



Agenda

Workshop on Electoral Operational Planning Freetown, 1-3 June 2011

**Organized by:
GPECS, UNDP Global Program for Electoral Cycle Support**

Day 1: Wednesday, 1 June
Strategic & Operational Planning

08:30-09:00	Registration of participants
9:00 - 9:30	Opening remarks: <ul style="list-style-type: none"> - <i>Christiana Thorpe, Chairperson National Electoral Commission of Sierra Leone</i> - <i>Mr. Michael Von Schulenburg, Executive Representative of the Secretary General in Sierra Leone</i>
09:30-09:50	Workshop Introduction & Presentation of Participants <i>Gianpiero Catozzi, GPECS Regional Electoral Advisor, UNDP Regional Service Center, Dakar</i>
09:50-10:00	Security briefing
10:00- 10:15	Coffee Break
10:15-10:45	Electoral Assistance Programmes and Initiatives <i>Gianpiero Catozzi, GPECS Regional Electoral Advisor</i> <i>Raquel Rico-Bernabe, Electoral Assistance Specialist, UNDP Brussels</i>
10:45-11:15	EMB: Strategic & Operational Concepts, Operational Planning and Activities <i>Niall McCann, Electoral Assistance Expert, UNDP Brussels</i> <i>Raquel Rico-Bernabe, Electoral Assistance Specialist</i>
11:15-12:00	Group Discussion: Participants are divided into groups to discuss at least 4 steps of operational planning of a fictitious scenario.
12:00 -12:30	Plenary Discussion
12:30 – 13:30	Lunch
13:30-14:00	Case Study: Strategic and Operational Planning in Liberia <i>J. Wertl Swen, Chief Logistics, NEC Liberia</i> <i>Anselme Siakam Nana, Operations and Planning Specialist, UNDP Liberia</i>
14:00-15:00	Policy on Electoral Assistance and Formulation Missions <i>Gianpiero Catozzi, GPECS Regional Electoral Advisor</i>
15:00-16:00	Electoral Assistance Implementation Modalities <i>Roch Mayassi, Operation Manager UNDP Central African Republic</i>
16:00- 16:15	Coffee Break
16:15-17:00	Group Discussion: Participants are divided into groups to discuss changes in an electoral legal framework s and its operational implication
17:00-17.30	Plenary Discussion
17:30- 17:45	Summary Day 1: Questions/Comments <i>Summary of rapporteur : Mathieu Loubet</i> <i>Gianpiero Catozzi, GPECS Regional Electoral Advisor</i>

Day 2: Thursday, 2 June
Electoral Budgets and Procurement

9:00-10:00	<p>Panel on EMB Electoral Budgeting</p> <p><i>Panel Chair: EMB representative</i></p> <ul style="list-style-type: none"> - EMB Electoral Budgeting: Concepts <i>Niall McCann, Electoral Assistance Expert</i> - Case Study: EMB Electoral Budgeting in Zambia <i>Winner Mwanamoonga, Acting Manager Elections, Electoral Commission of Zambia</i>
10:00 – 10:30	<p>UNDP Project Budgeting</p> <p><i>Roch Mayassi, Operation Manager, Central African Republic</i></p>
10:30-11:00	<p>Case Study: Central African Republic</p> <p><i>Roch Mayassi</i></p>
11:00-11:15	Coffee Break
11:15-12:00	Exercise: Budgeting (4 groups)
12:00- 12:30	Report to the plenary
12:30 – 13:30	Lunch
13:30-15:00	<p>Panel on Electoral Procurement</p> <p><i>Panel Chair: EMB representative</i></p> <ul style="list-style-type: none"> - UNDP Electoral Procurement: Procurement Principles, Procurement Cycle, Procurement Planning and Analyzing Risks <i>Ramakrishnan Iyer, Deputy Director, UNDP PSO Copenhagen</i> - Procurement Support Office Work in the Field of Electoral Assistance <i>Ramakrishnan Iyer, Deputy Director, UNDP PSO Copenhagen</i> - Case Study: Niger <i>Salissou Moussa, Focal Point for Elections, UNDP Niger</i>
15:00-15:15	Coffee Break
<i>15:15-16:00</i>	Group Discussion: Procurement
16:00-16:30	Reporting to the plenary
16:30-17:00	<p>Summary Day 2: Lessons Learned</p> <p><i>Mathieu Loubet</i></p>

Day 3: Friday, 3 June

Practical Implementation of Operational planning, Budgeting and procurement: The case of the Introduction of ICTs in Voter Registration Processes.

09:00-9:30	Concept and Operational Planning Considerations to the Introduction of ICTs in Voter Registration Processes <i>Niall McCann, Electoral Assistance Expert, UNDP Brussels</i>
09:30-10:00	Case Study Operational Planning: Planning Considerations in the case of Voter Registration in Sierra Leone <i>William Davis, Executive Secretary, National Electoral Commission Sierra Leone</i>
11:00-11:15	Coffee Break
11:15-12:00	Case Study: Procurement of Biometric Voter Registration Equipment in Guinea Conakry and Benin – Challenges and Lessons Learned <i>Ramakrishnan Iyer, Deputy Director, UNDP PSO Copenhagen</i>
12:00 -12:30	Case Study: Implementation Phase – Experiences from the Voter Registration Process in Kenya <i>Immaculate Kassait, Director Voter Registration and Electoral Operations, Interim Independent Electoral Commission in Kenya</i>
12:30-14:00	Lunch Break
14:00-15:00	Group Discussion: Lessons Learned and Best Practices The participants will be divided into groups and tasked with identifying three lessons learned and three recommendations according to the following topics: <ul style="list-style-type: none">- Operational Planning- Budgeting/Procurement- ICT
15:00-15:30	Coffee Break
16:00-17:00	Report to the plenary Lessons Learned and Best Practices – Workshop Recommendations
17:00-17:30	Workshop Closing <i>Representative of UNDP CO Sierra Leone</i> <i>Gianpiero Catozzi, GPECS Regional Electoral Advisor, UNDP Regional Service Center in Dakar</i>