



Manual for Registration



**WOLESI JIRGA &
PROVINCIAL COUNCIL
ELECTIONS**

Afghanistan 2005

Welcome Letter

Dear Electoral Colleagues,

We welcome you to the Afghanistan *Wolesi Jirga* and Provincial Council Elections 2005. We are especially pleased that you will be participating in organizing these elections scheduled for September 18th, 2005.

Your function as an electoral official is a critical one, as you will be responsible for ensuring that the elections conform to international standards, resulting in a process that is credible and accepted, transparent and inclusive. Your effort will play a major role in building democratic institutions that benefit all Afghan citizens. It will be your role to ensure that all eligible voters have the ability to cast their ballot, and that the election results will accurately reflect the wishes of the Afghan people. To many Afghans, you will be the face of these elections, and we are counting on you to uphold the highest standards of this operation.

This guidebook is intended to help you learn all the necessary aspects of registration and enable you to solve problems and answer any questions that arise throughout the process.

We cordially welcome your presence in this election and thank you for your important contribution to the strong progress of the entire election process, ensuring that we meet the highest of international standards.

Peter Erben
Chief Electoral Officer
JEMB Secretariat

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PURPOSE OF THE MANUAL

This Manual sets out registration procedures to be applied in the Registration Period prior to Afghanistan elections in 2005. It is intended for use by all Registration Officials who will be conducting registration activities in Registration Stations, and for use in training on registration. It is expected that all Officials study this Manual thoroughly, so that they can perform their duties effectively.

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1. Code of Conduct for Electoral Officials

جمهوری اسلامی افغانستان
دفتر مشترک تنظیم انتخابات



د افغانستان اسلامي جمهوریت
د انتخاباتو د تنظیم گډ دفتر

Islamic Republic of Afghanistan
Joint Electoral Management Body
JEMB

CODE OF CONDUCT FOR ELECTORAL OFFICIALS

This Code of Conduct comes from the Presidential Decree on the Electoral Law. The legal and ethical standards described in the Code are intended to guide the activities of Electoral Officials during the entire Electoral Process from beginning to end, including candidate nomination, registration political campaigning, polling, and counting. All Election Officials must obey these standards and implement them with common sense and good faith. Please be aware that the Election Complaints Commission can sanction Electoral Officials for any violations of the Code of Conduct.

Electoral Officials:

1. Shall comply with the Constitution, all electoral laws, and all other laws of Afghanistan, including regulations, instructions, and procedures issued by the JEMB and the JEMB Secretariat and shall implement them in an impartial, non-partisan and politically neutral manner;
2. Shall, to the best of their ability, ensure everyone's fundamental rights of freedom of opinion and expression, association, assembly, and movement at all stages of the electoral process;
3. Shall treat voters, candidates, members of the press or media, and all others in a respectful, impartial, and politically neutral manner;
4. Shall not indicate on clothing or by action, attitude, or speech, support for any political party or candidate;
5. Shall behave honestly and transparently with regard to their duties and decisions by cooperating to the extent allowed by law with Observers, Agents, Voters, Candidates, and members of the press or media;
6. Shall not use or attempt to use their position for personal gain, and shall not accept gifts, money, or any other personal benefits from anyone other than the JEMB or the JEMB Secretariat;
7. Shall declare any private interests relating to and conflicting with their JEMB duties to the JEMB and shall take all actions necessary to resolve those conflicts in a way compatible with their duties;
8. Shall respect the secrecy of the ballot;
9. Shall protect the privacy of any personal or otherwise confidential information;
10. Shall treat all persons with honor and respect, keeping in mind their gender, religion, belief, age, disability, and regardless of their social origin or personal status.
11. Shall attend all training sessions and familiarize themselves with all relevant procedures provided by the JEMB Secretariat prior to the start of duties.

I have read, understand, and will abide by the above Code of Conduct:

Signed in _____ on _____, 2005 by

Name of Electoral Official

Signature of Electoral Official

2. About the Election

Type of Election	<i>Wolesi Jirga</i> (Lower House of the National Assembly) and Provincial Council Elections
Registration Period	25 June - 21 July 2005
Services offered	New registration for eligible voters who are not already registered Replacement of lost Voter Registration Cards Correction of information on Voter Registration Cards
Who can register	A person who is (1) a citizen of Afghanistan who is (2) at least 18 years old on Election Day
Where to receive services	At a Registration Centre in the province in which the person wishes to vote
Operating Hours	08:00 - 16:00 hours Saturday - Thursday
Election Day	18 September 2005

In September 2005, Afghans living throughout Afghanistan will be given the chance to vote in elections for the *Wolesi Jirga* (Lower House of the National Assembly) and Provincial Councils. Following the Presidential Election in 2004, this constitutes a further important step in the establishment of a fully representative government for Afghanistan as specified in the Bonn Agreement, by holding direct elections to create government bodies at both national and provincial levels.

Constituencies for both elections are at provincial level, with the number of seats for each province determined according to the size of the population. In addition to this, a number of the 249 seats of the *Wolesi Jirga* are reserved for representatives of the nomad constituency.

Members of the *Wolesi Jirga* and Provincial Councils will be elected through a system known as 'SNTV', or Single Non-Transferable Vote. In this system, voters select one candidate on the ballot. The candidates with the most votes in the constituency fill the available seats.

In order to participate in the *Wolesi Jirga* and Provincial Council Elections, an Afghan must be voter registered in the province in which s/he wishes to vote. Nomads who wish to vote for the Kuchi constituency in the *Wolesi Jirga* election must be registered as nomad (Kuchi).

Prior to Election Day, a voter registration service will take place in order to update voter registration information. This process aims to ensure that all eligible voters have a correct Voter Registration Card, in order to cast a ballot on Election Day.

During the Registration Period, an opportunity to register will be given to those who did not previously register, eligible voters who have turned 18 since the 2004 election, and those who have recently returned to Afghanistan. Those who have lost their Voter Registration Cards since last year will be able to receive replacement cards, and corrections can be made to Voter Registration Cards to ensure province details and other information is correct for Election Day.

DAYS AND HOURS FOR REGISTRATION

Registration will take place over a four week period, 25 June - 21 July 2005. During this period, Registration Stations will be open six days a week from Saturday to Thursday between the hours of 08:00 and 16:00.

3. The Registration Team

Registration activities are conducted by teams of Registration Officials. The work of Registration Officials is essential for the impartial and efficient conduct of registration activities. Each staff member will sign and agree to abide by the JEMB Code of Conduct for Electoral Officials.

Teams of female Registration Officials will provide services to female registrants and teams of male Registration Officials will service male registrants.

Support will be provided by District Field Coordinators (DFCs), who will make regular visits to Registration Stations to assist the teams as necessary. This includes answering technical questions, monitoring activities within the Stations, facilitating operations within the building, obtaining supplies if required, and coordinating the delivery and collection of materials.

Each Registration Team consists of five Registration Officials, who will conduct registration activities at each Registration Station. They are:

- ❑ Chairperson
- ❑ Queue Controller
- ❑ Registration Officers (2)
- ❑ Card Production Officer

Staff may be reassigned or roles combined as necessary for the operation of the Station.

A minimum number of four Registration Officials must be present, including the Chairperson, in order to open the Station.

Chain of Command

- Each team of Registration Officials will be supervised by a Chairperson.
- The Chairperson will report to the District Field Coordinator on any issues which have a bearing on registration activities.
- The District Field Coordinator reports directly to the JEMBS Provincial Office.

All members of the Registration Team must:

- ✓ Behave impartially at all times, according to the JEMB Code of Conduct for Electoral Officials.
- ✓ Ensure that procedures are correctly followed, and that information provided is accurate and correct.
- ✓ Wear their Registration Official Badge at all times while at work.
- ✓ Arrive at the Station half an hour before opening to set up the Station, and complete all closing tasks and packing up before leaving the Station.
- ✓ Ensure security of all sensitive material, and adhere closely to data protection and materials storage procedures.
- ✓ Serve registrants diligently and courteously.
- ✓ Be prepared to undertake any other team roles as assigned by the Chairperson.

Duties of Chairperson

The Chairperson is responsible for the operation of the Registration Station and the supervision staff and of all activities within the Station. The Chairperson:

- ❑ Maintains order inside the Registration Station, with assistance, when appropriate, of the District Field Coordinator and Security Officials.
- ❑ Supervises the work of the team of Registration Officials, and reassigns tasks as necessary
- ❑ Ensures the team's adherence to all registration procedures contained within this manual, and any procedural instructions from the District Field Coordinator or Trainer.
- ❑ Completes *Form R01 - Record of Seal Numbers* and *Form R02 - Registration Daily Summary* for the Station on are completed correctly.
- ❑ Ensures all decisions on voter eligibility are made on site, and resolves challenges.
- ❑ Assists persons in the completion of *ECC 01 - Complaint Form*, if requested.
- ❑ Manages access to the Station, and receives and monitors the presence of Observers, Agents, Media representatives and other visitors.
- ❑ Takes responsibility for opening and closing the Station at the appropriate time, and ensures all opening and closing activities are completed properly.
- ❑ Safeguards all registration materials and ensures that procedures relating to sensitive materials are followed, including packaging for overnight storage.
- ❑ Ensures the Station has the required materials for registration activities, and notifies the District Field Coordinator if additional supplies are required.
- ❑ Records in the Registration Journal all incidents and events which have a bearing on registration processes and reports these as appropriate.
- ❑ Reports opening/closing times and registration statistics to the District Field Coordinator.
- ❑ Promptly brings to the attention of the District Field Coordinator any incident, information or activity that may have a bearing on the registration process.

Duties of Queue Controller

The Queue Controller is responsible for controlling the flow of persons into the Registration Station, and ensuring good crowd control. The Queue Controller:

- ❑ Keeps applicants in an orderly queue outside the entrance to the Station.
- ❑ Controls the flow of applicants into the Registration Station to prevent overcrowding.
- ❑ Assists elderly, pregnant and disabled applicants as necessary.

Duties of Registration Officer

The Registration Officer is responsible for determining eligibility and correctly registering applicants who are eligible to vote. The Registration Officer:

- ❑ Safeguards the Registration Books throughout each day of operation.
- ❑ Receives applicants and explains the registration process.
- ❑ Conducts the registration interview(s) with applicants in order to determine eligibility.
- ❑ Completes correctly the *Log of Registration Records*, the Registration Record and the Voter Registration Card for each service provided.
- ❑ Takes the registrant's thumbprint or signature.
- ❑ If uncertain as to an applicant's eligibility, or in cases where an applicant's eligibility is challenged, refers the applicant to the Chairperson for a decision;
- ❑ In cases of refusal, explains the reason to the applicant, and informs the applicant of her/his right to file a written complaint.
- ❑ Follows correct procedures for spoiling Registration Records and Voter Registration Cards as necessary.
- ❑ Instructs the registrant to keep the Voter Registration Card safe and bring it in person in order to vote on Election Day.
- ❑ Directs the registrant to the Card Production Officer.

Duties of Card Production Officer

The Card Production Officer is responsible for producing and issuing the registrant's Voter Registration Card. The Card Production Officer:

- ❑ Safeguards and maintains the camera throughout the registration period
- ❑ Takes the photograph of the registrant for inclusion on the registration card.
- ❑ Ensures the photograph looks like the registrant.
- ❑ Ensures the privacy of women being photographed, in female teams.
- ❑ Sticks the photograph of the registrant to the ID Card.
- ❑ Laminates the Voter Registration Card.
- ❑ Issues the Voter Registration Card to the registrant.
- ❑ Directs the registrant to leave the Station.

District Field Coordinator

The District Field Coordinator will supervise and assist registration teams and facilitate registration operations within the Registration Centre. The District Field Coordinator:

- Delivers training to the registration team, and provides remedial training as required.
- Provides technical advice on procedures and information on operational issues.
- Delivers and collects registration materials and supplies when required.
- Collates registration statistics and Station opening/closing times.
- Responds to problems and queries as necessary.
- Identifies suitable storage locations for registration materials.
- Facilitates set up of the building and access to the Centre.
- Responds to other needs relating to the Centre, as necessary, such as medical, emergency and security problems.
- Reports to the JEMBS Provincial Office on registration activities.
- Visits the registration team regularly during operations.

4. Registration Centres and Stations

REGISTRATION CENTRES AND STATIONS

- A Registration Centre is a facility where one or more Registration Stations is located. This may be a building or part of a building.
- A Registration Station is a specific location within the Centre where registration is conducted. This may be a room or a designated area.
- Separate Registration Stations will be established for both female and male registrants. One registration team, male or female, will operate in each Station.
- Each Registration Station will have an identifying number. This number will be used to label the Station's Materials Box, registration kit, Registration Journal and forms.

Registration Station Number Codes

The Registration Station number consists of the following codes:

Province (2 digits) - district (2) / centre (2) / station (1) plus gender identifier (1).

For example: 06 - 01 / 01 / 2F

CENTRE INFORMATION

The District Field Coordinator is responsible for ensuring the Registration Centre facility is fully operational. In the absence of the District Field Coordinator, one Chairperson at the Centre will be designated to act on her/his behalf on centre management issues.

Centre Responsibilities

In managing the Centre premises and general operations of the Centre, the District Coordinator or designated Chairperson will:

- Supervise the opening and closing of the Registration Centre
- Ensure the building and surrounding area is prepared
- Ensure the Centre sign is visibly displayed at the entrance
- Oversee crowd control in and around the Centre
- Liaise with Security Officials
- Respond to emergency situations in the Centre as necessary
- Ensure all campaign materials are removed from in and around the Centre.

ENSURING SECURITY

An appropriate level of security will be provided to each Centre. The role of Security Officials is to provide security to the electoral process, including security of registrants, Registration Officials and registration materials.

The Chairperson and District Field Coordinator are responsible for keeping order in the Registration Station and Centre. Security Officials will remain outside the Centre unless their presence is needed inside, in an emergency situation. They may enter the Centre if invited by the Chairperson or District Field Coordinator to restore order. They will leave the Centre as soon as the situation is under control.

Security Officials will assist in keeping order outside the Registration Centre, regulate the situation inside the Centre if requested, and remove from a Registration Station, at the request of the Chairperson, a person who behaves in a threatening or aggressive manner or fails to comply with the instructions of the Chairperson. Security Officials will also be responsible for conducting physical searches of registrants at key access points ensuring that a secure environment is maintained throughout.

In case of disturbances, emergencies or other incidents, the Chairperson will notify the District Field Coordinator at the first available opportunity. However, Security Officials will have the primary authority to decide on critical security issues.

Security Officials are not to interfere with or seek to influence the registration process in any way. They are not to engage in any acts of intimidation, which may scare people away from the Centre. They should be seen to be neutral in all their actions.

Suspension of Registration

In cases where events make impossible the continuation of activities within the Station, such as if the Station is threatened by riot, violence, storm or flood, the Chairperson may suspend registration activities within the Station. The Chairperson must then inform the District Field Coordinator at the first available opportunity, who will notify the JEMBS Provincial Office. The Chairperson must ensure all registrants leave the Station and will attempt to secure all registration materials. The District Field Coordinator will inform the Chairperson of any further action necessary.

Only the District Field Coordinator may order suspension of activities throughout the entire Centre, and only the JEMBS Provincial Office can authorize early closure. The District Field Coordinator will communicate any decision to this affect to the Chairperson.

In case of early closure, the Chairperson will take the following steps where possible:

- ❑ Close the Station and asks all registrants to leave the premises.
- ❑ If time allows, follow the normal procedures for closing, as described in the Manual.
- ❑ Record the time and reason(s) for suspension of registration in the Registration Journal.
- ❑ If instructed, pack election materials in preparation for transfer.



5. Registration Materials

REGISTRATION MATERIALS

Before the start of registration activities, each Registration Team will receive from the District Field Coordinator all materials required to undertake registration activities. This includes i) a Materials Box containing all sensitive materials and forms, and ii) a registration kit containing non-sensitive items. The Chairperson will check all materials are there and take responsibility for them on receipt.

1. The Materials Box includes:
 - 5 Registration Books
 - *Form R02 - Registration Daily Summary* and the Province/district list
 - Seals
 - The Registration Journal
2. The Registration Kit includes:
 - Cameras for photographing registrants
 - Laminates for laminating the registration cards
 - Film and batteries for the camera
 - *Form R01 - Record of Seal Numbers*
 - Inkpads and ink for thumbprints
 - A Centre banner and blank paper for writing signs
 - Envelopes for spoiled Voter Registration Cards, corrections and complaints.
 - Sufficient stationary items with which to undertake all registration activities.

The Chairperson will set aside one envelope for spoiled Voter Registration Cards (labeled 'spoiled cards') and one envelope for corrected cards (labeled 'corrections'). All Station envelopes will also be labeled with the province and Registration Station number.

MATERIALS MANAGEMENT

It is the responsibility of the registration team to ensure all materials are managed correctly, securely stored and well maintained.

Sensitive Materials

All materials that contain registrant personal data and materials which may be used for fraudulent registration purposes are sensitive materials. **Sensitive materials must be kept in secure storage or under JEMBS staff supervision at all times.** Registrant personal data may not be given out or copied and Registration Officials must adhere closely to all packaging, sealing and data protection instructions.

Sensitive registration materials include:

- Registration Books (blank, partially used and completed)
- Voter Registration Cards
- Registration Journal
- Completed Complaint Forms.

Each Station will have a Materials Box (Ballot Box) for storage of sensitive materials. When not in use, all sensitive materials must be kept sealed in the Materials Box, with seal numbers recorded on *Form R01 - Record of Seal Numbers*. Sensitive materials will be stored overnight at a secure location as agreed by the District Field Coordinator and the JEMBS Provincial Office.

Non-sensitive Materials

Non-sensitive materials are not required to be sealed in the kitbox. However, care must be taken to look after them and ensure they are stored appropriately, according to the instructions of the District Field Coordinator.

Supplies

It is the responsibility of the Chairperson to ensure the Station has all the necessary materials and supplies for registration activities every day. If the Station is missing any items, or running out of supplies, the Chairperson should notify the District Field Coordinator at the first available opportunity. Sufficient notice should be given before supplies run out, to allow time for delivery of additional items.

INFORMATION ON SPECIFIC ITEMS

Photographic Equipment

For registration activities, there will be two different types of camera. On receipt of materials, the team must:

- Check which type of camera is issued and identify the correct camera guide.
- Check and test the camera (flash, batteries, film,) before using it for the first time. If the camera does not work, notify the District Field Coordinator. **Do not try to fix it.**
- Check if cutter works. Before using it, cut paper in order to clean it.

Registration Journal

The Chairperson will have a Registration Journal for use throughout the Registration Period. The Station number must be written on the front cover on a sticker provided in the kit. The Journal will be used to record data and incidents related to the Station, including:

- Daily Station opening and closing times
- Daily registration statistics for the Station
- Attendance of Observers, Agents, Media representatives and other visitors
- All security incidents
- Concerns raised to the Chairperson.
- All refusals or persons turned away, with the reason noted
- Details of interviews undertaken to resolve challenges
- Complaints submitted
- Additional handover of any sensitive materials to/from the District Field Coordinator
- Any other noteworthy occurrences which have a bearing on registration activities.

Registration Book

The Registration Book is a book used to record registrants' data. It consists of three sections. Each section contains unique voter registration numbers listed in sequence order.

- The Log of Registration Records is the section at the back of the Registration Book which lists the voter registration numbers. It will be used to record each registration service provided against the respective voter registration number.
- The Registration Record will remain in the Registration Book and must not be removed.
- The Voter Registration Card will be issued to the registrant and retained by the registrant for presentation at polling.

REGISTRATION BOOKS - IMPORTANT POINTS TO REMEMBER

1. A Registration Officer must finish one Registration Book before starting the next one.
2. Each Registration Officer should take responsibility for one Book. Registration Books should not be shared between Registration Officers.
3. Registration Books are issued to each Station, and must not be exchanged or transferred between Stations.
4. Whenever a new Registration Book is started, the Registration Officer and Chairperson must ensure that the province and Registration Station number are written on the front cover.

Forms

Forms to be provided will include:

<i>Form R01 - Record of Seal Numbers</i>	To be completed at the start and end of each day of operation, or whenever seals are broken or closed. It is used to note and check seal numbers on the Materials Box on each day of operation.
<i>Form R02 - Registration Daily Summary</i>	To be completed each day to note daily statistics for the Station for reporting to the District Field Coordinator.
<i>Form ECC 01 - Complaint Forms</i>	To be available at each Station for completion of written complaints. Complaints do not have to be submitted on this form, but it is advised.

6. Persons Permitted to Enter the Station

Who is Authorized to be in the Registration Station?

In addition to Registration Officials, JEMBS Staff and applicants/registrants, the following individuals are authorized to be in the Registration Station and observe the registration:

- ❑ Members of the JEMB and UNAMA, and their interpreters
- ❑ Accredited Political Party/Candidate Agents
- ❑ Accredited Domestic and International Observers
- ❑ Accredited Interpreters of International Observers
- ❑ Accredited Media representatives (may be accompanied by an accredited photographer or camera operator)
- ❑ Security Officials only when called upon to restore order
- ❑ Persons accompanying applicants/registrants who require assistance



- All persons authorized to be in the Registration Station must have appropriate identification with them.
- Observers, Agents and Media must display their JEMB accreditation badges at all times.
- Only female visitors may enter and observe female Registration Stations.

Permitting Entry into the Registration Station

The Chairperson is ultimately responsible for permitting access to the Registration Station, and the number of persons present at any one time is at the discretion of the Chairperson.

If there are too many Agents and Observers present at any one time, and overcrowding affects registration activities, then the Chairperson will establish a schedule to provide equal access time by rotating Agents and Observers.

When an Agent, Observer, or Media representative arrives at the Station, the Chairperson will check her/his accreditation badge and identification document and note in the Journal the person's name, time of visit to the Station, badge number, and organizational affiliation (party or candidate, observer group or media affiliation).

All those present in the Station must adhere to their respective code of conduct. The Chairperson has the right to instruct Observers, Entity Agents, or Media representatives to cease any action that is an abuse of rights and privileges. The Chairperson may remove an offender from the Station for ignoring such an instruction.

OBSERVERS AND POLITICAL PARTY/CANDIDATE AGENTS

Electoral observers and political party/candidate agents have an important role in providing assessment of election processes and ensuring that the election is accepted and legitimate.

Observers and Agents are allowed to:

- ❑ Be in the Registration Station from opening time until closing activities.
- ❑ Observe all stages of registration processes, providing that they do not compromise the confidentiality of registrant data.
- ❑ Move around the Station, as long as her/his movements do not interfere with, or obstruct, the flow of registrants or the work of Registration Officials.
- ❑ Observe the completion of the Station forms and make their own copy of the information recorded (*Form R01 - Record of Seal Numbers* and *Form R02 - Registration Daily Summary*.)
- ❑ Observe the securing of materials for overnight storage.
- ❑ Raise any concerns with the Chairperson and/or note concerns in the Registration Journal.
- ❑ File a written complaint in the Registration Station.

Observers and Agents are not allowed to:

- ❑ Interfere with or obstruct the functions of Registration Officials.
- ❑ Observe the completion of the Registration Book.
- ❑ Record registrant information or copy the Registration Book or any other document, which would infringe on the privacy of applicants/registrants.
- ❑ Handle any registration materials in the Station.
- ❑ Communicate directly with applicants or registrants in the Station.
- ❑ Campaign for an election candidate in any way. This includes displaying a symbol of any election candidate or political party or bringing in campaign information.

Additionally, an Agent has the right to challenge a person's eligibility to register.

An Observer does not have the right to file such a challenge.

Responding to Concerns

Observers, Agents and candidates can raise concerns to the Chairperson. Any concerns must be recorded in the Registration Journal. The Chairperson will resolve these concerns wherever possible. Additionally, they may file a complaint, if they feel processes are not being duly followed.

During the registration process, Agents may also challenge an applicant's registration on the grounds that s/he is not eligible to register as a voter. This will be referred to the Chairperson for decision.

Registrant personal data

All registrant personal data is sensitive material and therefore confidential. Observers and Agents may take notes on registration processes. However, copying and recording of any personal data is not permitted.

ROLE OF MEDIA REPRESENTATIVES

Media have an important role in reporting to the public on the conduct of elections, and in covering the election process.

Accredited media representatives may only enter the Station if this does not disrupt the registration process in any way. Media representatives are not permitted to conduct interviews inside the Station. They may interview the Chairperson as the representative of the team of Officials with her/his consent, but outside the Station, if activities within the Station permit this. Media representatives may not film or copy any part of the process which may reveal personal details.

Media Representatives are allowed to:

- ❑ Be in the Registration Station from opening time to closing activities
- ❑ Observe all stages of registration processes, providing that they do not compromise the confidentiality of registration data.
- ❑ Move around the Station, as long as her/his movements do not interfere with, or obstruct, the flow of registrants or the work of Registration Officials.
- ❑ Interview a registrant, Agent or Observer or Chairperson, if the person agrees to this, outside the Station.
- ❑ Observe the securing of materials for overnight storage.

Media Representative are not allowed to:

- ❑ Interfere with or obstruct the functions of Registration Officials.
- ❑ Interview any applicant, registrant, Observer, Agent or Registration Official inside the Station.
- ❑ Film, photograph or interview any individual without her/his consent.
- ❑ Film or photograph the Registration Book, or acquire any pictures, film footage or audio commentary which records registrant personal details.
- ❑ Film, photograph or copy the Registration Record, Voter Registration Card or any other document, which would infringe on the privacy of voters.
- ❑ Handle any registration materials in the Station.

Media Interviews:

All interviews must take place outside the Station. During interviews, the Chairperson may respond to general factual questions, but may not offer interpretations or opinions. The following guidelines should be followed.

Chairpersons may respond to general, factual questions such as:

- Registration procedures
- Registrant turnout in the Station
- Duties as a Registration Official and what training was received
- JEMB Code of Conduct for Electoral Officials.

Chairpersons may not offer interpretations or opinions, such as:

- Interpret results on a local, regional or national basis
- Comment on expected registration or election outcomes
- Offer political commentary on political entities, candidates or the election
- Offer opinions on policy, compliance or speculate on other issues
- Comment on rumours.

7. Registration Station Management

The Chairperson is responsible for management of the Registration Station. In addition to supervision of registration activities outlined in the relevant sections, this includes the management of:

Station Layout:

Registration Officials must arrange the layout of the Station each day before activities commence, according to the size and shape of the area. Tables should be arranged so that all Officials can see people entering the Station.

- The Registration Station should be arranged for a circular flow of registrants from the entrance to the Registration Officer to the Card Production Officer and finally to the exit.
- The Registration Officers should be allocated with desks of sufficient size.
- If possible, the Chairperson should be seated away from the flow of registrants, to observe all proceedings and speak with persons with the appropriate measure of privacy and confidentiality. It is also helpful if the Chairperson is located where s/he can be easily reached by registrants needing assistance.
- Observers and Agents should be seated away from the flow of registrants but from where they can observe all proceedings.
- Signs may be written and posted using the blank poster-size white paper provided in the registration kit, where this would facilitate Station organization and flow of registrants. (For example, arrows and a Station entrance sign).
- If possible, an area should be set aside an area for photography so the camera, backdrop and registrant's chair do not need to be continually rearranged.



Breaks and Lunch

Registration Officials may take turns to have a half-hour break for lunch and 10-15 minutes for prayer. The Chairperson will arrange a schedule for this. If leaving the Station for any reason, the Chairperson must appoint a deputy to act as Chairperson in her/his absence.

Flow of Persons

Registrants will enter the Station one at a time. It is important that there is only one person at each processing step at any one time. If there are too many persons in the Station, the Chairperson will take the appropriate action to ensure activities are not obstructed.

Assistance

Disabled or blind registrants who require assistance may enter the Station accompanied by a companion or family member. Alternatively, assistance may be requested from another registrant or the Chairperson.

Campaign Material

All campaign material must be removed. No political campaign material of any kind is allowed in or within 100 metres of the Station and Centre throughout operations.

Voter Education Material

The team will ensure that any relevant voter education material is displayed visibly within the Station, or handed out to registrants as they leave the Station.

Reporting

The Chairperson is responsible for ensuring that reporting procedures are followed. Registration statistics, Station opening and closing times and other required information will be reported to the District Field Coordinator, according to reporting instructions.

Concerns and Complaints

Any concerns raised by persons present in the Registration Station should be resolved on site by the Chairperson if possible. However, if a person wishes to file a written complaint, s/he may complete a Complaint Form. Complaint forms will be available in the Registration Stations for the duration of activities.

Weapons

It is prohibited for a person to carry a gun or any other weapon into a Centre or Station, with the exception of Security Officials who are on duty when invited to restore order.

ID Badges

The Chairperson must ensure that all Officials wear their ID badges when on duty.

Mobile Telephones

Persons are not permitted to hold conversations on mobile telephones or other communication methods inside the Station. In such cases, persons will be requested to undertake these communications outside the Station.

STATION OPENING ACTIVITIES

Before opening, Registration Officials will arrive at the Station by 07:30 hours in order to set up the Station and materials for the day. The Chairperson will ensure the following duties are completed before the opening the Registration Station at 08:00 hours.

✓ Team Sets up Station

- Ensure the Station is clean and that the team sets up the Registration Station in the manner described earlier in the section.

✓ Seal Check and Opening of the Materials Box

- Take out *Form R01 - Record of Seal Numbers* from the kitbox, check the seals of the Materials Box to ensure they are intact and that the numbers are correct, and complete *Form R01 - Record of Seal Numbers*.

- If there are any discrepancies in seal numbers or broken seals, record this in the 'Remarks' section of *Form R01 - Record of Seal Numbers* and in the Registration Journal. Report the discrepancy to the District Field Coordinator as soon as possible.
- Cut one hinge seals in order to open the Materials Box.



د افغانستان د رایو ورکونکو نوم لیکنه - ۱۳۸۴ / ثبت نام رای دهنده گان در افغانستان - ۱۳۸۴
AFGHANISTAN VOTER REGISTRATION 2005
د مهرنو د شمېرو د ثبت (R01) فورمه/فورمه (R01) شماره مهرها
Form R01- Record of Seal Number



01 - 01 / 01 / 1 F

د نوم لیکنې د خای شمېره
شماره محل ثبت نام
Registration Station Number

JEMB 0036143

د سر مهر (باید لري نه شي)
مهر بالایی (قابل تغییر نیست)
Top Seal - not to be removed

کتنې ملاحظات Remarks	د رئیس لاسلیک امضای رئیس Chairperson signature	کنټه (پرانیستل) ملاحظه (باز نمودن) Check (Opening)			کنټه (بندول) ملاحظه (مسدود نمودن) Check (Closing)		
		دویم مهر مهر دوم Seal 2	لومړی مهر مهر اول Seal 1	نېټه تاریخ Date	دویم مهر مهر دوم Seal 2	لومړی مهر مهر اول Seal 1	نېټه تاریخ Date
DFC					0029143	0036154	
		0029143	0036154	25/06/05	0032461	0071457	25/06/05
		0032461	0071457	26/06/05	0046215	0314256	26/06/05
		0046215	0314256	27/06/05	0147113	0356891	27/06/05

✓ Check and Distribution of Materials

- Check all materials required for registration activities are present in the Materials Box and the registration kit box.
- Give to each Registration Officer one Registration Book and stationery materials necessary for completion of the Registration Books. Ensure the Registration Officer has the envelope for spoiled Voter Registration Cards and the envelope for corrections.
- Give the photographic and laminating equipment to the Card Production Officer.

✓ Opening the Registration Station

- At 08:00 hours, open the Station and commence registration activities.
- Observers, their Interpreters, Agents, Media representatives are permitted entry.
- Write in the Registration Journal the time of opening of the Station, and report this to the District Field Coordinator when requested.

Minimum Staff for Opening the Station

The Station will open at exactly 08:00 hours. This is provided there is a minimum of four Registration Officials present including the Chairperson. If this requirement is not met, the District Field Coordinator will be notified at the first available opportunity, and the Station will not open until additional staff have arrived.

STATION CLOSING ACTIVITIES

✓ Closing the Registration Station

- At 16:00 hours, the Registration Centre closes. Registrants standing in the queue will be permitted service, but registrants arriving after 16:00 will not be permitted to join the queue. Registration continues until all applicants in the queue at 16:00 have received service. After the last applicant is serviced, the Registration Station closes.
- Write in the Registration Journal the time the Station closed.

✓ Daily Registration Statistics

- Calculate the day's registration statistics from the *Log of Registration Records*.
 - o Draw a double line under the last entry for the day in the *Log of Registration Records*, and calculate the total entries in each column for the day (new registrants, lost cards, and corrections).
 - o Calculate the same for any additional Registration Books used that day at the station, and work out Station totals.
 - o Count the number of spoiled Registration Records/Cards for the day.
- Complete *Form R02 - Registration Daily Summary* for the day.
- The 'total cards used' on *Form R02 - Registration Daily Summary* should match the number of Records used for the day. Count the number of records used in the Registration Book, to cross check this.
- Report the daily statistics to the District Field Coordinator, according to instructions.



د افغانستان د رایو ورکونکو نوم لیکنه ۱۳۸۴ \ ثبت نام رای دهنده گان افغانستان ۱۳۸۴
AFGHANISTAN VOTER REGISTRATION 2005



د نوم لیکنې د ورځني کار د لنډیز فورمه (R02) / فورمه خلاصه امور روزانه ثبت نام (R02)
Form R02 - Registration Daily Summary

0	1	-	0	1	/	0	2	/	1	M	د نوم لیکنې د ځای شمېره شماره محل ثبت نام Registration Station Number
ولایت	district		ولسوالی	centre		مرکز	station and gender		ځای او جنس/محل و جنس		
province											

د نوم لیکنې د دورې د هرې ورځې لپاره یوه لیکه ډکه کړئ / در دوره ثبت نام برای هر روز یک قطار را تکمیل نمائید. Complete on row for each day of the Registration Period						
نېټه/تاریخ Date	الف A نوي نوم لیکنې ثبت شونده گان جدید New Registrants	ب B عوضي کارټونه کارتهای عوضی Replacement Cards	ج C سمونې تصحیح Corrections	د = الف + ب + ج D = A + B + C ټول ورکړل شوي کارټونه مجموع کارتهای صادرشده Total Cards Issued	ه E ضایع شوي کارټونه کارتهای ضایع شده Spoiled Cards	و = د + ه F = D + E ټول کارول شوي کارټونه مجموع کارتهای استعمال شده Total Cards Used
25/06/05	10	5	8	23	3	26
26/06/05	15	3	7	25	2	27
27/06/05	25	7	10	42	5	47
ټول شمېر/مجموع Total	50	15	25	90	10	100

د ولسوالۍ د ساحوي ناظم لاسلیک او نوم/ نام وامضای ناظم ساحوی ولسوالی District Field Coordinator signature and Name	نام و امضای رئیس محل ثبت نام / د نوم لیکنې د ځای د رئیس لاسلیک او نوم Chairperson Signature and Name
سلیمان	الهام

✓ **Packing of Materials**

- At the end of each day, all materials will be packed for overnight storage.
- Check there are sufficient materials for the following day and notify the District Field Coordinator if any additional items are required.
- Place into the Materials Box the following items, which includes all sensitive material:
 - All Registration Books (blank, partially completed and completed)
 - Envelope of spoiled Voter Registration Cards
 - Envelope of corrected Voter Registration Cards (corrections)
 - Envelopes of *Forms ECC 01 - Complaint Forms*
 - Envelope of *Form R02 - Registration Daily Summary*
 - Registration Journal
 - Seals.
- Write down the serial numbers of the seal(s) that will be used for closing the Materials Box on *Form R01 - Record of Seal Numbers* and put it inside the Station kit box. Then close and seal the Materials Box with the seals.
- Pack all Station kit items into the kit box. If necessary for overnight storage, close the kit box with packing tape and sign across the tape.
- Ensure the Materials Box and kit box are stored correctly overnight, according to the District Field Coordinator's instructions.

A the end of each day, all sensitive materials will be resealed in the Materials Box until operations recommence the following day, when the seal will be broken.

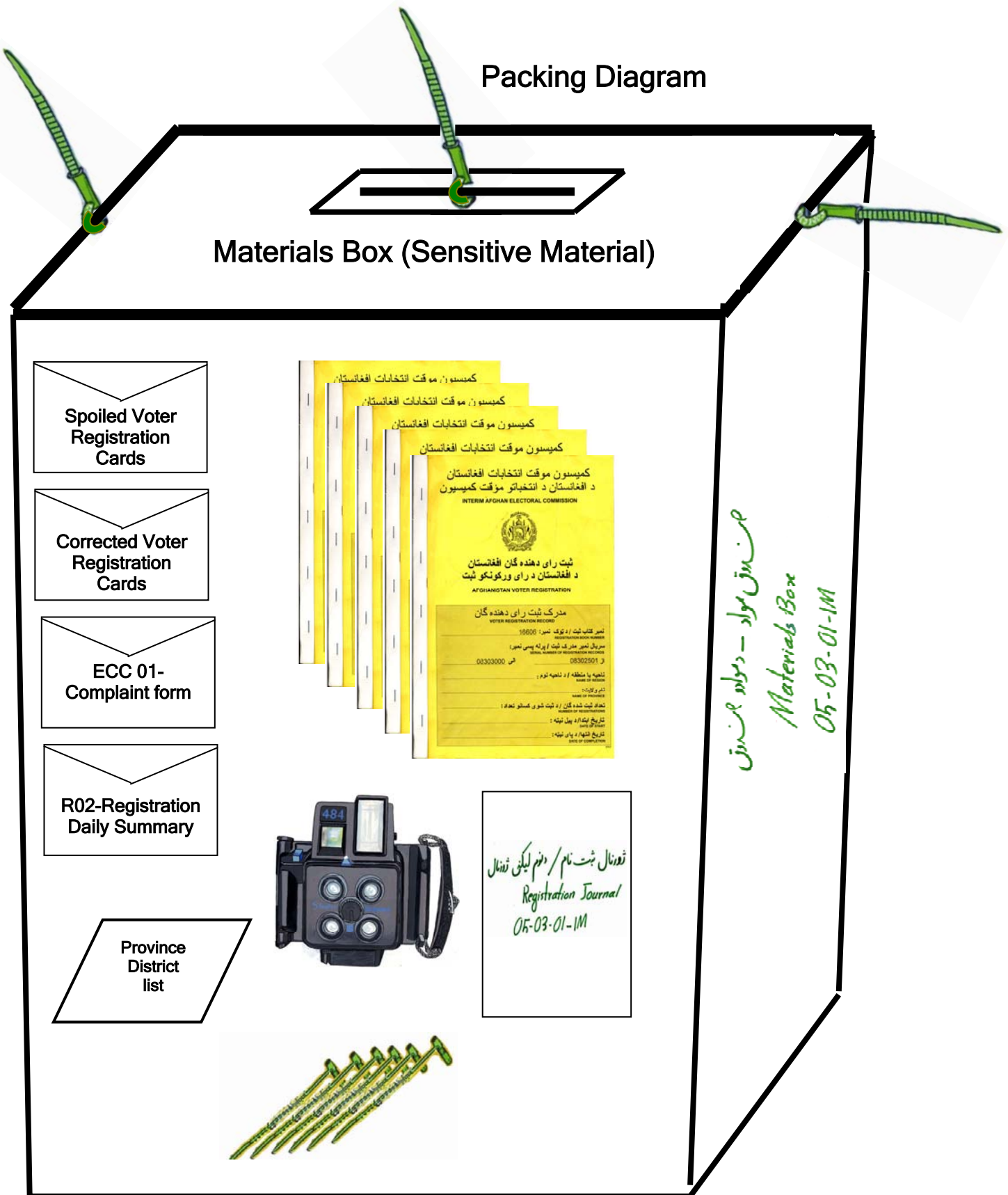
If some materials are accidentally left out of the Materials Box during packing at closure, the seal must be broken, the packing corrected and the Materials Box resealed. When a seal is deliberately broken at any time other than opening, the Chairperson must complete a new entry on *Form R01 - Record of Seal Numbers*.

If a seal is accidentally broken, the Chairperson must replace this and record as follows:

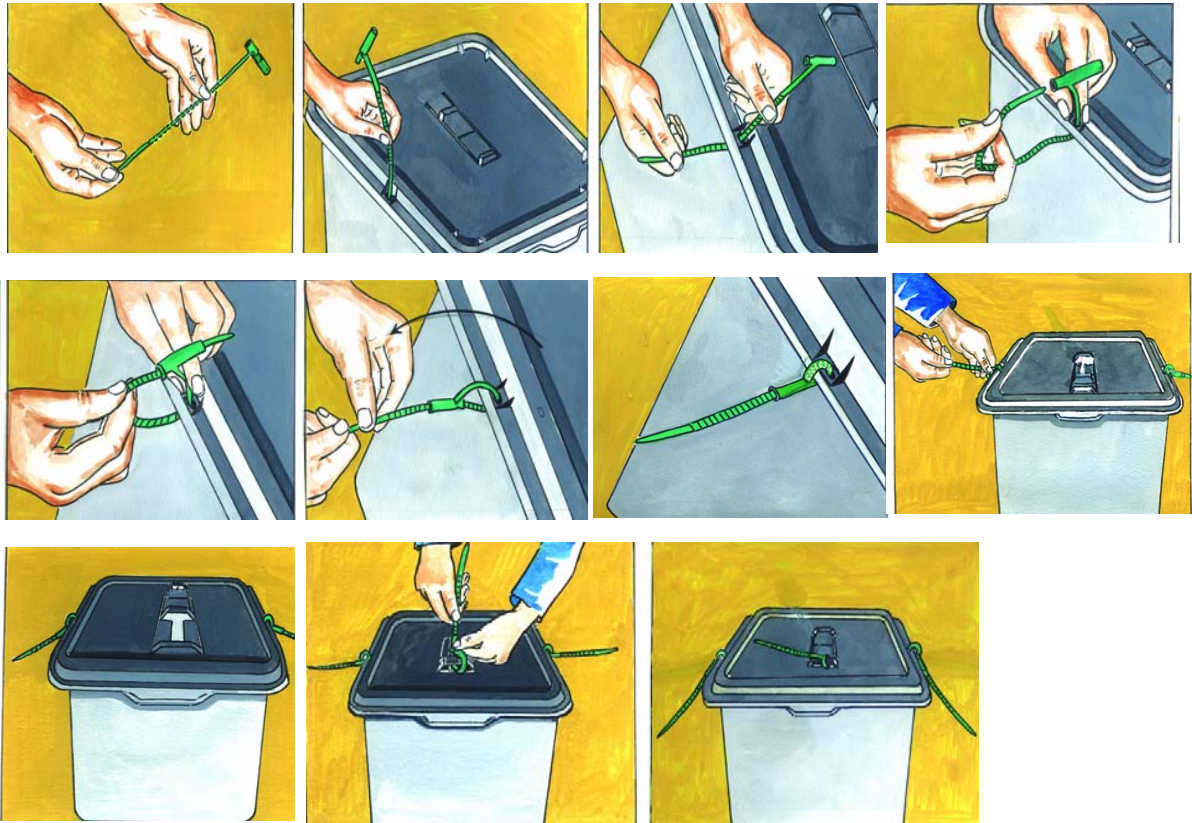
- Write the new seal number next to the replaced one on the *Form R01 - Record of Seal Numbers*.
- Initial next to the change
- Make a note in the Journal of why the seal was broken, and the old and new seal numbers.

Packing Diagram

Materials Box (Sensitive Material)



Sealing of the Materials Box



Taped Registration Kit Box



8. Voter Registration Guiding Principles

QUALIFICATION FOR VOTER REGISTRATION

In order to be eligible to register as a voter for the Afghanistan elections a person must:

- Have Afghan citizenship
- Be 18 years old or above on the day of the election.

Additionally, a person must:

- Register in person at a designated Registration Station
- Register not more than once.

RESIDENCE REQUIREMENTS

- A person must be registered in the province in which s/he wishes to vote. On Election Day, a voter must vote in the province stated on her/his Voter Registration Card.
- During the Registration Period, Voter Registration Cards will indicate the province in which the Registration Station is located. Applicants cannot be registered with details of a different province.
- Kuchis (nomads) who wish to vote for the Kuchi constituency in the *Wolesi Jirga* election can register in any province, but must be voter registered as a Kuchi.

It is therefore very important in the voter registration process to ensure that the province information is correct on the Voter Registration Card.

SERVICES PERMITTED

Registration Stations will offer the following services:

1. Voter registration for new registrants
2. Replacement cards for those who have lost their Voter Registration Cards
3. Correction of information.

VOTER REGISTRATION CARDS

Every applicant who successfully registers will receive a Voter Registration Card with a distinct serial number that allows her/him to vote on Election day. The card contains the personal details and photograph of the registrant. (In the case of some women, it may not contain the photograph.)

In order to vote on Election Day, the registrant must present this Voter Registration Card in person at a polling station in the province indicated on the Voter Registration Card.

Kuchis who are voter registered as nomad and wish to vote for the Kuchi constituency in the *Wolesi Jirga* election must present the Voter Registration Card in person at a special Kuchi polling station.

9. Summary of Voter Registration Process

- Applicants wait in the queue: elderly, pregnant and disabled persons will be allowed to move to the front of the queue.
- Applicants will enter the Station one at a time. Each applicant will be directed to a Registration Officer, when one becomes available.
- The Registration Officer will assess which registration service the applicant requires.
- For those requiring replacement cards or registration services, the applicant's eligibility will be assessed by the Registration Officer, who will conduct the registration interview to determine the applicant's eligibility.
- The Registration Officer will complete the *Log of Registration* Records, the Registration Record and the Voter Registration Card.
- The Registration Officer and applicant will check that all details are written correctly.
- The applicant will sign the back of Voter Registration Card in the space provided, or mark with a thumbprint if illiterate.
- The applicant is now registered. The Registration Officer will detach the Voter Registration Card, give it to the registrant.
- The registrant will be directed to the Card Production Officer.
- The registrant's photograph will be taken and glued to the Voter Registration Card.
- The registrant's Voter Registration Card will then be laminated and issued to the registrant.
- The registrant will be instructed to bring the Voter Registration Card in person to a Polling Station in order to vote on 18 September 2005.
- The registrant will be provided with any relevant public outreach materials / voter information.
- The registrant will leave the Station.

10. The Five Steps of Voter Registration

Common Courtesies when Serving Applicants

When serving registrants, Officials must remember always to provide polite and friendly service. It helps to explain the different steps of the process to registrants so that they understand what is happening.

When serving elderly persons, those who are illiterate or have physical impairments, or language or communication difficulties, Officials should take the necessary time to explain the process and direct them to the person responsible for assisting them through each step.

Persons with disabilities who require assistance may enter the Station accompanied by a companion. Officials should remember to speak directly to a person with a disability rather than addressing his or her companion. Officials should not shout if the person is hearing impaired.

If there is a problem this should be referred to the Chairperson and dealt with as discreetly as possible away, from the registration desks if possible.

STEP 1: QUEUE CONTROL

The Queue Controller will:

- Take position at the entrance of the Registration Station and keep applicants in an orderly line outside the Station.
- Ensure that waiting applicants are as comfortable as possible while waiting.
- If any disabled, elderly person or pregnant woman joins the queue, ensure that the other applicants let her/him pass to the front of the line.
- Allow applicants into the Station one by one, and control the flow to prevent overcrowding.
- Direct each applicant to a Registration Officer, when one becomes available.

STEP 2: ASSESSMENT and Registration interview

The Registration Officer will:

- Receive the applicant and assess what service s/he requires:
 - a. New registration, because s/he has not previously been voter registered.
 - b. Replacement card, because s/he has lost her/his Voter Registration Card.
 - c. Correction of card, because information on her/his Voter Registration Card is incorrect.
- Inform those with valid and correct Voter Registration Cards that they do not require registration services.
- Explain the following registration process to those requiring one of the three services listed above.

Registration Officers cannot provide service to those applicants requesting to be registered for a Province other than the one where the Registration Station is located.

For example if the Registration Station is in Mazar applicants cannot request service for Kabul.



The Registration Officer will determine whether the applicant is eligible to register by conducting a registration interview by asking the following questions.

- Do you have any documents? Yes / No
If yes, check the document. If no, go to the next question.
- Are you an Afghan? Yes / No
If yes go to the next question. If no, refuse registration.
- How old are you? Over 18 / Under 18
If under 18, ask: "Will you be 18 years old on Election Day?"
If yes, go to the next question. If under 18 on Election Day, refuse registration.

The Registration Officer will then remind the applicant that it is an offence to register if s/he:

- is not an Afghan
- is underage
- has more than one Voter Registration Card.

A person may be penalized under law for committing an electoral offence.

DECISION MAKING

Based on the registration interview, the Registration Officer will decide whether the applicant is eligible to register as a voter.

What if the Registration Officer is not sure?

If the Registration Officer is not sure whether the applicant is eligible or not, the applicant will be referred to the Chairperson who will determine whether s/he may register.

Refusal

If an applicant is ineligible and is refused registration, the reasons for this will be fully explained. The refusal will be noted in the Station Journal, including the applicant's name and the reason for the refusal. This will be for one of the following reasons:

- The applicant will not be 18 years of age or above on Election Day
- The applicant is not Afghan
- The applicant has more than one Voter Registration Card.

What if the applicant contests refusal?

If a person contests a refusal, the case will be referred to the Chairperson. This will be noted in the Registration Journal, including the name of the applicant and the reason for the contention.

The applicant will be informed that s/he may file a written complaint, which will be forwarded to the Electoral Complaints Commission (ECC) for adjudication.

Eligibility Proven

Once it is established that a person is eligible to register, the next step will be performed.

STEP 3 - COMPLETION OF REGISTRATION BOOK

The Registration Officer will:

- Complete the *Log of Registration Records* at the back of the Registration Book, to indicate in the correct column which service the applicant requires.
- Reverse the book and insert the cardboard to separate the pages.
- Stamp the year on the Registration Record and Registration Card
- Complete the Registration Record for the applicant.
- Complete the Voter Registration Card for the applicant.

In completion of the above, the following principles will be followed:

- i) Registration Records must be filled in sequentially in numerical order. The Registration Officer will use the next blank Registration Record, ensuring that it matches the voter registration number for the applicant in the *Log of Registration Records*.
- ii) Records and Cards must be completed in pen.
- iii) The *Province/District List* will be used to identify province and district codes. Province and district names must be written in the way they appear on the *Province/District List*.
- iv) It is not necessary to complete the sub-village line or village code.
- v) Applicants must be aware that they can only register in the province where they live, and they must vote in the constituency where they are voter registered.

Log of Registration Records

د افغانستان درايه وركونكو نوم ليكنه / ثبت نام رای دهنده گان در افغانستان

Afghanistan Voter Registration 2005

درايه وركونكو نوم ليكني لېست / لست ثبت نام رای دهنده گان

List of Voter Registration

سمونه/تصحیح Correction	مثنی/مثنی Replacement	نوي نوم لېکنه/ثبت نام جدید New Registration	د نوم کارټ پرلپسې ګڼه/نمبر مسلسل کارت Card Serial Number
		✓	T 99047701
		✓	T 99047702
		✓	T 99047703
	✓		T 99047704
	✓		T 99047705
		✓	T 99047706
✓			T 99047707
✓			T 99047708
			T 99047709
		✓	T 99047710
	✓		T 99047711
✓			T 99047712
✓			T 99047713
		✓	T 99047714
		✓	T 99047715
	✓		T 99047716
	✓		T 99047717
			T 99047718
		✓	T 99047719
		✓	T 99047720
		✓	T 99047721
	✓		T 99047722
	✓		T 99047723
	✓		T 99047724
		✓	T 99047725
		✓	T 99047726
	✓		T 99047727
	✓		T 99047728
		✓	T 99047729

CORRECTIONS

In cases where an applicant requests a correction to information on the Voter Registration Card, the full registration interview is not necessary.

Corrections can be made to personal details.

Corrections can be made on the basis of residence.

Refusals to corrections can only be made if the applicant asks to be registered in a Province other than the one where the Registration Office is located.

Before issuing a new card, the Registration Officer will cut the left corner of the old card and will put it inside the *Correction Cards* envelop.

Old Laminated Card before issuing a new one:



Voter Registration Numbers

Each registered voter is assigned a unique voter registration number. This number is listed on the corresponding Record, Card and entry in the Log of Registration Records. It is important to make sure that the numbers match on the Record, Card and Log for each person. It is also important to remember to complete entries in numerical order.

Remember:

If you don't write carefully and clearly ALL the details in the Registration Record and the Registration Card, that applicant may not be able to vote on Election Day.

The Registration Officer will fill the voter registration record following the illustration on following page.

VOTER REGISTRATION RECORD

2005 Stamp

Ask the age the applicant will be on Election Day and write it down. If the applicant will be 18 years old by the 18th of September, write 18.

Write down the name of the applicant.

Write down the father's name.

Ask where the applicant lives. Write the name and code of the province and district. Write the Village name; the code is not required.

Tick in the appropriate box the gender of the applicant.

Sub village details are not required.

Do not tick the second and third box.

2003-2004

نام/اسم: احمد شاد

شهر ولد: سلیمان

جنس: ☒ مرد ☐ زن

عمر: 25

ولایت: کابل

ولسوالی: کابل

قریه / شهر: کابل

ناحیه / گزر: کابل

کوچی: ☐ کوچی

عویت کننده: ☐ عویت کننده

بیرونه راتلونکی: ☐ بیرونه راتلونکی

بیجا شده گان: ☐ بیجا شده گان

بیجای شوی کسان: ☐ بیجای شوی کسان

ER02

After filling out the Registration Record, the Registration Officer will complete the Voter Registration Card with the same information as the Registration Record:

VOTER REGISTRATION CARD

2005 Stamp

Voter Registration Card Number

Photograph is glued here.

کارت هویت

رای دهندگان

2003-2004

نام/اسم: احمد شاد

شهر ولد: سلیمان

عمر: 25

ولایت: کابل

ولسوالی: کابل

قریه / شهر: کابل

ناحیه / گزر: کابل

کوچی: ☐ کوچی

عویت کننده: ☐ عویت کننده

بیرونه راتلونکی: ☐ بیرونه راتلونکی

بیجا شده گان: ☐ بیجا شده گان

بیجای شوی کسان: ☐ بیجای شوی کسان

ER03

SPOILING RECORDS AND CARDS

If a mistake is made on the Registration Record or on the Voter Registration Card, or if the card is torn when detaching it:

- Do not make any correction on it.
- Make a large cross on both the Registration Record and Voter Registration Card (X).
- Put a line through the record in the *Log of Registration Records* at the back of the Registration Book and write "spoiled" beside the serial number.
- Use a fresh Registration Record to register the applicant.

Do not throw away the spoiled Voter Registration Card. Place it in a separate envelope labeled 'Spoiled' and marked with the Registration Station number.

Spoiled Registration Record and Card before lamination

The image shows two forms side-by-side, both marked with a large blue 'X' indicating they are spoiled. The left form is a registration record (ER02) for the 2003-2004 election cycle, with the serial number T99041189. It contains fields for name, age, sex, marital status, and address, all of which are crossed out. The right form is a voter registration card (ER03) for the same cycle and serial number. It also contains fields for name, age, sex, marital status, and address, all of which are crossed out. Both forms have the Afghan flag and the UN logo at the top.

Spoiled Registration Record and Card after lamination

The image shows two forms side-by-side, both marked with a large blue 'X' indicating they are spoiled. The left form is a registration record (ER02) for the 2003-2004 election cycle, with the serial number T99041566. It contains fields for name, age, sex, marital status, and address, all of which are crossed out. The right form is a voter registration card (ER03) for the same cycle and serial number. It also contains fields for name, age, sex, marital status, and address, all of which are crossed out. Both forms have the Afghan flag and the UN logo at the top. The right form has a small box in the bottom right corner with an arrow pointing to it, indicating a missing signature or thumbprint.

Missing signature \ Thumbprint. The voter registration card is cut in the corner, the record crossed.

When the Registration Record and Voter Registration Card are complete, the Registration Officer will:

- Read the information back to the applicant and confirm that it is complete.
- Remove carefully the Voter Registration Card portion from the Registration Book.
- Take the thumbprint or signature of the applicant for the back of the Voter Registration Card following the illustrations on the following page. The person is now voter registered.
- Direct the registrant to the Card Production Officer.
 - o If a woman applicant does not want to be photographed, write the phrase: "Applicant Declines Photograph" in the place where the photo would go

Taking the thumbprint or signature of the applicant



Applicant must roll the thumb in one direction on the card --not back and forth

Applicant rolls the right thumb back and forth on ink pad

If thumb is missing, proceed with next finger on the same hand. If no right hand, proceed with the other hand. For an amputee, there will be no fingerprint.

Remember to close the thumbprint pad after each use.

STEP 4: PHOTOGRAPH

The Card Production Officer will:

- Take one photograph of the applicant according to instructions in the camera guide.
- Photograph four applicants before developing the film.
- Develop the film for one minute.

In taking photographs, remember to:

- Ensure the distance is correct (1.4 metres).
- Ensure the photograph looks like the registrant.
- Ensure the privacy of women being photographed. A woman does not have to have her photograph taken, if she does not want to.



- If the film is not well developed, restart the process.
- If one of the pictures is not well developed, take another photo of that specific person.
- If you are not sure the photo is usable, ask the Chairperson.
- If the applicant is not happy with the photo, it is not a reason to take another.

The Card Production Officer will:

- Cut the pictures using the photo cutter.
- Glue the photograph onto the Voter Registration Card.

کارت هویت
رای دهنده گان
2003-2004

کوچی
عویت کنندہ
بیرتہ راتلونکی
بیجا شدہ گان
بیخای شوی کسان

نوم/اسم
شهر/ولد
ولایت
ولسوالی
قریہ / شهر
ناحیہ / گزر

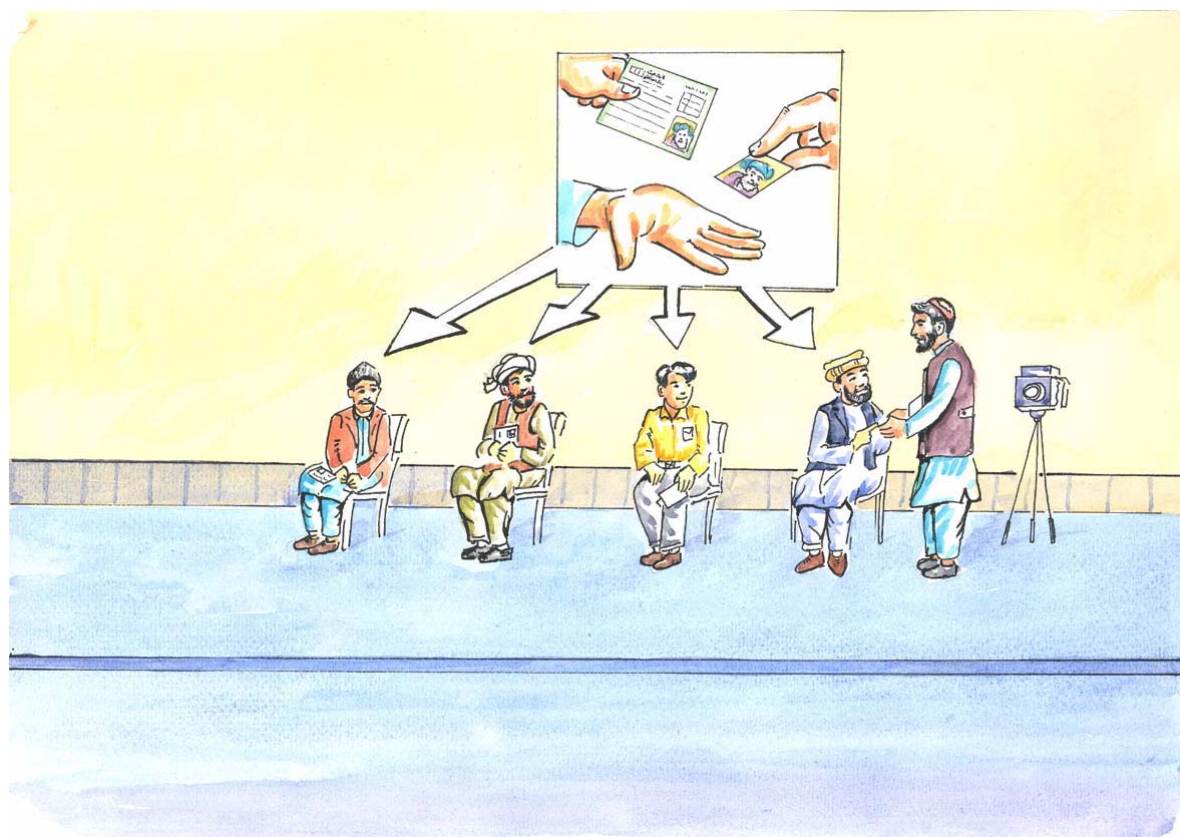
عمر ۳۵
جنس ☒ مرد ☐ زن
کابل
کابل
کابل

T99041200

ER03

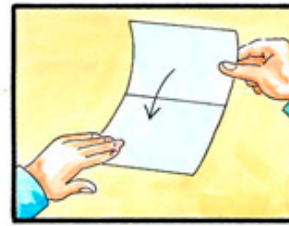
Maintaining the camera

- Take care of the camera at all times.
- Clean the rollers before loading a new pack of film.
- The camera is not resistant to water. If the camera accidentally gets wet, place it on a well- ventilated and stable surface and wipe it with a clean, dry cloth.
- The surface of the lenses is an extremely high-precision part and must never be touched.
- Remove the batteries at the end of each day, to ensure they do not run out too quickly.



STEP 5: LAMINATION AND CARD ISSUE

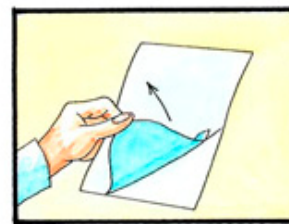
The Card Production Officer will laminate the card, as follows:



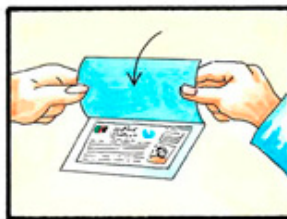
A. Fold the laminate in half



C. Place the ID Card in the middle



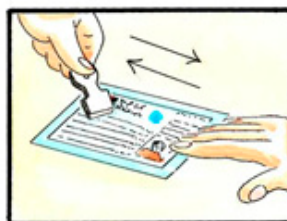
B. Peel off the cover of the bottom portion



E. Press the two sides of the laminate together



D. Peel off the cover of the top portion



F. Use a tool or ruler to ensure a good seal all the way around the card.



Remember

- Once stuck to the laminate, the card cannot be removed without destroying it. **You have only one chance to get it right.**
- If the lamination does not go well and the card gets spoiled, send the applicant back to the Registration Officer to repeat the registration service. The Registration Officer must cancel the spoiled card by cutting the corner and placing it in the 'Spoiled Cards' envelope.

The Card Production Officer will:

- Issue the Voter Registration Card to the registrant.
- Instruct the registrant to keep the Voter Registration Card safely and bring it to a Polling Station in the same province on Election Day.
 - o Those who are registered as nomads and who wish to vote for the Kuchi constituency for the *Wolesi Jirga* must present the card at a special Kuchi Polling Station in any province.
- Direct the registrant to leave the Registration Station. The registrant should be provided with any relevant, available voter information material on exit.

11. Challenges

During the registration process, an accredited Agent present in the Registration Station may challenge the registration of an applicant before the applicant is registered on the grounds that the applicant is not eligible to register.

Only Agents can challenge an applicant's registration while this is in process. Any other persons who disagree with the registration of an individual may file a complaint to the ECC.

Challenges against an applicant's eligibility can only be made on the following grounds:

- The applicant is not Afghan
- The applicant will not be 18 years old or over on Election Day
- The applicant has more than one Voter Registration Card.

Agents cannot challenge on grounds of residence, but on voter eligibility only.

Challenge Interview

If a challenge is made, the applicant will be referred to the Chairperson, who will undertake a Challenge Interview to determine whether the applicant may or may not register. A decision must be made on site, and the decision of the Chairperson is final.

The Challenge Interview may be observed but not heard by accredited Observers or Agents. They may not intervene or question the applicant themselves. However, they may request interview information from Chairperson. The Chairperson may outline the interview process, but may not disclose any personal data.

If the Agent disagrees with the Chairperson's decision, s/he will be informed of her/his right to file a complaint to the ECC.

Documentation

All Challenge Interviews and their outcome will be noted in the Station Journal by the Chairperson. This will include:

- Name of challenger
- Which party or candidate s/he is representing
- Name of applicant whose registration is being challenge
- Reason for Challenge
- Date and time of Challenge Interview
- Other persons present
- Information gathered
- Challenge interview outcome.

If a challenge is received after the applicant is registered or if the Registration Officer decides to register the applicant despite the challenge, no challenge interview will take place. The Agent should be advised that s/he may file a complaint to the ECC.

12. Complaints

Complaints and the ECC

The Electoral Complaints Commission (ECC) is the independent body established to adjudicate all complaints regarding the electoral process.

Any person who has a valid interest in the electoral process and who claims that there has been a violation of electoral laws and/or procedures can file a complaint to the ECC. This means that any registered voters, observers and agents, amongst others, can file complaints. The ECC may also take cases on its own initiative.

What is a complaint?

Throughout all stages of the registration process, as well as subsequent electoral processes, if someone believes there has been a violation of the law or procedures, s/he may file a complaint. This includes:

- where processes and procedures have not been correctly followed
- where there is a breach of an electoral Code of Conduct
- where a person has been refused service by JEMBS Officials.

Complaints may be filed where a person believes that JEMBS Officials, observers, agents or media representatives have not duly followed processes.

Who can file a complaint?

A complaint can be filed by any person who has an interest in the electoral process. This will be determined by the ECC. The Registration Station will therefore accept a complaint from anyone who wishes to file one.

When and where to file a complaint

- A complaint can be filed throughout all stages of the registration process and subsequent electoral processes.
- Complaints can be submitted at each JEMBS Provincial Office, each JEMBS Regional Office, and at the ECC Headquarters in Kabul.
- Complaints relating to registration processes may also be submitted at a Registration Station, for delivery to the JEMBS Provincial Office.
- If the complainant feels that filing the complaint at local level would prevent a fair hearing or create a security risk, a complaint can be placed in the ECC mailbox at the JEMBS Provincial Office, or sent directly to ECC Headquarters in Kabul.

How to file a complaint

- Complaints should be submitted on *Form ECC 01 - Complaint Form* wherever possible. However, complaints received in other written formats will also be accepted. These should include all information as requested on *Form ECC 01 - Complaint Form*.
- *Form ECC 01 - Complaint Form* will be available at all Registration Stations.
- *Form ECC 01 - Complaint Form* must be completed in Dari, Pashto or English and submitted at any of the locations indicated in the above section.
- The complainant may complete and submit the form confidentially. However, the Chairperson may assist in completing *Form ECC 01- Complaint Form*, if requested.

Submitting a complaint at a Registration Station

- Chairperson will explain to the complainant that all information will remain confidential. The complainant's details will not be disclosed to anyone except the ECC.
- Chairperson will explain to the complainant to complete the form as fully as possible, including times and dates of incident, place, names and details of persons involved and a description of the occurrence.
- Complainant will indicate whether s/he requires assistance in completing *Form ECC 01 - Complaint Form*, and the form will be completed.

The complainant is responsible for providing evidence in support of the complaint. Any evidence in support of the complaint will assist in its adjudication and should be provided. This includes, for example, names and contact details of witnesses and photographic evidence.

- Any supporting documentation will be attached to *Form ECC 01 - Complaint Form*.
- *Form ECC 01 - Complaint Form* will be placed in an individual envelope and sealed. The Chairperson will sign across the seal.
- The envelope will be labeled with the following information:
 - o Registration Station number
 - o 'Complaint' and numbered in sequence (eg complaint 1, complaint 2...)
 - o Date and time of submission of complaint.

Data Protection: Complaints are confidential. Once sealed in an envelope, the form will not be viewed until received by ECC representatives and opened for adjudication.

- Chairperson will list the complaint in the Registration Journal.
- The envelope will be stored in the Materials Box, as sensitive material, until handed over to the District Field Coordinator, as instructed, for transfer to the JEMBS Provincial Office.

What happens next?

Complaints will be forwarded to the ECC, who will assess them and provide a final decision.

Decisions regarding registration complaints will be made before Election Day.

Persons who have filed complaints regarding the candidate nomination process are advised to visit the JEMBS Provincial Office to check the status of their complaint following adjudication.



د افغانستان د رایه ورکوونکو نوم لیکنه - ۱۳۸۴ / ثبت نام رای دهنده گان در افغانستان - ۱۳۸۴

AFGHANISTAN VOTER REGISTRATION 2005

د مهر و نو د شمېرو د ثبت (R01) فورمه/فورمه (R01) شماره مهرها

Form R01 - Record of Seal Number

AFGHANISTAN VOTER REGISTRATION 2005

د مهر و نو د شمېرو د ثبت (R01) فورمه/فورمه (R01) شماره مهرها

Form R01- Record of Seal Number

د نوم لیکنی د خای شمېره

شماره محل ثبت نام

Registration Station Number

JEMB

مهر بالایی (قابل تغییر نیست)
د سر مهر (باید لری نه شي)
p Seal –not to be removed

[illegible]

Annex 2



	-		/		/	
ولایت province		ولسوالی district		مرکز centre		ځای او جنس/محل و جنس station and gender

د نوم لیکنې د ځای شمېره
 شماره محل ثبت نام
 Registration Station Number

نام و امضای رئیس محل ثبت نام / د نوم لیکنی د خای د رئیس لاسلیک او نوم Chairperson Signature and Name	د ولسوالۍ د ساحوي ناظم لاسلیک او نوم/ نام و امضای ناظم ساحوي ولسوالۍ District Field Coordinator signature and Name

REGISTRATION KIT ITEM LIST

CHECK IF ITEM IS PRESENT	ITEM	QUANTITY PER KIT	ITEM DESCRIPTION
	1 POLAROID FILM	80	in 80 individual boxes
	2 "AA" BATTERIES	1 BOX	100 AA Batteries
	3 LAMINATES	5 BOXES	500 laminates per box = 2,500 laminates
	4 CIVIC EDUCATION MATERIAL		
	5 GARBAGE BAGS	10	large size, clear bags
	6 BANNER	1	White, pre-printed
	7 PRE-PRINTED SIGNS	8	2 packs of 4 signs: No Weapons, Male, Female, & Exit
	8 BLANK WHITE PAPER FOR SIGNS	4	plain A4 paper
	9 BLANK STICKER	1	white, A5, blank, same as labelling sticker
	10 ID POUCHES AND STRING	7	larger size, to fit laminated cards (2 are extra)
	11 PHOTO BACKGROUND	1	same material as banner, blank, white, with grommets
	12 CAMERA GUIDELINES	2	1 Pashto, 1 Dari = 2
	13 THUMB PRINT INK	2	packed inside zip lock bag and place upright inside 2 roles of tape
	14 THUMB PRINT PAD	5	
	15 INK PLASTIC BAGS	5	zip lock sealable
	16 STRING	1	
	17 SCISSORS	1	
	18 RULER	1	
	19 PHOTO CUTTER	2	
	20 PENS	20	black, ball point
	21 ENVELOPES	40	to fit A4 papers
	22 NOTEPADS	4	small, spiral bound
	23 CALCULATOR	1	
	24 MARKERS	3	
	25 PACKING TAPE	3	
	26 GLUE STICK	5	
	27 POLAROID CAMERA 484/485	1	will be 484 in majority of cases (other packed in the Material Box)
	28 CHECKLIST OF KIT ITEMS	2	A4, pre-printed
	29 FORM R01- RECORD OF REGISTRATION KIT SEAL NUMBERS	5	pre-printed, A4, black & white

Annex 3

MATERIALS BOX ITEM LIST			
CHECK	ITEM	QUANTITY PER KIT	ITEM DESCRIPTION
	1 FORM R02 - DAILY LOGSHEET *	5	pre-printed, A4, black & white
	2 FORM ECC01 - COMPLAINT FORM *	20	4 pages each, A4, black & white
	3 PROVINCE/DISTRICT LIST *	5	pre-printed, A4, black & white
	4 REGISTRATION BOOK *	5	
	5 STICKERS FOR THE LOG OF REGISTRATION RECORDS	8	pre-printed, to be afixed to the back o
	6 SEALS	70	
	7 STATION JOURNAL *	1	white, A4, hardbackwhite, A4, hardba
	8 POLAROID CAMERA 484/485	1	will be 484 in majority of cases (other
	9 MATERIAL BOX STICKER	1	white, A5, pre-printed
	10 REGISTRATION KIT STICKER	1	white, A5, pre-printed
	11 STATION JOURNAL STICKER	1	white A5, pre-printed
	12 CHECKLIST OF MATERIAL BOX ITEMS	2	A4, pre-printedA4, pre-printed