

FOR OFFICIAL USE ONLY

File # _____

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Received on: _____

DEMOCRATIC ELECTIONS MONITORING FORM (IGI A-3)

1. Monitoring Information Submitted by:

Name of monitoring person(s)/ organization	Name of Country/ Focal Integrity Team (i.e. FIT Zimbabwe)	Date

2. Source person/ agency

Name of source person	Source person's relation to event: (e.g. voter, contestant, observer, polling official, witness)
Does the source person agree for his name to be publicly disclosed? (Yes or no). Please make the person fully aware of the implications of disclosing ones identity	

(If more than 1 source, please add [tables](#))

3. Event Information

Location of the event: <i>(Please give as much detail about place and time as possible)</i>

Summary description of event (What happened and which democratic principles were flouted): <i>(Please do not exceed space provided. If required, please attach a separate narrative to this form, in addition to this summary)</i>

During the event described in this form, state the specific election malpractices that were noted in reference to the following items *(Please write the corresponding electoral offense against the items)*

Activity	Offence
Pre-election preparation (election materials, logistics, time schedules)	
Campaign period (level playing field, use of public facilities, public funds, public broadcasters)	
Independence of the National Electoral Body (officers, laws, institutional structures, funding)	
Security arrangements (accessibility of certain areas, police neutrality, electoral violence)	
Corruption (bribery, vote buying, ethnic manipulation)	
Polling stations (the geographical and demographic distribution, accessibility, physical facilities)	
Polling clerks (preparation, reliability, neutrality and competence)	
Voter registry (information tallying, disappearance of names, appearance of non-existent voters, availability of registers, double registration)	
Ballot boxes (transportation of the boxes, transparency of the boxes, handling of the boxes before and even after elections)	
Ballot papers (design and clarity of the papers, the ease of use by ordinary people)	
Observers (local and international observers, their access to polling stations, media coverage)	
Voter turn-out (good or poor, factors affecting the turn-out, weather, safety, lack of civic knowledge)	
Voting Styles (secret ballot, electoral college, universal suffrage, queue method)	
Political party participation (what is the extent of registered political party involvement in the exercise, number of parties, participatory levels)	
Time allocations (time for opening and closing, how fast is the queue moving, time wasting tactics, punctuality)	
Political rivalry (threats and intimidation, abduction, interference in the voting process)	
Poll tallying (counting, registered voters, voter turn-out, valid votes, spoilt votes, winning margins)	
Other (specify)	

4. Individual information - Person(s) negatively affected by the electoral offence

Name of person : <i>(and nickname, if available)</i>	Age:	Sex:	Marital status:
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		M		Single	
		F		Married	
				Divorced	
				widowed	
Place of residence (country, region, district, settlement, town, constituency, electoral ward/ county, village)					
Father's name, Mother's name:					
Tribe of person		Clan		Other clan information	
Other relevant identity information: (e.g. religion, professional occupation)					
Which categories does this person fall into?					
citizen/voter	<input type="checkbox"/>	media/observer	<input type="checkbox"/>	ethnic minority	<input type="checkbox"/>
IDP/evictee	<input type="checkbox"/>	refugee/diplomat	<input type="checkbox"/>	prisoner	<input type="checkbox"/>
disabled/marginalized	<input type="checkbox"/>	religious minority	<input type="checkbox"/>	contestant	<input type="checkbox"/>

(If more than 1 person is negatively affected, and individual details are relevant, add *tables*. You may also choose to use a separate form per person, or complete the group section below)

4A. Group information (please use this when individual identities are not relevant for documenting the event)

Description of group					
Other relevant identity information: (e.g. Tribe, clan, nationality, religion, professional occupation)					
Place of residence (country, region, district, settlement, town, constituency, electoral ward/county)					
Do group members fall into any of these categories?					
general public	<input type="checkbox"/>	resident	<input type="checkbox"/>	ethnic minority	<input type="checkbox"/>
IDP/evictees	<input type="checkbox"/>	party supporter	<input type="checkbox"/>	prisoner	<input type="checkbox"/>
disabled/marginalized	<input type="checkbox"/>	religious minority	<input type="checkbox"/>	contestant	<input type="checkbox"/>
Group breakdown by number, age and sex:					
Female children:	Male children:	Female adults:	Male adults:		

5. Alleged perpetrator(s)

5.1.1 Individually Identified Alleged Perpetrators

Name of alleged perpetrator : (e.g. unknown, nickname)					
Identity information: (e.g. place of residence, sex, clan, occupation) <i>(please mention as much detail as possible, indicating the quality of data)</i>					
Relation between alleged perpetrator and affected person(s):					
no known link	<input type="checkbox"/>	employer	<input type="checkbox"/>	Observer/media	<input type="checkbox"/>
government authority	<input type="checkbox"/>	political rival	<input type="checkbox"/>	parent/guardian	<input type="checkbox"/>
Fellow citizen	<input type="checkbox"/>	community/village member	<input type="checkbox"/>	Police/military	<input type="checkbox"/>
Religious leader	<input type="checkbox"/>	village authority/ clan elder	<input type="checkbox"/>	Election official	<input type="checkbox"/>
Other:					

(If more than 1 alleged perpetrator is involved, and individual details are relevant, add tables. You may also choose to complete the group section below, or use a separate form per alleged perpetrator)

5.1.2 Group of Alleged Perpetrators

Name and/or description of group:
Identity information: (e.g. Clan, sub-clan, nationality, religion, professional occupation)
Other relevant information:

5.2 Further Information about Alleged Perpetrator (s)

Is (are) alleged perpetrator(s) affiliated with a group/authority? (e.g.)					
military	<input type="checkbox"/>	police	<input type="checkbox"/>	political party official	<input type="checkbox"/>
election official	<input type="checkbox"/>	organized criminal group	<input type="checkbox"/>	vigilante group	<input type="checkbox"/>
paramilitary	<input type="checkbox"/>	warlord/private army	<input type="checkbox"/>	government official	<input type="checkbox"/>
Other:					
Please briefly describe possible reasons: (E.g. criminal or inter-clan, political or gender based)					
Is type of event likely to repeat itself in subsequent elections, if not properly checked?					

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6.0 Intervention

6.1 Actions taken to date:

Action by Person(s) affected by the violation:
Action by Authorities: (e.g. religious/traditional leaders, police, political party leaders, election officials)
Action by Other: (e.g. election monitor, other media or civil society organizations)

6.2 Planned further actions:

Action by Person(s) affected by the violation:
Action Authorities: (e.g. religious/traditional leaders, police, election officials, political party leaders)
Action by Other: (e.g. election monitors, media and civil society organizations)

6.3 Conclusions and Recommendations

Briefly state your conclusions and recommendations for this event. Also indicate relevant security and confidentiality aspects.

7.0 Evidence

Evidence (where applicable) Please tick evidence attached					
Signed statement of observer(s)	<input type="checkbox"/>	Signed statement of the witness (es)	<input type="checkbox"/>	Signed statement of the alleged perpetrator(s)	<input type="checkbox"/>
Newspaper cutting(s)	<input type="checkbox"/>	Signed Statement of journalist(s)	<input type="checkbox"/>	Photos/TV footage/ video coverage	<input type="checkbox"/>
Court records /police records	<input type="checkbox"/>	Declaration(s) by the returning officer(s)	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>
Include the reference numbers of each of the pieces of evidence e.g. Event-Place-month-year-Evidence Number (1, 2, 3 etc)					