate your route: all the places you actually stopped to observe
- Complete one form for each campaign day
- For additional forms get the original from your Group Leader and make photocopies at the hotel

ID#/Name _____ Region/City _____ Date _____
Route: _____

A. POLITICAL CAMPAIGN ACTIVITIES:

1. Which event did you attend: rallies or political gatherings?
2. Who was the sponsor/organizer?
3. How many attended the event?
4. Were any women present?
5. General atmosphere?
6. Comment on the presence or absence of campaign literature. Have you seen people actively distributing election information? Which parties were represented?
7. Can you assess how people generally feel about the election to date?

B. INTIMIDATION, HARASSMENT

1. Have you been informed of or witnessed any intimidation related to any of the above campaign activities? If so, provide details and complete Complaint Form.
2. Was there any intimidation or harassment during political events by advocates of any party?

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3. How were any such incidents resolved? Were such incidents dealt with fairly?

4. If permits for public meetings were denied or cancelled, what were the reasons given?

6. Which security forces were present (SADF, NPKF, SAP, KZP, etc.) and what did they do?

C. VOTER EDUCATION:

1. What evidence do you see of voter education? Is there publicly accessible information about where, when and how to vote?

2. Who is the target audience and where are they located?

3. Who is conducting the voter education program?

4. Was information accurate?

5. If advertised as non-partisan, was program non-partisan?

D. MEDIA:

1. How do South Africans receive information on the election? Who seems to be best informed?

2. To what extent is equal access given to all the political parties, in the press and radio?

3. Which newspapers cover election issues on a regular basis, and who are they published by?

4. Please monitor South African Broadcasting Corporation (SABC) and Bophuthatswana Broadcasting Corporation coverage of the elections. Does the media appear to unfairly

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promote or diminish any political parties?

5. Was the media intimidated or prohibited from reporting freely? If so, how?

6. Did the media influence voters in a positive or negative way?

7. General comments: