

NATIONAL ELECTORAL COMMISSION

ACTION PLAN FOR YEAR 2008

FOREWORD

Every year, the National Electoral Commission (NEC) prepares an annual Action Plan and the budget to implement it.

The National Electoral Commission's Action Plan for the year 2008 is based on the duties of the Electoral Commission as provided by the Constitution of the Republic of Rwanda of June 4, 2003 and by the Law N°31/2005 of December 24, 2005 relating to the organisation and functioning of the National Electoral Commission.

Pursuant to provisions of the above laws, the National Electoral Commission is assigned to prepare and conduct grassroots elections, elections of Members of Parliament, elections of the President of the Republic, the Referendum and other elections to be provided by the law.

In addition, the National Electoral Commission is assigned to provide Civic Education training on elections and good governance.

The 2008 Action Plan stemming from the five year strategic plan (2007-2011) will especially focus on preparations of the upcoming elections due to take place from 2008 to 2011, namely elections of members of Parliament (2008), elections of Mediators' Committees (2008), elections of the President of the Republic (2010), elections of members of the Senate (2011) as well as grassroots elections (2011). The Action Plan provides that the National Electoral Commission will teach Civic Education through concrete activities and will use information technology in electoral activities.

It is within this context that activities highlighted in this Action Plan will focus on building capacity for the National Electoral Commission, computerizing the electoral process, educating voters and training electoral agents; all such activities pertain to smooth preparation of election activities, particularly elections of the Members of Parliament, Chamber of deputies.

Doubtless, the upcoming elections will be fair, free and transparent elections, with the aim to promote and reinforce democracy and good governance in Rwanda.

Fulfilling efficiently the above mentioned duties requires sacrifice and dynamism of the National Electoral Commission staff as well as collaboration with different organs which play a role in the smooth conduct of electoral activities as they have always shown their good will that is highly appreciated.

Done in Kigali, on 30 December 2007.

HABUMUREMYI Pierre Damien

Executive Secretary, National Electoral Commission

INTRODUCTION

The 2008 Action Plan of the National Electoral Commission was prepared within the context of implementing the 2007-2011 Strategic Plan. The Action Plan will focus on various activities pertaining to preparation and conduct of elections of Members of the Parliament, Chamber of Deputies.

All such activities are comprised in the five different but complementing objectives that need a budget to allow their implementation.

1. Building and developing institutional capacity for the National Electoral Commission

The smooth implementation of activities highlighted in the Action Plan requires sufficient and sustainable capacity. This requires enough and up-to-date material and equipment as well as improving the functioning of the National Electoral Commission. Furthermore, there is a need for capacity building of the staff through continued training and study tours combined with promotion of activities reinforcing welfare and good relations among staff including sports, recreational activities and fight against HIV/AIDS.

All such activities will be enhanced by regular information on the National Electoral Commission activities through media.

2. Preparing and conducting elections

The prime mandate of the National Electoral Commission pertains to reinforcement of democracy and good governance through elections. It is in this context that elections of Members of Parliament, Chamber of Deputies, will be prepared and conducted in September-October 2008.

Everything needed will be made available to prepare and conduct elections including examining laws and instructions on elections, establishing the electoral list, acquiring electoral materials and dispatching them to polling stations. Training will be provided to electoral agents and voters will be sensitised to enable them elect useful representatives.

As equally provided by laws, the National Electoral Commission will prepare and conduct by-elections to replace leaders of eligible structures, for positions that will be vacant for various reasons.

During the year 2008, elections of Mediator Committees will be prepared and conducted as the mandate of elected mediators will end with June 2008.

3. Continuing to provide training on Civic Education, Democracy and Good Governance

Sensitising the population on democratic principles and good governance through training on Civic Education. This way of educating Rwandans on their role and rights in reinforcing democratic principles will also be used to prepare upcoming elections of the year 2008.

A particular attention will be paid to preparation of various teaching aids and to training the following categories of people:

- a. Journalists
- b. Politicians
- c. Civil Society
- d. Women
- e. Youth
- f. Security bodies
- g. Associations and cooperatives
- h. Students and teachers

4. Reinforcing Information and Communication Technology (ICT) in the day-to-day work of the National Electoral Commission as well as in the electoral activities

The role of ICT in the national development, particularly in running electoral operations is one of the main objectives that the National Electoral Commission has decided to promote.

It is in this context that in 2008 the National Electoral Commission will complete implementation of the project pertaining to the use of ICT in electoral operations from preparing the electoral list up to publishing electoral results.

This requires state-of-art computer equipment and softwares as well as training of the staff on Information and Communication Technology(ICT).

5. Promoting relations and collaboration with other organs.

During 2008, the National Electoral Commission will continue participating in activities with other electoral bodies in Africa. Particularly, it will organise a consultative meeting on elections in East African Region Rwanda is part of. Equally, collaboration with other organs involved in election activities will be continued.

The 2008 budget amounts to **5.793.799.622 RwF** and its allocation to each objective is as follows:

1. Building and developing institutional capacity for the National Electoral Commission: 1.044.921.316 RwF
2. Preparing and conducting elections: 3.608.235.105 RwF
3. Continuing to provide Civic Education training on democracy, elections and good governance : 374.522.248 RwF
4. Reinforcing technology in the day-to-day work of the National Electoral Commission as well as in the electoral activities: 723.405.953 RwF
5. Promoting relations and collaboration with other organs: 42.715.000 RwF

According to the following table, the 2008 Action Plan highlights on each planned activity:

- Implementation timeframe;

- Person in charge;
- Needs;
- Verification indicators;
- Budget.

ACTION PLAN FOR THE YEAR 2008

OBJECTIVES	PLANNED ACTIVITY	IMPLEMENTATION TIMEFRAME	PERSON IN CHARGE	NEEDS	VERIFICATION INDICATORS	BUDGET
1. BUILDING AND DEVELOPING INSTITUTIONAL CAPACITY FOR THE NATIONAL ELECTORAL COMMISSION	1.1. Preparing and reviewing the budget					5.372.401
	a) Finalising the 2008 budget on the basis of the budget approved by the Government	January 2008	Internal Resources Management Unit	-2008 Action Plan -2007-2011 Strategic Plan -2008 budget draft -Budget approved by the Government - Report on the 2007 budget use	- The 2008 budget document was finalised and submitted to the management organs of the National Electoral Commission - The budget document of each unit was prepared.	1.175.213
	b) Reviewing the 2008 budget	June 2008	Internal Resources Management Unit	-2008 Action Plan and budget -2007-2011 Strategic Plan and budget -Budget approved by the government -Audit Report January-May 2008	The 2008 modified budget document was prepared and submitted to the management organs of the National Electoral Commission	1.175.213
	c) Preparing the 2009-2011 budget draft	July 2008	Internal Resources Management Unit	-The 2008 budget of the National Electoral Commission - 2008-2010 Action Plan and Budget - The Evaluation Report of the National Electoral Commission's activities for January-May 2008 -Reviewed 2008 Action Plan for the National Electoral Commission - Report on the 2008 Budget use	The 2009-2011 Draft Budget Document was finalised and submitted to MINECOFIN	335.775
1. BUILDING AND DEVELOPING INSTITUTIONAL CAPACITY FOR THE NATIONAL ELECTORAL COMMISSION	d) Preparing the 2009 draft	July 2008	Internal Resources	-2008 budget of the	The 2009 budget document	2.686.200

OBJECTIVES	PLANNED ACTIVITY	IMPLEMENTATION TIMEFRAME	PERSON IN CHARGE	NEEDS	VERIFICATION INDICATORS	BUDGET
1. BUILDING AND DEVELOPING INSTITUTIONAL CAPACITY FOR THE NATIONAL ELECTORAL COMMISSION	budget		Management Unit	National Electoral Commission - 2009 Action Plan - 2007-2011 Strategic Plan and Budget - 2009-2011 Budget - Report on 2008 Budget use	was finalised and submitted to competent organs.	
	1.2. Continue to build the Institutional capacity of the National Electoral Commission					676.309.489
	a) Developing projects requiring support from donors	January-March 2008	Planning Officer	- Budget - 2008 Action Plan - 2007-2011 Strategic Plan	The following projects requiring donors's support were developed: - Media training on elections. - Training political organisations on elections - Training the Civil society on elections - Training electoral observers on elections. - Preparing Civic Education teaching aids: posters, bill board, fliers, T-Shirts, caps) - Training for electoral supervisors - Call center - Voter Education through ICT	409.330
	b) Sourcing for funds to enable the implementation of the activities of the National Electoral Commission	February- June 2008	Executive Secretary	- Budget - 2007 Action Plan - 2007-2011 Strategic Plan - Projects for which funds are sought - Electoral programme	70% of submitted projects have received financial support	2.000.000

OBJECTIVES	PLANNED ACTIVITY	IMPLEMENTATION TIMEFRAME	PERSON IN CHARGE	NEEDS	VERIFICATION INDICATORS	BUDGET
1. BUILDING AND DEVELOPING INSTITUTIONAL CAPACITY FOR THE NATIONAL ELECTORAL COMMISSION	c) Hiring temporary supporting staff for electoral activities	January-March 2008	Internal Resources Management Unit	-vacant posts -Budget	Needed staff were recruited : -ICT (3) -Civic Education (1) -Communication (1) -Electoral logistics (1) -Accountant (2) -Secretaries (5) - Supporting staff at District level (30) -“Call Center” (5) -ICT at District level during election period (30)	154.478.000
	d) Acquiring needed materials, equipment and services	January; April; July; October 2008	In charge of Contracts in the National Electoral Commission	-Budget -2008 Action Plan -List of materials, equipment and services needed. -2008 budget document approved by the Government -List of contracts planned for 2008 -Laws and instructions governing the awarding of contracts -Report on contracts awarded for 2007	-All Units submitted on time and for each quarter the list of materials, equipment and services needed . -The overall plan of contracts signing (passation de marchés) is approved and used -Materials, equipment and Services needed were purchased on time	514.422.159
	e) Ensuring operation, maintenance and management of the National Electoral Commission's printing house	January - December 2008	Internal Resources Management Unit	- Budget -Printing house project - Printing house management Agreement -Consultant	A monthly report on the printing house management was produced.	5.000.000
	1.3. Capacity Building for the Staff Members and Commissioners of the National Electoral Commission					170.316.513
	a) Training staff members and commissioners locally and	January - December 2008	Internal Resources Management Unit	-Budget -Draft training programme	13 staff were trained on their duties	80.240.400

OBJECTIVES	PLANNED ACTIVITY	IMPLEMENTATION TIMEFRAME	PERSON IN CHARGE	NEEDS	VERIFICATION INDICATORS	BUDGET
1. BUILDING AND DEVELOPING INSTITUTIONAL CAPACITY FOR THE NATIONAL ELECTORAL COMMISSION	abroad			- Authorizations to go on training		
	b) Undertaking study trips and monitoring elections in other countries	January - December 2008	Human Resources Management and Development Officer	- Budget - Training manual - Training programme - Electoral programmes in other countries - Study trip project - Authorizations to undertake study trips	7 Commissioners, 13 staff members of the National Electoral Commission undertook at least one study trip abroad.	90.076.113
	1.4. Continue improving the functioning of National Electoral Commission					99.720.133
	a) Carrying out an evaluation of the reform programme of the National Electoral Commission's organs	January - December 2008	Internal Resources Management Unit	- Reform programme for Public Administration - Organisation chart of the National Electoral Commission - Law relating to the organisation and functioning of the National Electoral Commission - Activity report and Action Plan of the National Electoral Commission - Various documents on the administrative reform of public services	Evaluation report document was produced and submitted to competent organs	5.000.000
	b) Preparing and ensuring organisation of Board of Commissioners and staff meetings of the National Electoral Commission	January-December 2008	Executive Secretary President of the National Electoral Commission	- Budget - Law relating to the organisation and functioning of the National Electoral Commission. - Action Plan for the National Electoral Commission - Internal Rules and Regulations of the National Electoral Commission	At least the following meetings were organised: - The weekly meetings of the NEC Management Committee - Monthly Staff meetings for each Unit - Monthly Commissioners' meetings - Quarterly Staff General Assembly meetings	24.349.320

OBJECTIVES	PLANNED ACTIVITY	IMPLEMENTATION TIMEFRAME	PERSON IN CHARGE	NEEDS	VERIFICATION INDICATORS	BUDGET
				-Procedures Manual of the National Electoral Commission -Minutes of meetings		
	c) Preparing the overall plan of contracts signing for 2008	January 2008	Procurement Officer of the National Electoral Commission	- Action Plan - Budget -Law and instructions governing public contracts - Report on contracts awarded for 2007	The overall plan of contracts signing was produced and submitted to competent organs not later than January 15, 2008	250.000
	d) Monitoring budget execution	January-December 2008	In charge of Budget Management	-2008 budget -2008 Action Plan - Procedures Manual of the National Electoral Commission -Software SMART GOV -Law relating to the organisation and functioning of the National Electoral Commission	The monthly report on the budget execution was produced	10.000.000
1. BUILDING AND DEVELOPING INSTITUTIONAL CAPACITY FOR THE NATIONAL ELECTORAL COMMISSION	e) Preparing accounting report	January-December 2008	Accountant	- 2008 budget - 2008 Action Plan - Software SAGE PASTEL - Documents	The accounting report was produced not later than 15th of every month	7.500.000
	f) Preparing an inventory of movable and fixed assets of the National Electoral Commission and its value	January-December 2008	Logistic Officer	- Consultants -Inventory of the property of the National Electoral Commission for 2007 -Receipts of purchased items - Law relating to management of public resources	An inventory of movable and fixed assets of the National Electoral Commission for the year 2008 was established	15.000.000
	g) Preparing and following up	January-	Legal Advisor	-Contracts into which NEC	The report on contracts into	1.000.000

OBJECTIVES	PLANNED ACTIVITY	IMPLEMENTATION TIMEFRAME	PERSON IN CHARGE	NEEDS	VERIFICATION INDICATORS	BUDGET
1. BUILDING AND DEVELOPING INSTITUTIONAL CAPACITY FOR THE NATIONAL ELECTORAL COMMISSION	contracts into which NEC enters with different organs	December 2008		entered with different organs -Budget	which NEC has entered with other organs and their execution progress was produced on a quarterly basis	
	h) Carrying out an audit of procedures, management of the NEC budget and property	January-December 2008	Internal auditor	-2008 budget approved -Law governing award of public contracts -Law relating to the organisation and functioning of the National Electoral Commission -Rules and regulations of the the National Electoral Commission - Procedures manual of the National Electoral Commission - 2007 Action Plan -2008 Action Plan -Units' activities reports for 2007 -Duties of the staff -Law relating to public resources management	Audit report was submitted to the management of the National Electoral Commission on quarterly basis	1.100.000
	i) Preparing the 2007 annual report of the National Electoral Commission	January 2008	Planning Officer	-Budget - 2007 Action Plan -2007 annual reports of Units	The 2007 annual report was prepared and submitted to competent organs	1.287.000
	j) Monitoring and evaluating the implementation of the activities under the 2008 Action Plan of the National Electoral Commission	January-December 2008	Planning Officer	Budget - 2008 Action Plan - Units' reports for 2008	Evaluation reports were prepared and submitted to the management of the National Electoral Commission	20.000.000
	k) Preparing the 2008 annual report of the National Electoral Commission	December 2008	Planning Officer	- 2008 Action Plan - 2008 annual reports - 2008 evaluation reports	The 2008 annual report was prepared and submitted to competent organs	1.287.000

OBJECTIVES	PLANNED ACTIVITY	IMPLEMENTATION TIMEFRAME	PERSON IN CHARGE	NEEDS	VERIFICATION INDICATORS	BUDGET
	l) Preparing the 2009 Action Plan of the National Electoral Commission	July 2008	Planning Officer	-Budget -2008 budget document -2008 annual report -Evaluation report on activities for the period from January to June 2008 - 2007-2011 Strategic Plan	The 2009 Action Plan was submitted to competent organs before January 2009	1.150.000
1.BUILDING AND DEVELOPING INSTITUTIONAL CAPACITY FOR THE NATIONAL ELECTORAL COMMISSION	m) Monitoring implementation of the 2007-2011 Strategic Plan	January-November2008	Planning Officer	- Strategic Plan 2007-2011 - 2008 Action Plan - 2007 evaluation report - 2007 progress report	Report on the Strategic Plan implementation was produced	250.000
	n)Establishing a statistical database to be used in by the National Electoral Commission in its activities	January-November 2008	Planning Officer	- Needed softwares -"Data" from different organs	Data from the following organs were obtained: Administrative organs -Judiciary (Gacaca) -Education -Social affairs	250.000
	o)To continue improving the functioning of the documentation center	January-November 2008	Documentation and archives officer	- List of books and other documents - List of books needed - List of newspapers needed	- 200 books needed were purchased -Subscription to at least 16 Newspapers with large audience was taken -The documentation center was managed was managed with ICT - The books' catalogue of the documentation center was prepared.	11.296.813

OBJECTIVES	PLANNED ACTIVITY	IMPLEMENTATION TIMEFRAME	PERSON IN CHARGE	NEEDS	VERIFICATION INDICATORS	BUDGET
					<p>-The report on the attendance rate and the use of the documentation center was prepared</p> <p>-Staff and other users were informed on documents available in the Documentation Center of the National Electoral Commission</p>	
	p)Putting in place an information system for the staff of the National Electoral Commission and its visitors	January-December 2008	Public Relations and Communication officer	Information and communication equipment	Staff and visitors of the National Electoral Commission are provided with information on time	6.500.000
11.BUILDING AND DEVELOPING INSTITUTIONAL CAPACITY FOR THE NATIONAL ELECTORAL COMMISSION	1.5. Improving staff members' welfare and relations among them					41.722.780
	a) Preventing and fighting the scourge of AIDS among staff members of the National Electoral Commission	January-December 2008	Human Resources Management and Development Officer	<p>-Budget</p> <p>-Project on fight against AIDS among staff members of the National electoral Commission</p> <p>-Consultants</p>	<p>- At least 75% of the staff members were tested on voluntary basis and the exercise was prepared by the National Electoral Commission.</p> <p>- All the staff living with AIDS who have declared it, were assisted to get antiretroviral drugs</p>	11.132.000
	b) Pursuing the sports and recreational programme	January-December 2008	Human Resources Management and Development Officer	<p>-Budget</p> <p>-Sports equipment</p>	<p>-2008 annual subscription was taken for 26 staff members of the National Electoral Commission</p> <p>-At least 80% of the staff members took part in the sports and recreational programme</p>	30.590.780
	1.6. Informing the general public about the activities of the National Electoral Commission through writing and the media					51.480.000
	a) Continuing to prepare the National Electoral	January-December 2008	Public Relations and	<p>-Budget</p> <p>-Broadcast programme</p>	-The National Electoral Commission broadcast was	32.780.000

OBJECTIVES	PLANNED ACTIVITY	IMPLEMENTATION TIMEFRAME	PERSON IN CHARGE	NEEDS	VERIFICATION INDICATORS	BUDGET
	Commission broadcast programme “ <i>Inzira ya Demokarasi</i> ” ¹		Communication Officer	schedule -Consultants -Communication equipment -Editorial Committee	weekly organised on the Radio Rwanda - The National Electoral Commission’s newsletter came out 3 times a year	
	b) Ensuring publicity of the National Electoral Commission activities through media	January-December 2008	Public Relations and Communication Officer	- Budget - Articles and messages on the National Electoral Commission activities - List of Newspapers	-Eight round tables were broadcast on radio and TV -An agreement to publish articles and messages was signed with at least five (5) Newspapers -Messages were disseminated through Newspapers at least ten (10) times	18.700.000
2. PREPARING AND CONDUCTING ELECTIONS	2.1. Preparing and conducting the elections of Members of Parliament , Chamber of Deputies					2.756.100.462
	a) Following-up approval of the law governing presidential and parliamentary elections	January 2008	Legal Advisor	-The existing Organic Law governing presidential and parliamentary elections - The draft bill modifying the organic law governing presidential and parliamentary elections	The law governing presidential and parliamentary elections was approved.	6.730.500
	b) Finalizing and transmitting the electoral programme to competent organs	January-December 2008	Electoral Operations Unit	-Draft electoral programme -Draft of electoral budget	The electoral programme was finalised and submitted to competent organs before March 2008	21.346.000
	c) Purchasing electoral materials and equipment	January-December 2008	Procurement Officer of the National Electoral Commission	-List of materials and equipment needed -Electoral budget approved -Electoral programme -Annual plan of public contracts	All materials and equipment on the established list were purchased.	1.206.967.095

¹ Path towards democracy

OBJECTIVES	PLANNED ACTIVITY	IMPLEMENTATION TIMEFRAME	PERSON IN CHARGE	NEEDS	VERIFICATION INDICATORS	BUDGET
				-The law determining award of public contracts		
	d) Establishing the list of electoral volunteers and organizing their training	March-September 2008	Electoral Operations Unit	-Budget -The existing list of electoral volunteers	- A test was organised to all electoral volunteers - The new list of electoral volunteers was established - All volunteers were trained on electoral process	226.390.267
2.PREPARING AND CONDUCTING ELECTIONS	e) Preparing the code of conduct for electoral staff	May-July 2008	Electoral Operations Unit	-Budget -Law relating to organisation and functioning of the National Electoral Commission -Internal Rules and Regulations of the National Electoral Commission -Laws and instructions governing elections -Codes of conduct from other countries	-The code of conduct was prepared and approved -Each electoral volunteer was trained on the code of conduct during electoral period.	5.000.000
	f) Preparing instructions regulating elections	May -September 2008	Legal advisor	-Laws governing elections -Existing instructions on elections -Electoral Programme	Instructions were prepared and approved by the management of the National Electoral Commission and transmitted to end users	7.000.000
	g) Preparing round tables on preparation and conduct of elections of members of Parliament	May -September 2008	Public Relations and Communication Officer	- Budget -Election programme -Meeting programme -List of attendance	Round tables were held with the following categories: - Representatives of political organisations - Representatives of Civil Society - Representatives of the media - Representatives of Diplomatic missions and international organisations - Electoral observers	30.000.000
	h) Educating voters	May -September	Electoral	- Budget	Training sessions for target	146.071.600

OBJECTIVES	PLANNED ACTIVITY	IMPLEMENTATION TIMEFRAME	PERSON IN CHARGE	NEEDS	VERIFICATION INDICATORS	BUDGET
		2008	Operations Unit	- Laws and instructions governing elections - Various pedagogical materials - Consultants	groups of voters were organised	
	i) Preparing the budget for electoral activities in the Provinces and ensuring it is transferred.	July - September 2008	Internal Resources Management Unit	-Electoral budget -Electoral programme - 2008 Action Plan	The electoral budget was determined and transferred to Provinces on time	750.000
2.PREPARING AND CONDUCTING ELECTIONS	j) Establishing the polling stations	January-March 2008	Electoral Operations Unit	-Budget - List of the polling stations	-The list of the polling stations was established -The leaflet containing the polling stations was produced	3.000.000
	k) Accreditation of electoral observers	June-September 2008	Documentation and Archives Officer	- Budget -Laws and instructions governing elections -Various documents and writings promoting the image of Rwanda - List of the polling stations and their mapping	Electoral observers who made application were accepted	25.000.000
	l) Availing election materials and equipment and dispatching them to polling stations	September 2008	Electoral Operations Unit	- Budget -List of materials and equipment -Temporary supporting staff -List of polling stations	Election materials and equipment on the list were dispatched to all the polling stations countrywide	50.000.000
	m) Conducting elections of the Members of the Parliament	September 2008	Electoral Operations Unit	- Budget -Election programme - Laws and instructions governing elections	Elections were conducted on scheduled timeframe	1.005.283.000
	n) Carrying out evaluation of elections in the Provinces	October-November 2008	Electoral Operations Unit	- Budget - Evaluation Programme -List of Commissionners -Report on electoral activities in the Provinces	Evaluation of elections was carried out and evaluation report was produced	20.562.000

OBJECTIVES	PLANNED ACTIVITY	IMPLEMENTATION TIMEFRAME	PERSON IN CHARGE	NEEDS	VERIFICATION INDICATORS	BUDGET
	o)Preparing election report	October- November 2008	Electoral Operations Unit	- Budget - Election reports in the Provinces	The election report was produced and submitted to competent organs	2.000.000
	2.2. Preparing and conducting by-elections at the level of grassroot administrative and special organs	March- May; October- December 2008	Electoral Operations Unit	- Budget -Eligible positions -Laws and instructions governing elections	- By-elections for all vacant posts which were announced to the National Electoral Commission, were conducted - Election reports were produced	652.034.643
2.PREPARING AND CONDUCTING ELECTIONS	2.3. Preparing and conducting election of Mediators' Committees	April-June 2008	Electoral Operations Unit	- Budget - Law relating to elections of Mediators's Committees -Election programme	Elections of Mediators' Committees were prepared and election report was produced .	200.000.000
	2.4. Receiving , submitting for selection, and examining candidatures for deputies in the Parliament of East African Community	January- December 2008	Electoral Operations Unit	- Budget - Laws and instructions governing elections	Candidatures of those aspiring to positions in the Parliament of East African Community were received and submitted to competent organs	100.000
3. CONTINUING TO PROVIDE CIVIC EDUCATION TRAINING ON DEMOCRACY AND GOOD GOVERNANCE	3.1. Preparing and disseminating the training programme together with relevant budget	January - February 2008	Civic education Officer	- Budget -Document of Civic Education programme -National policy for Civic Education. -National Civic Education programme - 2008 budget document -List of trainees on Civic Education	A document of training programme together with relevant budget was produced	230.450
	3.2. Organizing an evaluation meeting for the Civic Education programme 2003-2007	March 2008	Civic Education Officer	-Budget -Consultants - National policy for Civic Education - National Civic Education programme	The evaluation meeting was organised, the document was produced and the report submitted to competent organs	6.484.674

OBJECTIVES	PLANNED ACTIVITY	IMPLEMENTATION TIMEFRAME	PERSON IN CHARGE	NEEDS	VERIFICATION INDICATORS	BUDGET
				-Programme of the meeting -List of participants - Terms of reference for evaluation -Report on Civic Education training provided in 2003-2007		
3. CONTINUING TO PROVIDE CIVIC EDUCATION TRAINING ON DEMOCRACY AND GOOD GOVERNANCE	3.3. Preparing and equipping the training room	January- April 2008	Civic Education Officer	- Budget - Consultants -List of materials and equipment needed	The training room was rehabilitated and used	5.500.000
	3.4. Preparing teaching materials and dispatching them to trainees	January - December 2008	Electoral Operations Unit	- Budget - Consultants - National Policy for Civic Education - National Civic Education programme -Trainer's Civic Education manual	The following teaching aids were prepared: -300.000 leaflets -100.000 posters -30 big electoral hoardings -Documentary film on elections -2 dramas on elections	73.444.000
	3.5. Preparing and organizing training for different target groups on Civic Education and Good governance	April- September2008	Electoral Operations Unit	- Budget - Consultants - National policy for Civic Education - National civic education programme - Civic education facilitator's training manual -Media strategy -Various training manuals	The following categories were trained: -Journalists (100) -Politicians (100) -Civil society (100) -Women (2.000) -Youth (2.000) - Members of security bodies (5.000) -Members of Associations and cooperatives (9.450) -Students and teachers(6.000)	125.471.674
	3.6. Monitoring completion	January- June	Officer in charge	- Budget	Supported activities were	163.391.450

OBJECTIVES	PLANNED ACTIVITY	IMPLEMENTATION TIMEFRAME	PERSON IN CHARGE	NEEDS	VERIFICATION INDICATORS	BUDGET
	of activities supported by the National Electoral Commission in the Districts on civic education	2008	of coordinating electoral activities at Provinces' level	-Agreements signed between the National Electoral Commission and those it provided with support. -Report on visited activities	completed and handed over to the population.	
4. REINFORCING TECHNOLOGY IN DAY-TO-DAY WORK OF THE NATIONAL ELECTORAL COMMISSION AS WELL AS IN ELECTORAL ACTIVITIES	4.1. Preparing the electoral list and electoral cards	February- June 2008	Information and Communication Technology Unit (ICT)	- Budget -Consultants -Existing electoral list -Database of National ID Project -New Software	Rwandans eligible to vote were included in the database of the National Electoral Commission and were issued with electoral cards	397.805.953
	4.2. Completing mapping polling sites and stations	January- June 2008	Information and Communication Technology Unit (ICT)	- Budget - Consultants -List of polling stations -Law governing elections	Polling station mapping was made countrywide	10.000.000
	4.3. Implementing the project to computerise electoral Process	January - December 2008	Information and Communication Technology Unit (ICT)	- Budget -Consultants -Database for NID - New Software	-The new Software was introduced and used in managing electoral list and candidatures, in publishing electoral results , in managing electoral materials and electoral observers -The following ICT equipment and supplies were purchased: *Safe for backups *Backups media *Kits to change feeders to enable them fit in the rack *OMR scanners 32	211.000.000
	4.4. Training staff in Information and Communication Technology (ICT)	February- June 2008	Information and Communication Technology Unit (ICT)	- Budget - Consultants -Training programme - Teaching materials	-Each staff member of the National Electoral Commission was trained on Excel, Power Point and Networking	48.000.000

OBJECTIVES	PLANNED ACTIVITY	IMPLEMENTATION TIMEFRAME	PERSON IN CHARGE	NEEDS	VERIFICATION INDICATORS	BUDGET
					<ul style="list-style-type: none"> - Commissionners and staff members of the National Electoral Commission were trained on the new electoral software -Each staff from ICT unit was trained on programming and system administration 	
	4.5. Establishing “call center” of the National Electoral Commission	January-June 2008	Information and Communication Technology Unit (ICT)	<ul style="list-style-type: none"> - Budget - Consultants -Temporary supporting staff 	“Call center” of the National Electoral Commission was established and is operational	30.000.000
	4.6. Reviewing the “Website” of the National Electoral Commission	January 2008	Information and Communication Technology Unit (ICT)	<ul style="list-style-type: none"> - Budget -Action Plan and activities reports 	<ul style="list-style-type: none"> - 2 staff of the National Electoral Commission were trained on Website use - The website of the National Electoral Commission was updated. 	26.600.000
5. PROMOTING RELATIONS AND COLLABORATION WITH OTHER ORGANS	5.1. Participating in the activities of the African Association of Electoral Authorities (AAEA)	January – December 2008	Executive Secretary	<ul style="list-style-type: none"> - Budget -Different reports on AAEA meetings 	<ul style="list-style-type: none"> -The National Electoral Commission contributed membership fees to AAEA -The National Electoral Commission participated in the General Assembly and consultative meetings of AAEA 	22.715.000
	5.2 Preparing a regional conference on elections (East African Community)	May 2008	Executive Secretary	<ul style="list-style-type: none"> - Budget - Conference programme - Consultants - List of participants 	The regional conference was organised and the report produced.	

CONCLUSION

In order for the 2008 Action Plan of the National Electoral Commission to be implemented, there will be a need to respect the planned schedule, to obtain required financial resources on time and closely follow-up its implementation.

It is in this context that knowledge and capacity of the Electoral Commission staff will be strengthened and Information and Communication Technologies (ICT) in all activities of the National Electoral Commission.

As electoral operations demand huge energy and discernment, the National Electoral Commission will need support from various organs and services to allow it get needed resources easily and on time for the smooth preparation and conduct of elections.

The National Electoral Commission hopes Rwandans will play a significant role in all electoral activities in order for the culture of democracy and good governance to be firmly rooted in Rwanda.

The National Electoral Commission assures Rwandans to smoothly prepare and conduct elections of Mediators' Committees and elections of Members of Parliament- Deputies- planned in 2008; it pledges such elections will be free, fair and transparent .
