

**95th Plenary Meeting**

PC Journal No. 95, Agenda item 3

**DECISION No. 151****AGENDA, TIMETABLE AND OTHER ORGANIZATIONAL MODALITIES OF THE  
HUMAN DIMENSION SEMINAR ON ADMINISTRATION AND  
OBSERVATION OF ELECTIONS****I. AGENDA**

1. Opening of the Seminar
2. Keynote speech
3. Discussion on administration and observation of elections
4. Summing up and closure of the Seminar

**II. TIMETABLE AND OTHER ORGANIZATIONAL MODALITIES**

1. The Seminar will open on Tuesday, 8 April 1997, at 3 p.m. in Warsaw. It will close on Friday, 11 April 1997.
2. All plenary meetings and discussion groups will be open.
3. Agenda items 1, 2, 3 and 4 will be dealt with in the plenary meetings. The closing plenary meeting, scheduled for Friday morning, will summarize the practical suggestions and ideas offered in the discussion groups for dealing with issues and problems raised.
4. Agenda item 3 will be dealt with in the plenary meetings as well as in the two discussion groups:

**DG1: Election administration****Session One National, district and local electoral administration**

- the role and constitution of the electoral bodies
- the relationship between electoral authorities at all levels
- appeals and challenges at all administration levels
- electoral administration of media issues

Session Two **Identifying and registering the electorate**

- the process of identifying eligible voters
- the accuracy and completeness of the voter register
- public access to the voter register

Session Three **Transparency of the electoral process**

- transparency of the electoral and decision-making processes
- transparency of the vote tabulation and verification processes
- campaign funding

Session Four **What election administrators need to know about international and domestic observation**

DG2: Election observation

Session One **Pre-election observation**

- the electoral system and administration
- voter and civic education
- voter identification and registration
- the registration of candidates and political parties
- electoral campaigns
- media coverage
- the review process
- co-operation with international organizations

Session Two **Election day observation**

- code of conduct for observers
- the voting process
- the counting process
- quantitative and qualitative reporting

Session Three **Post-election observation**

- verification and announcement of results
- complaints procedure
- the press statement and relations with the media
- the final report

Session Four **What observers need to know about election administration**

5. The plenary and discussion group meetings will take place according to the attached work programme.

6. An ODIHR representative will chair the plenary meetings.

7. The ODIHR will invite the moderators to guide the discussions in the discussion groups. They will be assisted by ODIHR representatives.
8. Standard OSCE rules of procedure and working methods will be applied at the Seminar.

### WORK PROGRAMME

Working hours:                   10 a.m. - 1 p.m.  
  3 p.m. - 6 p.m.

	Tuesday 8 April	Wednesday 9 April	Thursday 10 April	Friday 11 April
Morning		DG 1 DG 2	DG 1 DG 2	PL
Afternoon	PL	DG 1 DG 2	DG 1 DG 2	

PL - Plenary Meeting  
DG - Discussion Group