

राष्ट्रीय पर्यवेक्षकहरूका लागि प्रतिनिधि सभा र प्रदेश सभा सदस्य निर्वाचन पर्यवेक्षण आचार संहिता, २०७४

निर्वाचन आयोगबाट स्वीकृत मिति
२०७४/५/३०

प्रस्तावना : स्वतन्त्र, निष्पक्ष र विश्वसनीयत तवरबाट प्रतिनिधि सभा र प्रदेश सभाको निर्वाचन सम्पन्न गर्नको लागि पर्यवेक्षकहरूले पालना गर्नुपर्ने आचरणलाई व्यवस्थितगर्न वाञ्छनिय भएकोले निर्वाचन आयोग ऐन, २०७३ को दफा ६ निर्वाचन आयोग ऐनको दफा २२ बमोजिम देहायको आचार संहिता बनाएको छ ।

परिच्छेद-१ प्रारम्भिक

- १) **संक्षिप्त नाम र प्रारम्भ** : (१) यस आचार संहिताको नाम “राष्ट्रीय पर्यवेक्षकहरूका लागि प्रतिनिधि सभा र प्रदेश सभा सदस्य निर्वाचन पर्यवेक्षण आचार संहिता, २०७४” रहेको छ ।
(२) यो आचार संहिता निर्वाचन आयोगबाट स्वीकृत भएपछि प्रारम्भ हुनेछ ।
- २) **परिभाषा** : विषय वा प्रसङ्गले अर्को अर्थ नलागेमा यस आचार संहितामा :
- (क) “आयोग” भन्नाले संविधानको धारा २४५ बमोजिमको निर्वाचन आयोग सम्झनु पर्छ
 - (ख) “निर्वाचन” भन्नाले प्रतिनिधि सभा र प्रदेश सभा सदस्यको निर्वाचन सम्झनु पर्छ ।
 - (ग) “निर्वाचन पर्यवेक्षण” भन्नाले निर्वाचनको पर्यवेक्षण कार्यलाई सम्झनु पर्छ ।
 - (घ) “पर्यवेक्षण संघ/संस्था” भन्नाले पर्यवेक्षणका लागि आयोगबाट पर्यवेक्षण अनुमति प्राप्त संघ/संस्था सम्झनु पर्छ ।
 - (ङ) “पर्यवेक्षक” भन्नाले निर्वाचनको पर्यवेक्षण गर्न आयोगबाट पर्यवेक्षक परिचय पत्र प्राप्त व्यक्ति सम्झनु पर्छ र सो शब्दले पर्यवेक्षण संघ/संस्थालाई समेत जनाउदछ ।
- ३) **आचार संहिता लागु हुने निकाय, संस्था र व्यक्ति** : यो आचार संहिता आयोगबाट पर्यवेक्षण अनुमति प्राप्त संघ संस्था र पर्यवेक्षक परिचय पत्र प्राप्त व्यक्तिलाई लागु हुनेछ ।

परिच्छेद-२

राष्ट्रीय पर्यवेक्षकले पालना गर्नुपर्ने आचरण

- ४) **पर्यवेक्षकहरूले पालना गर्नुपर्ने आचरण** : (१) निर्वाचनको पर्यवेक्षण गर्दा पर्यवेक्षकले देहायका आचरणको पालना गर्नु पर्नेछ :-
- (क) पर्यवेक्षक परिचयपत्र सबैले देख्ने गरी लगाउनु पर्ने,
 - (ख) मतदानकेन्द्र लगायतका निर्वाचन प्रक्रियामा संलग्न सबै निकायहरूमा जाँदा पर्यवेक्षकले शिष्टाचारको पालना गर्नु पर्ने,
 - (ग) आफूलाई अनुमति प्राप्त क्षेत्रको मात्र पर्यवेक्षण गर्नु पर्ने,
 - (घ) निर्वाचन आयोगको सम्मान र प्रतिष्ठामा आँच आउने कुनै कार्य गर्न नहुने,
 - (ङ) स्वतन्त्र, निष्पक्ष, तटस्थ एवम् वस्तुनिष्ठ ढङ्गले निर्वाचन पर्यवेक्षण गर्नु पर्ने,
 - (च) कुनै राजनीतिक दल वा उम्मेदवारप्रति भुकाव वा पूर्वाग्रह राख्नु नहुने,
 - (छ) निर्वाचनका सरोकारवालाहरूलाई आक्षेप लगाउने किसिमको व्यवहार गर्नु, गराउनु नहुने,

- (ज) कुनै राजनैतिक दल वा उम्मेदवारको समर्थन वा विरोध हुने गरी पर्यवेक्षकहरूले चिन्ह, व्याच लगाउन वा अन्य कुनै माध्यमद्वारा प्रचार-प्रसार वा प्रदर्शन गर्न गराउन नहुने,
- (झ) निर्वाचन कार्यमा खटिएका कर्मचारीहरूलाई सल्लाह दिन, सूचना प्रदान गर्न र कानूनको व्याख्या गर्न नहुने,
- (ञ) मतदान केन्द्रमा उठेको विवाद समाधान गर्न, निर्वाचन परिणाम प्रमाणित गर्न वा प्रमाण लाग्ने किसिमले वक्तव्य प्रकाशन गर्न गराउन नहुने,
- (ट) कुनै मतदान केन्द्रमा मतदान भईरहेको समयमा मतदान कार्यलाई असर पर्ने किसिमको कुनै सूचना प्रवाह गर्न वा वक्तव्य दिन वा अवाञ्छित क्रियाकलाप गर्न गराउन नहुने,
- (ठ) निर्वाचन कार्यमा खटिएका कर्मचारीहरूको कर्तव्य पालनामा असर पर्ने गरी कुनै किसिमको बाधा अड्चन उत्पन्न हुने कुनै कार्य गर्न गराउन नहुने,
- (ड) मतदान केन्द्रभित्र मतदान अधिकृतको अनुमति लिएर तोकिएको अवधिभित्र मात्र पर्यवेक्षण गर्नुपर्ने,
- (ढ) सुरक्षा संवेदनशीलताको कारण निषेध गरिएका स्थान र मतदान केन्द्रहरूको पर्यवेक्षण गर्नु नहुने,
- (ण) पर्यवेक्षण गर्न जाँदा मतदान अधिकृतबाट अनुमति लिएर कामसँग सम्बन्धित उपकरण मात्र प्रयोग गर्नु पर्ने,
- (त) आवश्यक भएमा मतदातासँग सामान्य जानकारी लिन बाहेक मतदाताको गोप्यता भङ्ग हुने वा मतदानको स्वच्छता र निष्पक्षतामा आँच आउने एवम् मतदान कार्य वा क्षेत्रमा बाधा उत्पन्न हुने किसिमबाट कुनै कार्य गर्न नहुने,
- (थ) निर्वाचन अधिकृत वा मतदान अधिकृतले स्वीकृति दिएमा बाहेक मतदान केन्द्र लगायतका निर्वाचन प्रक्रियाको तस्वीर खिच्न नहुने,
तर निर्वाचन अधिकृत वा मतदान अधिकृतबाट स्वीकृत पाएको अवस्थामा तस्वीर खिच्दा मतदाताले मत सङ्केत गरेको तस्वीर खिच्न नहुने ।
- (ति) निर्वाचन अधिकृत वा निर्वाचन आयोगले निर्वाचनको अन्तिम परिणाम घोषणा गर्नु अघि उम्मेदवार विजयी भएको सूचना सम्प्रेषण गर्नु गराउनु नहुने,
- (थि) निर्वाचन प्रक्रिया सम्बन्धमा ऐन, नियम, निर्देशिकाहरूले व्यवस्थित गरेको प्रावधान बारे सञ्चार माध्यमहरूमा टिका टिप्पणी गर्न नपाउने,
तर ती प्रावधानहरू पालना गर्दा देखिएका त्रुटि, कमजोरीहरूलाई आफ्नो प्रतिवेदनमा औल्याउन पाउने ।
- (दि) आफूलाई चाहिने साधन र स्रोतको व्यवस्था आफैँ गर्नु पर्ने,
- (धि) पर्यवेक्षण अवधिमा सङ्कलन गरेका सूचनाहरू वास्तविक, सत्य र वस्तुनिष्ठ हुनु पर्ने,
- (नि) निर्वाचन पर्यवेक्षणको समीक्षा गर्दा वा प्रतिवेदन दिँदा निर्वाचन प्रक्रियामा प्रभाव पर्ने समग्र तथ्य र कारणहरूको विश्लेषण गरी यथार्थपरक र फराकिलो दृष्टिकोण राख्नु पर्ने,
- (पि) मतदान कार्य पूरा भएको पन्ध्र दिनभित्र प्रारम्भिक प्रतिवेदन र तीस दिन भित्र अन्तिम प्रतिवेदन अनिवार्य रूपमा आयोगमा बुझाउनु पर्ने ।
- (फि) मतदानकेन्द्रमा मतदान अधिकृत लगायत मतदानमा खटिएका कर्मचारीहरूलाई उनीहरूको कार्यसम्पादनमा बाधा अवरोध नपु-यउने गरी पर्यवेक्षण गर्नुपर्नेछ ।

परिच्छेद ३

आचार संहिताको कार्यान्वयन र अनुगमन

- ६) अनुगमन टोली गठन गर्न सक्ने : (१) यो आचार संहिताको पालना भए नभएको जांचबुझ वा अनुगमन गर्न आयोगले आवश्यक ठानेमा अनुगमन टोली वा अन्य संयन्त्र गठन गर्न सक्नेछ ।
(२) उपदफा (१) बमोजिम अनुगमन टोली वा संयन्त्र गठन भएकोमा त्यस्तो टोली वा संयन्त्रले जांचबुझ वा अनुगमनसम्बन्धी प्रतिवेदन तोकिएको अवधिभित्र आयोग समक्ष पेश गर्नुपर्नेछ ।
- ७) बाधा अडकाउ फुकाउन सक्ने : यो आचार संहिताको कार्यान्वयन गर्दा कुनै बाधा अडकाउ आई परेमा आयोगले आदेश जारी गरी त्यस्तो बाधा अडकाउ फुकाउन सक्ने छ ।

International Observers Accreditation Procedures and Code of Conduct House of Representative And Provincial Election 2017 (2074)

International Observers Accreditation procedures

Introduction

This document contains the instructions and forms required for obtaining international observer accreditation for the House of Representative and Provincial Election, 2017 (2074).

You are requested to follow the procedure as below to obtain accreditation for the observers:

Step 1: Accreditation for the observer group:

- a. Read the enclosed "Code of Conduct for International Observers" and ensure that you are in agreement with the provisions therein.
- b. Submit the completed "Application for Accreditation for International Observation" (enclosed) to the Observation Liaison Office (the Elections Observation Resource Centre) of the Election Commission.
- c. Together with the above application, submits the completed "Authorisation Form for the Point of Contact" (enclosed) with one passport size photograph. This form will identify the person acting on behalf of the observer group with whom the Observation Liaison Office (the Elections Observation Resource Centre) will interact on observation matters. Please also attach a copy of the person's passport.

The application of observer group will then be reviewed by the Election Commission for final accreditation. International observers for House of Representative and Provincial Election, 2017 should meet the following requirement for accreditation:

- a. Applicant / individual/ institution/ organisation should produce evidence of registration with the relevant authority of own country
- b. The applicant / organisation/ institution should be working for peace building, good governance and promotion of democratic elections.
- c. The applicant / organisation should commit to fully comply with the electoral code of conduct issued by the Election Commission Nepal.
- d. If the applicant institution/organisation is convicted of any wrong doing, or written allegation or other evidence by the ECN or Government of Nepal it will not be processed for accreditation
- e. Election Commission Nepal reserves the right of accreditation.

Step 2: Accreditation for the individual observers

Once the observation group itself has been accredited, the application for the individual observers can then be processed. In order to do so, the following document must be submitted for each observer:

- a. The completed "Declaration and Pledge of International Observer" form (enclosed) along with a passport size photograph and copy of the passport.
- b. CV of observer should be certified by the concerned observation organisation.
- c. Copy of any publication related on election observation
- d. The stack of forms submitted must have a cover page on the observation group's letterhead with a simple listing of the name of each observer and his/her nationality in the sequence in which the completed forms are enclosed.
- e. Applicant can apply directly online and ECN will inform whether the application has been received, or needs further information to furnish. but, the applicant organisation should submit hard copy of required evidence to start accreditation process
- f. If any international observers' Group intends to mobilize their local staff (Nepali) they also need to undergo the due process of accreditation.

The applications for the individual observers can be submitted at the same time as the application for the observer group itself is submitted (See Step 1). However, accreditation to the individual observer will be provided after observer group obtains the accreditation.

Some groups may have to make several submissions on behalf of individual observers. The Election Commission asks that the number of submissions is kept to a minimum.

Step 3: The Issuance of observer accreditation cards

Once the applications for the individual observers have been approved by the Election Commission, accreditation cards will be prepared for each of the observers. When the observer accreditation cards are ready, the contact person of the observation group will be contacted to collect them and the contract person will then be responsible for their distribution. The layout of the cards is illustrated on the enclosed "Sample of Accreditation Card."

Further Instructions:

- a. All applications are to be delivered in person by the authorized contact person of the observer group directly to the Observation Liaison Office of the Election Commission.
- b. A final submission date for the above applications will be established.
- c. The Election Commission will provide an information kit to each observer with minimum required information.

Please note that the Election Commission expects the observer group to provide each observer with comprehensive training on electoral system and the Code of Conduct to be used for House of Representative and Provincial Election, 2017.

Application for Accreditation for International Observer Group

Please tick the appropriate box:

International Organisation

Regional Organisation

Governmental Delegation

Other

Non-Governmental Organisation

Name of Observer Group:

Area of Specialisation:

Address of Headquarters:

Government Registration
Detail (a copy of the
association of article should
be included)

Objectives of Organisation:

Office location in Nepal:

Telephone no. in Nepal:

Fax no. in Nepal:

Webpage of Observer Group
(if any):

Name of Head/Deputy Head
of Observer Group including
title

Mobile no.:

Email Address:

Anticipated no. of Observers:

Anticipated Period of Stay of
Observers:

Place and Date of Signature:

Seal and Signature of the
Head of the Observer Group
or Organization:

Authorisation Form for the Point of Contact

The Point of Contact (POC) will be the sole point of communication between the Election Commission of Nepal (ECN) and the Observer Group. Please submit this form with complete contact details, as well as attach a passport photograph and a copy of passport.

Name of Observer Group: _____

Personal Detail of POC:

First and Last Name of POC: _____

Nationality: _____

Office Location: _____

Mobile no.: _____

Telephone no.: _____

Fax no.: _____

Email Address: _____

I, the Head of the Observer Group, hereby authorise the contact person to perform the following tasks:

1. Sign all necessary documentation on behalf of the Observer Group.
2. Receive/submit all documents and materials to/from the observer group and the Election Commission.
3. Signature of POC :

Please glue or staple a passport photo of the Point of Contact here

Place and Date: _____

Seal and Signature of the Head of the Observer Group or Organization: _____

Declaration and Pledge of International Observers

Observer Group:

Observer's Information:

Name:

Surname:

Nationality:

Date of Birth (dd/mm/yy):

Gender: Male Female

Passport Number:

Country of Residence:

Home Address:

Email Address

I hereby declare that I have received and read the Code of Conduct issued by the Elections Commission of Nepal, and that I have received or will receive training in Electoral Observation from the above mentioned observer group.

I pledge to abide by the Code of Conduct and by the laws of Nepal.

With this pledge I submit the following documentation:

- A copy of my Passport (stapled to this form)
- One auto size photograph (attached to this document) and additional one
- Experience of Election observation (please mentioned the year and country of observation)
- Publication on election observation if any

Please glue or staple
passport photo of
the observer here

Signature of the Observer:

Place and Date:

Seal and Signature of the
Head of the Observer Group
or Organization:

Observer's Information and Placement Details

Name of Organization/Observer's Group :

Address :

S.N	Name of the observer	Age / Gen der	Nationality	Passport No.	Academic qualification	Experience	Proposed deployment	
							Rural Muni/ Muni.	Dist.

Name of Chief /POC:

Signature:.....

Seal of the observer group

Election Code of Conduct for International Observers

1.1 Preamble

In exercising the powers conferred by Section 6 sub-section 4 of the Election Commission Act, 2017(2073), the following Code of Conduct has been promulgated by the Election Commission of Nepal in order to regulate observer for "House of Representatives and Provincial Elections, 2017" of Nepal to be held on the 26th day of the month of November, 2017 (10th of Mangsir of the year 2074) and 7th December 2017 (21st Mangsir 2074 B.S.). This Code of Conduct shall be binding for all Observer Groups, their associated observers and individual observers accredited by the Election Commission of Nepal (hereinafter referred to as "ECN").

1.2 Accreditation

The following provisions have been established by the ECN with regard to the accreditation of international observers:

1. For the purpose of this Code of Conduct, an observer is a person who is part of an international observation group duly accredited by the ECN.
2. Accreditation shall be applied according to the procedures established by the ECN where in an application shall first be presented by the Observation Group. Once the International Group is accredited by the ECN, the group shall then submit an application form listing the individual observers with their attached signed pledges to adhere to this Code of Conduct.
3. The declaration and pledge of international observers' form & required documents should be duly attached.
4. The attached form about the details of the observers and their assignment should be filled.
5. Each Observer Group duly accredited in the above manner shall be solely responsible for all its support arrangements and the costs thereof. The ECN shall not be responsible for any costs incurred.
6. The observer should carry his/her accreditation card at all times while he/she is performing his/her functions as an observer.

1.3 Rights and Privileges of Observer Groups and Observers

1. To observe all phases of the electoral process that includes party and candidate registration; election campaign; preparation for polling; voting

process (except secrecy of the voting), vote counting, issuance and dissemination of the election results;

2. To observe the use of media during electoral process ;
3. To enjoy the freedom of movement throughout the country as designated by the Government of Nepal (The list of restricted areas will be provided to the point of contact while providing accreditation to the group);
4. To access at all times to all facilities (including the polling and counting centers) utilized for the electoral operation as permitted by the concerned returning officers and polling officers;
5. To communicate freely with all the stakeholders in the electoral process, for example: Officials of the Election Commission, voters, political parties, government officials, non-governmental organizations, civil societies, professional organizations, media, etc;
6. To seek information and get timely responses from all stakeholders involved in the electoral process on matters within the scope of the observation;
7. To access to complaints regarding any election related incident; and to the public and relevant stakeholders.
8. To communicate the findings of the observation in an accurate and comprehensive manner at any time.

1.4 Duties of Observer Groups and Observers

International Observers have the following duties with regard to their observation of the electoral process:

1. Observers shall at all times recognize and respect the customs, culture and sovereignty of Nepal;
2. Observer groups have a duty to brief their observers fully on the electoral process and the provisions of this Code of Conduct prior to deploying any observer;
3. Observers shall exercise their role with impartiality, objectivity and independence and shall at no time indicate or express any political bias or preference. Observers shall refrain from carrying, wearing and displaying any electoral campaign material or any article of clothing, emblem, badge, pictures, symbols or other items denoting support for or opposition to any political entity;
4. Observers shall respect the election officials, and exhibit a respectful and courteous attitude to election officials, voters and candidates;



5. Observers shall identify themselves immediately and cooperate with the electoral officials;
6. Observers shall undertake their duties in an unobtrusive manner and not interfere with the election process. Observers shall refrain from influencing or providing guidance to persons involved in the electoral process/voting;
7. Observers shall respect the instructions given by polling officer to limit the number of observers to enter into the polling centers in order to maintain calm and conducive environment for polling.
8. Observers shall observe the voting on polling day from a reasonable distance, and refrain from talking to voters inside the polling station and from asking voters about their political inclination. Observers shall respect the secrecy of the voting and not interfere with the orderly conduct of the voting process;
9. Observers shall abstain from adjudicating disputes, certifying results, or providing written statements as evidence to be used in relation to dispute resolution;
10. Observers shall not issue any disputable statement disturbing the operation of polling.
11. Observers should register any information or event which may be in contradiction with the electoral laws or regulations or the Code of Conduct issued by the ECN and shall immediately bring this to the attention of the ECN. While obliged to inform the Commission thereof, the observers shall refrain from intervening in the incident itself;
12. Observer Groups shall be accurate and comprehensive in their review of the election and must consider all factors that affect the electoral process when issuing statements and reports;
13. Observer Groups shall be transparent and reveal all methods used for information-gathering including facts and methodologies upon which conclusions are based;
14. Individual observers shall refrain from issuing personal statements about the electoral process to the public and media;
15. Observers shall refrain from slanderous or defamatory public statements regarding the ECN or any other electoral stakeholders;

16. Observers shall refrain from announcing election results issuing any statement pertaining the process and result prior to the formal announcement of result from ECN;
17. Observers shall maintain due secrecy on the matters pertaining to voting and counting;
18. Observers shall refrain from bringing, using, and carrying any arms/weapons and other restricted items
19. Observers shall remain in close liaison with Point of Contact and ECN;
20. Observer groups shall submit a preliminary report within 15 days of election and a comprehensive report within 30 days after the election result is published.
21. Observer groups shall not drink alcohol alcoholic beverages while performing their function as observers.

1.5 Revoking Accreditation

The Election Commission may revoke accreditation of any Observer Group or individual if the group or the observer fails to abide by the laws of Nepal or violates this Election Code of Conduct.

Sample of International Election Observer Accreditation Card

  निर्वाचन आयोग, नेपाल ELECTION COMMISSION, NEPAL	
House of Representative and Provincial Election, 2017 प्रतिनिधि सभा र प्रदेश सभा सदस्य निर्वाचन, २०७४ INTERNATIONAL ELECTION OBSERVER ACCREDITATION CARD अन्तर्राष्ट्रिय पर्यवेक्षक परिचय-पत्र	
Card No. परिचयपत्र नं:	पासपोर्ट साईजको फोटो ।
Name नाम:	
Observer Group पर्यवेक्षक समूह	
Nationality राष्ट्रियता	
Card valid until परिचय पत्र बहाल रहने अवधि	
Signature of holder परिचय पत्र पाउनेको सही:	
Signature of the designated official of the ECN निर्वाचन आयोगको आधिकारिक व्यक्तिको सही:	
Name नाम:	
Designation पद:	
Date and place of issue जारी भएको मिति र स्थान:	
The holder of this card will have unhindered access to the electoral premises परिचयपत्र बहाललाई मतदाता केन्द्र र मतगणना स्थलसम्म प्रवेश अनुमति रहनेछ ।	
Website: www.ecn.gov.np Email: ecn@ecn.gov.np	

Observers shall at all times abide by the prevailing laws of Nepal and International Observer Code of Conduct of the Election Commission of Nepal

This code includes:

- Observers shall at all times recognise and respect the customs, culture and sovereignty of Nepal;
- Observers shall exercise their role with impartiality, objectivity and independence;
- Observer groups shall be accurate and comprehensive in their observation;
- Observers shall undertake their duties in an unobtrusive manner and not interfere with the election process;
- Observers shall respect the role, status and authority of election officials;
- While inside electoral facilities, observers shall identify themselves immediately and follow the instructions of the electoral officials;
- When requested, observers shall present a passport or a national ID with a picture in conjunction with presenting this card; and
- Observers shall observe the voting from a reasonable distance, and refrain from talking to voters inside the polling station.

यो परिचयपत्र हराएको खण्डमा, पाउनु हुने महानुभावले कृपया निर्वाचन आयोगको कार्यालय वा जिल्ला प्रशासन कार्यालय वा नजिकको प्रहरी कार्यालयमा बुझाई दिनुहोला ।

Special Guests Accreditation

House of Representative And Provincial Election 2074 (2017)

Introduction

This documents contain the instructions and the form required to apply for accreditation as a Special Guest for the House of Representative And Provincial Election, 2074 (2017).

Please observe the following procedures in order to obtain accreditation as a Special Guest:

Step 1: Application for accreditation as a Special Guest

- Submits the completed "Application for Accreditation as Special Guest" (enclosed) to the Observation Liaison Office of the Election Commission.
- The application form must include any accompanying staff you may wish to bring along for your visit to the electoral facilities, which could include assistants, close protection and an interpreter. We ask that you consider keeping the entourage small.
- Attachment a copy of the passport or national ID-card of those applying for an accreditation card.
- Review the enclosed "Code of Conduct for International Observers".

The application of the Special Guest will be reviewed by the Election Commission for accreditation after submission.

Step 2: Receive the Accreditation Cards

When your application has been approved by the Election Commission the Observation Liaison Office will contact you once the accreditation cards are ready for collection.

The layout of the Special Guest Accreditation Cards is illustrated on the enclosed "Sample of Special Guest Accreditation Card."

Application for Accreditation as Special Guest

Name: _____

Surname: _____

Title: _____

Nationality: _____

Passport number: _____

Organization (if any): _____

Address while in Nepal: _____

Contact person (if any): _____

Mobile number: _____

Email: _____

Entourage:

Full Name and designation: _____

Full Name and designation: _____

Full Name and designation: _____

Full Name and designation: _____

Place and Date of Signature: _____

Special Guest signature: _____

Sample of Special Guest Accreditation Card



निर्वाचन आयोग, नेपाल
ELECTION COMMISSION, NEPAL

House of Representative and Provincial Election, 2017

प्रतिनिधि सभा र प्रतिनिधि सभा सदस्य निर्वाचन, २०७४

SPECIAL GUEST

विशिष्ट अतिथि

Card No.

परिचयपत्र नं:

Name

नाम:

Nationality

राष्ट्रियता

Card valid until

परिचय पत्र बहाल रहने अवधि.....

Signature of holder

परिचय पत्र पाउनेको सही:.....

Signature of the designated official of the ECN

निर्वाचन आयोगको आधिकारिक व्यक्तिको सही:

Name

नाम:

Designation

पद:

Date and place of issue

जारी भएको मिति र स्थान:

The holder of this card will have unhindered access to the electoral premises
परिचयपत्र बाहकलाई मतदान केन्द्र र मतगणना स्थलसम्म प्रवेश अनुमति रहनेछ ।

website: www.election.gov.np
Email: ecn.planning@gmail.com

**Election Commission of Nepal
Kantipath, Kathmandu**

**Call for international observers to observe "House of Representative and
Provincial Election 2017" of Nepal**

(First time published on 9th September, 2017)

Election Commission of Nepal (ECN) announces its call for submission of applications for the observation of "House of Representatives and Provincial Elections 2017" of Nepal no later than 30th September 2017. The terms and conditions for the application by international organizations / communities / individuals are as follows.

1. Background

The "House of Representatives and Provincial Election, 2017" is scheduled to be held on 26th November & 7th December 2017 in Nepal. The objectives of call for application are: to witness and observe the overall management of above elections and to contribute to conduct of elections in a free, fair and credible manner. Moreover, other objectives to call international organizations/communities are: to involve them in transparent electoral processes of Nepal and to develop and strengthen mutual relations with international organizations/communities in electoral management process in order to maintain the credibility of ECN.

2. Accreditation procedures for International Observers

This section contains the instructions and forms required to obtain accreditation for international observers of "House of Representatives and Provincial Elections, 2017 (2074)" of Nepal. Procedures below must be followed in order to obtain accreditation for your observation groups/organization/institution and the observers in the group/organization/institution.

2.1 Application procedures for accreditation for the observer group:

- a. "Code of Conduct for International Observers" has already been approved by the Commission. Observer should carefully read the ECoC and ensure compliance of the provisions therein.

- b. Completed "Application form for Accreditation for International Observation" (enclosed) to the Observation Liaison Office (the Elections Observation Resource Centre) of the Election Commission Nepal should be submitted online.
- c. "Authorization Form for the Point of Contact" (enclosed) with one passport size photograph should be submitted with complete application form. This form will identify the person acting on behalf of the observer group with whom the Observation Liaison Office (the Elections Observation Resource Centre of ECN) will interact on observation matters. A copy of the person's valid passport should be attached herewith.

2.2 Accreditation Requirements

- f. Applicant (Organizations/Communities/Individuals) should produce evidence of registration with the relevant authority of their own country
- g. Applicant (Organizations/Communities/Individuals) should have a working experience in the field of election, electoral process, money & politics and so on.
- h. All applicants (Organizations) should fully comply with the ECoC promulgated by the ECN.
- i. ECN shall not be responsible for accreditation of application if the information provided is wrong.
- j. Election Commission of Nepal fully deserves the right of accreditation.

2.3 Terms and conditions for accreditation for the individual observers

Once the observation group itself has been accredited, the application for the individual observers can then be processed. The following documents should be submitted for each observer in order to be accredited as an observer.

- g. The completed "Declaration and Pledge of International Observer" form (enclosed) along with a passport size photograph and a copy of the passport.
- h. CV Certified by the concerned observation organization/institution.
- i. A copy of any publication related to election observation
- j. The stack of forms submitted must have a cover page on the observation group's letterhead along with the name of each observer and his/her nationality in the same sequence as enclosed in completed forms.
- k. Applicant can apply directly online on (observer.election.gov.np) (***For you kind information: application can be submitted after 5 days from the announcement of the notice***) and ECN will inform status of the application to the applicant. But, the applicant organization should submit hard copy evidence required to process accreditation. (A sample for the application can be downloaded from (www.election.gov.np.)
- l. Group intended to mobilize their local staff (Nepali) also need to undergo the due process of accreditation.

- m. The individual applicant's application as an observer should be submitted at the same time as the observer group (See Step1) and have to wait until the group accreditation has been completed.
- n. Groups can make several submissions on behalf of individual observers if required.

2.4. The Issuance of observer accreditation cards

Once the application of individual observer has been approved by the Commission, the accreditation cards shall be prepared for each observer. Then the contact person of the observers' group shall be informed to collect the card.

Further Instructions:

- d. The contact person of the observer group should directly submit all the applications to the Observation Liaison Office of the Election Commission of Nepal.
- e. A final submission date for the above applications shall be announced at a later stage.
- f. The Election Commission of Nepal will provide an information kit of minimum information required for each observer.

Please note that the Election Commission of Nepal expects the observer groups to provide each observer with comprehensive training on electoral system and the Election Code of Conduct (ECoC) to be used for "House of Representatives and Provincial Elections, 2017" of Nepal.

2.5. Application for Accreditation for International Observer Group

Please tick the appropriate box:

- | | |
|--------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> International Organization | <input type="checkbox"/> Regional Organization |
| <input type="checkbox"/> Government Delegation | <input type="checkbox"/> Others/Individual |
| <input type="checkbox"/> Non-Governmental Organization | |

Name of Observer Group:

Area of Specialization:

Address of Headquarters:

Government Registration Detail (a copy of the association of article should be included)

Objectives of Organization:

.....

.....

Office location in Nepal:

Telephone no. in Nepal:

Fax no. in Nepal:

Webpage/Email of Observer Group (if any):

Name of Head/Deputy Head of
Observer Group including title.....

Mobile no.:

Email Address:

Anticipated no. of Observers:

Anticipated Period of Stay in Nepal:

Place and Date of Signature:

Seal and Signature of the Head of
the Observer Group/Organization:.....

2.6. Authorization Form for the Point of Contact

The Point of Contact (PoC) will be the sole point of communication between the Election Commission of Nepal (ECN) and the Observer Group. Please submit this form with completed contact details, as well as a passport size photograph and a copy of passport.

Name of Observer Group:

Personal Detail of PoC:.....

First and Last Name of PoC:

Nationality:.....

Office Location:.....

Mobile no.:.....

Telephone no.:.....

Fax no.:.....

Email Address:.....

Please glue or
staple a passport
size photo of the
Point of Contact
here

I, the Head of the Observer Group, hereby authorize the contact person to perform the following tasks:

4. Sign all necessary documentation on behalf of the Observer Group.
5. Receive/submit all documents and materials to/from the observer group and the Election Commission of Nepal.
6. Signature of PoC :

Place and Date:

Seal and Signature of the Head of the Observer Group/Organization:

2.7. Declaration and Pledge of International Observers

Observer Group:

Observer's Information:

Surname:Middle Name:..... First Name:

.....

Nationality:

Date of Birth (dd/mm/yy):

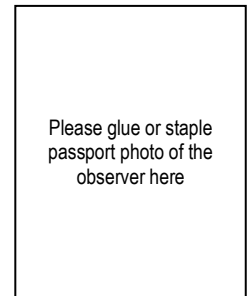
Gender: Male Female

Passport Number: Passport Type:

Country of Residence:

Home Address:

Email Address Contact No:



I hereby confirm that I have received and read the Election Code of Conduct issued by the Election Commission of Nepal, and that I have received or will receive training in Electoral Observation on behalf of the above mentioned observer group.

I pledge to abide by the Election Code of Conduct, Election Laws and by the laws of Nepal.

I submit the following documents herewith:

- A copy of Passport (stapled to this form)
- One auto size photograph (attached to this document) and additional one
- Experience of Election observation (please mention the year and country of observation)
- Publication on election observation if any

Signature of the Observer:

Place and Date:

Seal and Signature of the Head of
the Observer Group or Organization:

2.8. Observer's information and placement detail

Name of organization/Observer's Group :

Address :

S.N.	Name of the observer	Age / Gender	Nationality	Passport No.	Academic qualification	Experience	Proposed deployment	
							Rural Muni./Muni.	Dist./Province

Name of Chief /PoC:

Signature:

Seal of the observer group