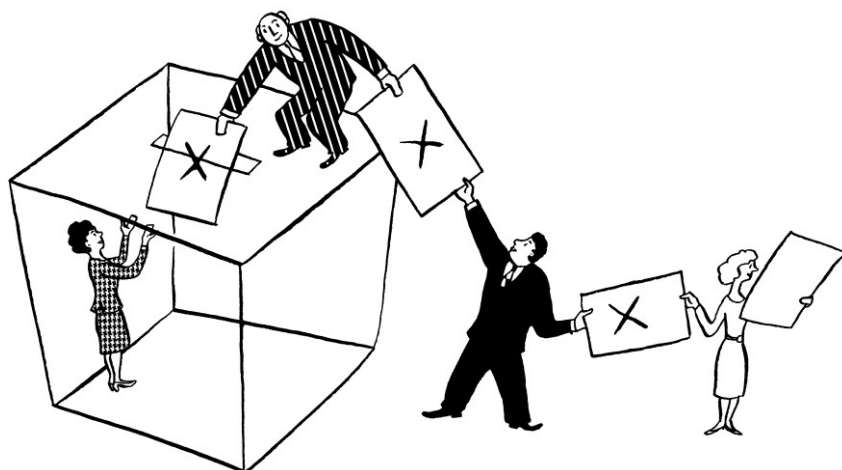


Managing Elections

Techniques and perspectives



One-week professional development workshop
9 to 13 September 2019



BRITISH ACCREDITATION COUNCIL
ACCREDITED SHORT COURSE PROVIDER

PAi is accredited by the
British Accreditation Council
for Independent Further and Higher Education

About the workshop

Recent years have seen a considerable increase in elections being held around the world. Numerous countries emerging from conflict or from authoritarian regimes are looking to elections as a positive step towards democratic governance. Established democracies also continuously seek to optimise the way they manage elections, as modern technologies provide new mechanisms for improvements in citizen participation and electoral administration.

Electoral administrators are faced with immense operational tasks in often challenging political environments. It is increasingly recognised that solid professional knowledge and skills are required to manage electoral processes effectively. The international community is introducing global standards, and examples of best practice for effective and accountable elections management are accumulating. However, electoral administrators do not always have ready access to such information. Formal opportunities for training in election management are still rare. There is a lack of opportunity to meet with counterparts and exchange expertise at an international level.

Through this workshop, PAI offers vital information on how best to manage elections. The workshop is designed to provide electoral administrators – and other election stakeholders from public administration, civil society, political parties and the media – training in the most effective electoral management techniques and hands-on, practical skills. As a participant, you will also meet with counterparts from the UK and Europe, to learn about good practice and the latest trends, and to establish useful contacts for the future. PAI has a recognised track record in capacity building and continuous professional development and can draw on its relations with key UK electoral institutions and a pool of senior-level election experts and practitioners who will share their UK and international experience with you.

Who is it for?

Our workshop targets:

- People from election management bodies
- Senior policy makers and managers from government, public administration and election tribunals who are actively involved in the electoral process
- Members of political parties
- Representatives from the media and from civil society
- Election observers
- International professionals and donor representatives involved in electoral assistance.

What the workshop will cover

The workshop will concentrate on the UK electoral system and administration and will draw on comparative experience from other countries. Recognising the variety of electoral systems and methods of managing elections, we will adapt the programme as far as possible to your particular needs while demonstrating generally applicable good practice and international standards. We will invite you to share examples from your own country to encourage exchange of experiences and expertise with other participants throughout the workshop.

The week will include briefings, training modules, discussions and visits. Workshop notes, presentations and a range of different materials will be provided on a sim enabled Android tablet for you to use during the workshop and for future reference and follow up.

We aim to make the workshop as interactive and participatory as possible and to provide you with hands-on practical experience. The briefings and training modules will be delivered by our experienced speakers, including academics from top UK universities, election administrators, people working in the public service, election experts and consultants. Our tutors will facilitate practical exercises and discussions to build and exchange experiences.

A key feature of this workshop will be visits to UK institutions where you can meet with counterparts, experience election administration or policy-making in action and establish useful contacts.

How participants will benefit

The workshop is designed to enable you to:

- Broaden your knowledge of practices, recent developments and innovations in electoral processes, using a comparative analysis of the UK and other countries
- Exchange experiences with fellow election professionals from a range of other countries
- Identify aspects of UK and international experience that can be applied in your own country
- Improve your day-to-day management and planning skills with useful tools and techniques
- Enable you to interact and communicate effectively with election stakeholders in your own country (for example, civil society, observers, political parties and the media)
- Introduce you to key experts and practitioners, so that you can develop lasting networks for exchange and knowledge transfer.

“It was a well-rounded programme and the site visits were extremely informative. It gave me fresh ideas. I personally did not expect this much – the lectures, site visits, the experiences shared by other participants and all elements of the programme were excellent.”

Lena Champa Sahadeo

Deputy Chief Election Officer

Elections and Boundaries Commission, Trinidad and Tobago

“It was an excellent programme and a good balance. The visit to the London Borough of Enfield was the highlight of the programme for me.”

Arne Koitmäe

Adviser, Chancellery of the Riigikogu

Estonian National Election Committee

Programme outline

	AM	PM
Day 1	Welcome and introductions Elections in the UK: an overview of systems, processes and trends	Participants’ informal presentations on own country’s election administration experiences
Day 2	<i>Visit to the UK Electoral Commission</i> Ensuring integrity and public confidence in the democratic process	Political party election campaigns: financing and effective planning
Day 3	<i>Visit to a Returning Officer at a London Local Authority</i> Election management in the UK	Strategic planning in election management: thinking ahead and staying in control
Day 4	Putting elections into perspective: international standards and best practice	Ensuring the transparency and accountability of elections
Day 5	Reaching out: working effectively with voters, the media, political parties and observers Practical exercise – communication and outreach techniques	Review and evaluation Presentation of certificates of attendance

We reserve the right to change the programme as necessary.

Language

The workshop is conducted in English. You will need to have a good working knowledge of the language.

Location and arrival arrangements

The workshop is based in central London. We can arrange travel to and from one of the London airports into central London if you let us have your flight arrival details in good time. The cost of airports transfers in included in the tuition fee.

Fees

The fee for the workshop will be £2,195. It includes tuition, travel to and from the airport in London, travel on scheduled visits which form part of the programme¹, presentation material and other documentation. It also includes a sim-enabled Android tablet for you to use during the workshop and take home with you. We also provide a light lunch and refreshments during each working day as part of the fee.

Other costs

Airfares and daily travel to and from the workshop venue are not included. Our workshops are non-residential and you are responsible for your accommodation costs. We can help you with booking hotel accommodation so please let us know if you would like us to advise you or make a reservation. We suggest that you should allow approximately £160 per day for a modest standard of hotel (for example, three-star), local travel in the UK, meals (apart from a light lunch on working days) and other incidental expenses.

Value Added Tax

We do not have to charge UK Value Added Tax (VAT) if you can provide written confirmation from your government or its accredited representative that you are “employed by the government in furtherance of its sovereign activities”. In all other cases, we will have to charge VAT (currently 20%) in addition to the fee.

Ways to pay

You, or your government agency, can pay by bank transfer or by cheque made payable to Public Administration International. We also accept payment by credit or debit card but there is a surcharge for this way of paying. Please contact us if you would like to pay by credit or debit card.

Discounts

We offer a 10% reduction on the full tuition fee if we receive payment no later than 21 days before the first day of the workshop. If we receive payment after that, we will charge the full tuition fee.

Cancellation

If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation.

Substitutions and transfers

If you have booked a place on a workshop and are not able to attend, we will accept an appropriate substitute at any time without penalty but our normal terms and conditions will apply. Also, it is possible to transfer to a future workshop but only one transfer is permitted. Please get in touch with us and we will advise you about transfers.

Please see our website for our full terms and conditions. If you would prefer a hard copy of our full terms and conditions, please let us know.

<http://www.public-admin.co.uk/terms-and-conditions-for-booking/>

Insurance

We advise you to arrange travel and health insurance cover before you leave your home country.

¹ Travel to and from the airport in London and on scheduled visits in the programme are provided at cost.

Workshop Director

The Workshop Director is Simon Clarke. Simon is an experienced electoral expert with a career of over thirty years in democracy support, governance and election assistance. Simon initially worked in the UK as the Deputy Director of the Electoral Reform Services, acting as a Returning Officer for trade unions, professional and statutory bodies. He has managed internationally funded electoral support programmes and provided technical advisory services to countries emerging from conflict, predominantly in West Africa. He was the Chief Executive Officer for the London Office of the International Foundation for Electoral Systems (IFES), a leading electoral assistance provider. Simon has worked as a freelance consultant for DFID, FCO, EU, UNDP and USAID, advising on the preparation and implementation of elections in West Africa, Eastern Europe and Asia. He has lectured on post-conflict election processes at Bradford University, UK. In 2012 Simon was engaged in Sierra Leone, providing guidance and advice to civil society as it observed all electoral activities, including the introduction of biometric voter registration prior to the successfully conducted national elections and local. He also provided advice to the Electoral Commission of Somaliland ahead of national elections in 2013. He is currently employed by Electoral Reform Services, providing governance and Returning Officer services.

Simon has a Master's Degree in International Relations from London Metropolitan University. He is an affiliate member of the Association of Electoral Administrators (AEA) and a member of the ACE Electoral Knowledge Practitioners Network.

Who we are

PAI (Public Administration International) specialises in management consultancy, training and development services for organisations in, and associated with, the public sector worldwide. We provide advice and support for governments going through political, economic, structural and legislative change. Our extensive network of associates includes practitioners, academics and independent consultants. Our key objectives are promoting good governance and good practice in delivering public services. This workshop is one of our range of specialist UK-based professional development workshops designed to meet the needs of public services worldwide.

We pride ourselves on our:

- High quality, practical advice and support for our clients
- Professionalism and integrity
- Ability to offer excellent value for money
- Sound experience and track record internationally
- Networks and partnerships across the world
- Flexible, collaborative approach
- Friendliness and focus on putting people first.

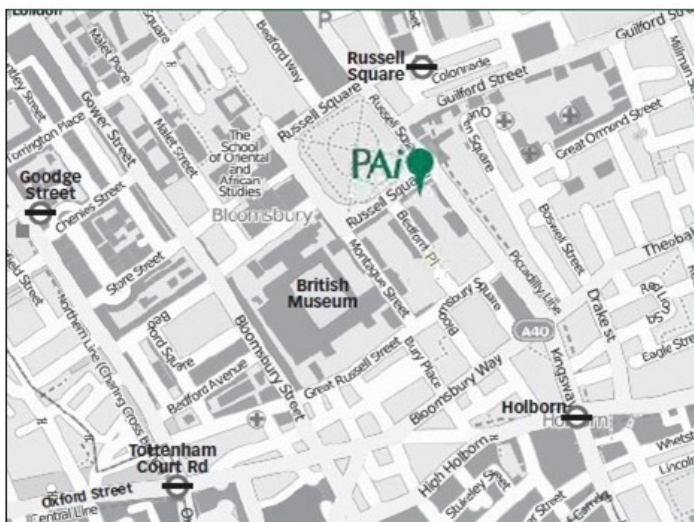
How to apply

Please complete the PAI application form and post, fax or email it to Clare Walters, Programme Manager, at the address on the bottom of the page.

You can also apply online via our website www.public-admin.co.uk

If you would like to discuss this workshop, any of our other international workshops or our consultancy services, please contact Claire Cameron, Director.

We also have extensive experience of designing tailor-made training (from one day to two or three weeks) which can be run in your own country or in the UK to meet the specific needs of groups or individuals at all levels within your organisation. For example, we have tailored this workshop for groups from Ethiopia and Kosovo. Please contact us if you would like further information.



Public Administration International

56 Russell Square London WC1B 4HP UK

T: + 44 (0)20 7580 3590 F: + 44 (0)20 7580 4746 E: pai@public-admin.co.uk