



جمهورية العراق
المفوضية العليا المستقلة للانتخابات
كۆمیسونی بالآی سه ربه خۆی هه لێزارد نه كان
The Independent High Electoral Commission

Procedures for the Accreditation of the Domestic and International
Observers.

TABLE OF CONTENTS:

Preamble

Section one:

First: definitions

Second: scope of work

Third: goals

Section two:

First: general information

Second: rights and obligations of the observer

Section three:

First: registration and accreditation procedures for observers' organization
which includes:

- Who can register?
- When to register?
- Where to register?
- IHEC FORM 131
- IHEC FORM 132

Second: registration and accreditation procedures for observers' networks

Section four:

1. BADGES FOR OBSERVERS
 2. GEO MANAGER'S POWERS, ACCREDITATION AND COMPLAINTS
 3. OBSERVER ORGANIZATION'S REGISTER AND REPORTING
- MISCELLANEOUS
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جمهورية العراق
الموضية العليا المستقلة للانتخابات
كوميسونى بالآى سه ربه خوى هه لبرارد نه كان
The Independent High Electoral Commission

Preamble

According to the authority given to the Board of commissioners in item (4 and 8) of article (4) of chapter four of the IHEC law No. 11 2007, and the election and referendum observers regulation No.3 2008, those procedures have been issued

Section One

First: definitions

Second: scope of work (validity)

Third: goals

First: definitions

GENERAL ISSUES

1. Observers' teams: a group registered at the IHEC to observe the level of integrity for all the phases of the electoral processes and the referendums federal, regional, and local, starting from the VRU period going through the polling phase and ending in the counting and sorting process in order to evaluate and submit a report about it.
2. Observers' organizations: these are the domestic Non Governmental Organizations, Networks of the Domestic Organizations, International Organizations, Guilds and all other organizations entitled to observe all electoral processes in addition to all types of referendums federal, regional, and local.
3. Observers: they are registered persons within the observers teams accredit by the IHEC to observe all the phases of the electoral processes and referendums on the behalf of the observer's team.
4. Observers' networks: it's a group of observers' organizations that work together in observing the electoral processes as one team.
5. The Code of Conduct for the Electoral Observers is an official document produced by the IHEC.



جمهورية العراق
المؤوضية العليا المستقلة للانتخابات
كۆميسونى بالآى سه ربه خؤى هه لُبزارد نه كان
The Independent High Electoral Commission

6. Electoral facilities: these are the VRCs and the polling centers and the polling stations and the tallying facilities.
7. Local observers: they are Iraqi citizens authorized by local observers organizations registered officially, these organizations concerned basically in observing and following all the electoral processes and their phases and they shouldn't represent any partisan interests.
8. International observers: they are two types:
 - a) Type one: people living outside and either they are assigned to observe directly or on the behalf of their governments or the international organizations.
 - b) Type two: people exist inside Iraq but they represent international organizations or embassy or councils working in Iraq.
9. Form 131: which is the form prepared by the IHEC to register the organizations as observers' organizations.
10. Form 132: which is the form prepared by the IHEC to accredit the observers their names are in this form.
11. Authorized representative: the person chosen by the observer organization in every governorate wishes to register in, and this person will be authorized to do all the communications with the IHEC and to submit and the signature of all the documents and the forms, and all the administrative issues related to the electoral observation process.
12. Accreditation: it is the process of certification of the IHEC (accreditation offices in the governorates) on the names of the individuals submitted by the Organization and enlisted in the form 132 as certified observers to observe all the phases of the electoral processes.

Second: the scope of work (validity)

These procedures apply on all the electoral processes in addition to monitor the referendums federal, regional, and local in Iraq.

Third: goals

The goal of accrediting the observer organizations is to guarantee doing the electoral process according to the Iraqi law and the international standards,



جمهورية العراق
الموضية العليا المستقلة للانتخابات
كۆميسونى بالآى سه ربه خوى هه لُبزارد نه كان
The Independent High Electoral Commission

and to make sure of the transparency and the integrity and the justice of the electoral process in all the stages and that will lead eventually to increase the citizen's confidence in the elections.

Section two:

First: general information

Second: observer's rights and obligations

First: general information:

1. All the local and international organizations wanting to observe the electoral process phases and referendums in Iraq are invited to participate and to apply for registration and accreditation for their observers.
2. The accreditation of the observers must be according to these procedures that was issued depending on the IHEC law No. 11 year 2008 and regulation No. 3 year 2008 issued by the IHEC concerning the elections and referendums observers.
3. The observers' organizations can only accredit the observers' teams and there is no law to accredit observers as individuals.
4. No accredited observers within the observers organizations teams work as accredited media representatives or political entities agents or candidates at the same time.
5. The observers must be comprehensive in their observation process and referendums federal, regional, and local, and they should be transparent and accurate when submitting their reports and it is preferred that the reports of the observers organizations following the electoral process to be published.
6. The international observers have the right to be accompanied by translators and security personnel with them in the observation process and that's to ease their job assignments.



جمهورية العراق
الموضية العليا المستقلة للانتخابات
كؤميسونى بالآى سه ربه خؤى هه لؤزارد نه كان
The Independent High Electoral Commission

7. The translators and security personnel are supplied with badges of the same type of the international observers badges get, and they should commit to follow the same legal procedures specific to the observers and follow the code of conduct of the electoral observers.

Second: OBSERVER'S RIGHTS AND OBLIGATIONS

All Observer Organizations have equal rights and responsibilities.

1. An Observer has the right to:
 - a) Observe all stages of the electoral processes and referendums federal , regional, and local.
 - b) deleted
 - c) Enter and leave Electoral Facilities at will, provided he/she possesses the official Observer Accreditation Badge, in accordance with the schedule and instructions of the IHEC personnel, without disrupting the electoral process.
 - d) Giving remarks and notifying the officials of the electoral facilities to any condition that is considered violation or a breach to the electoral process. And they have the right to notify the IHEC employees or the CEO or the BOC to issues they want to sensitize, and the latter are not obliged to move according to their comments.
2. The observer's obligations:

The observer commits to the following:

 - a) The observer must display his/her official Observer Accreditation Badge at all times while observing phase of the electoral process and the referendums federal, regional, and local, in addition to carry an ID that contains a photograph of the observer.
 - b) The observer must commit to the professional ethics in accordance with the currently followed laws in addition to the regulations and procedures issued by the IHEC especially regulation No. 3 issued by the IHEC and to the Code of Conduct for Observers approved by the IHEC
 - c) The observer must be neutral and non-partisan; avoid showing support by words or a uniform to any political entity, and not to show opposition or standing against any political side or a party or a candidate



جمهورية العراق
الموضية العليا المستقلة للانتخابات
كۆميسونى بالآى سه ربه خوى هه لبرارد نه كان
The Independent High Electoral Commission

participating in elections and to be away of any statement to support or stand against any political side or a political candidate.

Section three:

First: registration and accreditation of observers organizations procedures.

Second: registration and accreditation of observers networks procedures.

First: registration and accreditation of observers organizations procedures.

1-Who can register?

All the nongovernmental organizations, guilds and unions and committees (local and international) may request to register at the IHEC to be accredited as observers organizations, and all these organizations are invited to register (in order to accredit their observers) at the specific time for that announced by the IHEC, and in order for this person is approved as an observer, within an observation team, must have the following conditions:

- a) be at least 18 years of age at the day on which his or her name was submitted on the IHEC Form 132;
- b) not be a candidate in the present elections or a registered political entity agent;
- c) Deleted
- d) Not be an active member of any police, military or security force;
- e) present proper documentation to the Observer Organization, which include the following:
 - confirmation of his or her residence status (residence card, ration card, confirmation letter from the local council)
 - Iraqi national ID Number or copy of the Public Distribution System receipt or IDP Status Certificate.



جمهورية العراق

الموضية العليا المستقلة للانتخابات
كۆميسونى بالآى سه ربه خوى هه لَبزارد نه كان
The Independent High Electoral Commission

2-When to register?

There are two periods for registration and accreditation:

The First Period: starts before the Voter Registration Update

The Second Period: starts after the Voter Registration Update period.

The dates of Accreditation Periods will be announced by the IHEC

3-where to register?

- a) Accreditation of the Domestic Observer Organizations will be conducted in the Accreditation Offices located in the Governorates as well as in the Kurdistan Regional Electoral Office.
- b) Accreditation of the Networks of Domestic Observer Organizations (that includes more than one organization) will be conducted in the governorates offices and Kurdistan region office and the role of the national office will be solely to give a unified registration number for these networks and its called (the national number for the network)
- c) Registration and Accreditation of the International Observer Organizations will be conducted in the IHEC National Office and the Kurdistan Regional Electoral Office only.

And the procedures for registration and accreditation of the observers organizations are the following:

- a) Each applying Non Governmental Organization must be registered in the Assistance Office for NGOs or the NGO Register of the Ministry of Civil Society Affairs or the NGO Register of the Ministry of Planning and must produce their registration certificate or copy of the registration certificate during the accreditation.
- b) Organizations other than NGOs especially the guilds, and academic committees should produce their registration documents whenever they are required to register or documentation which allows the verification of their status, in the accordance with the Iraqi laws.
- c) Submitting the form 131 issued by the IHEC specific for the registration of the observers organizations as (electoral observer



جمهورية العراق

الموضية العليا المستقلة للانتخابات
كۆميسونى بالآى سه ربه خوى هه لبرارد نه كان
The Independent High Electoral Commission

organization) to the GEO that the organization wants to observe in its governorate (annex No.1 form 131-registration form-and instruction how to fill it)

- d) Submitting the form 132 issued by the IHEC that includes the names of the people that will do the observation process under the name of the observing organization (annex No. 2 form 132-accreditation form- and instruction how to fill it)

Remark: both forms should be submitted to the GEOs and should not be submitted to the national office of the IHEC, and for the observers organizations that are wanting to observe the elections in Baghdad the forms should be submitted to the Karkh and Rusafa offices.

- e) International Observer Organizations should provide documentation which allows the verification of their international status, instead of the Iraqi registration documents. Such documentation needs to be produced in any official language of Iraq or in English.
- f) The authorized representative of the organization or the network must submit an original authorization letter if the organization or the network is inside the governorate or a copy if outside the governorate and there will not be more than one person as an authorized representative for the observation team in each governorate and in case of death or illness of the authorized representative, the head of the observing organization is responsible for having an alternative.
- g) There will be approval for the request that includes all the documents requested above by the accreditation office officers.
- h) The accreditation office at the IHEC will issue a decision to accredit an observation organization within duration not more than 3 days of the request submission date.



جمهورية العراق
الموضية العليا المستقلة للانتخابات
كۆميسونى بالآى سه ربه خوى هه لُبزارد نه كان
The Independent High Electoral Commission

IHEC FORM 131 (observer team registry form)

1. For the purpose of accreditation, the Observer Organization will submit the completed and signed Part A of the IHEC FORM 131 provided by the Accreditation Officers.

- IHEC FORM No 131 contains the following particulars:

a) Part A of the IHEC FORM 131

- Name of the Observer Organization;
- Date of application;
- Name and code of the Governorate Electoral Office or Regional Office or IHEC HQ;
- Address of the Observer Organization's office;
- Nationality of the team (Iraqi, international)
- Is the team a network (yes, no)
- Type of the organization (CSO, guild, other)
- Name, address, telephone number, email address, and the signature of the Observer Organization representative.
- Confirmation of receipt of a copy of the Code of Conduct for Observers.
- The name of the head of (organization ,guilds)
- The pledge of the representative of the organization
- Registration number of the organization in the part registered in.
- remarks

b) Part B of the IHEC FORM will be filled by the IHEC personnel and will contain following information:

- Observer Organization accreditation number at the IHEC
- Name of the GEO Manager for approving the stamp.
- Signature of the GEO manager.
- Date of the accreditation decision;

c) Part C of the IHEC FORM filled by the accreditation officer will contain following information:



جمهورية العراق

الموضية العليا المستقلة للانتخابات
كۆميسونى بالآى سه ربه خوى هه لبرارد نه كان
The Independent High Electoral Commission

- Range of sequence of badges for the first accreditation period (VRC)
- Range of sequence of badges for the second accreditation period (GCE)
- The number of form 132 pages submitted at the first accreditation period (VRC)
- The number of form 132 pages submitted at the second accreditation period (GCE)
- Number of accepted and spoiled badges (VRC)
- Number of accepted and spoiled badges (GCE)
- Article 18 filled after receiving badges which includes:
 - Total number of received badges (VRC)
 - Total number of received badges (GCE)
- Name and signature of representative and the date (VRC)
- Name and signature of representative and the date (GCE)

2- An Observer Organization Accreditation Number is assigned by the Accreditation Officer in the IHEC Accreditation Office after registering the Observer Organization in the Accreditation Register.

3- The Observer Organization Accreditation Number include following information the code of governorate will be wrote at the first part from the left which will be used by the operation directorate according to the annex attached where the code for the governorate (01 to 39) and the code for the National Office (00) and the code for the Kurdistan Regional Office (40) And then The Registration number of the Observer Organization And the number of the observer organization certification issued by the registering affiliated to those organization. And Networks of the Observer Organizations will receive specific number from the National Office of IHEC which it will be used in all governorates

IHEC FORM 132 (request form for observers accreditation)

1. IHEC FORM No. 132 is an integral part of the Accreditation Application.



جمهورية العراق

الموضية العليا المستقلة للانتخابات
كۆميسونى بالآى سه ربه خوى هه لُبزارد نه كان
The Independent High Electoral Commission

2. Form 132, which contains the list of individuals applying for the badge within this Observer Organization, is reviewed after the positive decision on accreditation according to the form 131

The Form 132 will include the following information:

- Observer Organization Accreditation Number;
 - Code of the GEO
 - Sequence range of the badges within the form.
 - Serial number of the individual Observer (i.e. 1,2,3,4...);
 - Complete name of the individual Observer(i.e. First, Second, Third Name and Surname);
 - Ration card number
 - Pledge that confirms that all listed above reside in the governorate where this Form 132 is submitted” .
 - Serial numbers of the spoiled badges
 - Date and signature of the authorized Person;
3. All individuals listed on the IHEC FORM 132 should reside in the governorate where the IHEC FORM 132 is submitted.
 4. All Observers are entitled to observe the electoral processes in all governorates
 5. The GEO Manager is entitled to request documents confirming that individuals listed on the IHEC FORM 132 are residing in the governorate where IHEC FORM was submitted. GEO Manager can use Provisional Voter Register for the purpose of the verification.
 6. The Observer Team must present the list of observers in the governorate using IHEC FORM 132 provided.
 - 7- Name of the individual can be submitted for accreditation only once during the entire electoral process in its 2 phases (VRU, GCE) and you can't repeat submitting the name for more than once.
 - 8- List of individuals submitted during the First Accreditation Period is carried forward to during the Second Accreditation Period.



جمهورية العراق
الموضية العليا المستقلة للانتخابات
كؤميسونى بالآى سه ربه خؤى هه لُبزارد نه كان
The Independent High Electoral Commission

9-IHEC FORM 132 submitted during the Second Accreditation Period is treated as the continuation of the list submitted during the First Accreditation Period.

10-During the second accreditation period, the list of individuals on the IHEC FORM 132 will be updated during the Second Accreditation Period in such manner that no single name is repeated in both lists.

11- Its not allowed accrediting the same person (observer) by more than one observer organization.

12- No one is entitled to receive more than one badge.

13- A person not listed on the IHEC FORM 132 cannot receive badge.

14- If any observer's name is repeated in the IHEC FORM 132, the GEO Manager should remove such name from both lists and request return of the badge from this individual. If there is more than 5 percent of names repeated on the list GEO Manager can invalidate accreditation of the Observer Team.

15. The total number of observers accredited by the Observer Team in each governorate during the Voter Registration Update period cannot exceed two times the number of Voter Registration Centers in the Governorate.

16. The total number of observers accredited by the Observer Team in each governorate after the Voter Registration Update period cannot exceed the number of polling Stations in the Governorate.

17. The Observer Organization is responsible for its Individual Observers. All Individual Observers should receive a copy of the Code of Conduct and appropriate briefing from the Observer Organization representatives.

Second: registration and accreditation procedures for observers networks:

1. Networks of Observer Organizations shall establish a Network's Contact Person in addition to the authorized Person established in each



جمهورية العراق
الموضية العليا المستقلة للانتخابات
كۆميسونى بالآى سه ربه خوى هه لُبزارد نه كان
The Independent High Electoral Commission

governorate. That person will be authorized for all communications with the IHEC National Office, submitting and signing of documents and IHEC forms, and all other administrative issues related to the observation of the electoral processes.

2. The Networks of Observers Organizations must submit copies of the registration certificate for all the organizations underneath it and a copy of the network formation form meeting signed by the heads of the observers organizations of the network.
3. The observers networks must submit the form 131 (the registration form) to the GEOs and Kurdistan region office and the national office role will be confined to give a unified registration number (the national number)
4. Decision on accreditation of the Network will be issued in the IHEC National Office only and transferred to all GEOs a duration that does not exceed 5 days.
5. After the affirmative decision on accreditation of the networks the accreditation officer will start working on the form 132.
6. Forms 132 (accreditation form) that contains the Network Observers names should be submitted to the GEO where the form 131 was submitted and it's a must that names of the observers mentioned in the form 132 to be residents in the same governorate.
7. IHEC National Office will run separate register of Networks and will issue a unified Observers Organization Accreditation Number will be used in all governorates and placed in all badges of the Network Observers.
8. Badges for the observers will be issued in the GEO where forms 132 were submitted in the same way like other Observer Organizations

Section four:

First: observers badges

Second: the authorities of the GEO manager and complaints

Third: the register of the observers organizations and submitting reports

FIRST:BADGES FOR OBSERVERS



جمهورية العراق

الموضية العليا المستقلة للانتخابات
كۆميسونى بالآى سه ربه خوى هه لېزارد نه كان
The Independent High Electoral Commission

1. The GEO Manager is responsible for the distribution of badges in the governorate.
2. The number of badges issued to Observer Organization cannot be higher than the number of people listed in IHEC FORM 132.
3. Badges will be packed in the stacks of 50 pieces which corresponds with the number of the names in each page of the Form 132.
4. Badges for Domestic Observers are in Arabic and Kurdish.
5. Badges for International Observers are in Arabic, Kurdish and English.
6. Badges for the Domestic Observers will be green. Badges for International observers will be dark green.
7. Observer Organization is responsible for the badges of its observers at all times.
8. The IHEC Accreditation Officer, after the positive decision on accreditation of the Observer Organization, issues badges in the following way:
 - The IHEC Accreditation Officer (Supervisor) in the GEO, checks if the number of supervisors in the IHEC Form 131 is identical to the number in the IHEC Form 132.
 - The IHEC Accreditation Officer (Supervisor) in the GEO issues the number of the plain (blank) IHEC Accreditation Badges, as requested in the IHEC FORM 132 to the Observer Organization Contact Person.
 - The Observer Organization Contact Person returns completed badges with the names of the Individual Observers on it, to the IHEC Accreditation Officer (Supervisor)) in the GEO within 3 working days.
 - The number of returned completed badges must be the same as the number of issued badges. The Observer Organization Contact Person is personally responsible for all discrepancies in this number.



جمهورية العراق

الموضية العليا المستقلة للانتخابات
كۆميسونى بالأى سه ربه خوى هه لَبزارد نه كان
The Independent High Electoral Commission

- The spoiled badge can be replaced only because of a printer mistake, the spoiled badge as a result of spelling or missing can never be replaced.
- The Observer Organization Contact Person must return also all spoiled and damaged badges as well as the badges he would like to exchange.
- Serial numbers of the spoiled, and exchanged badges will be recorded in the Observers Organizations Register.
- The IHEC Accreditation Officer is obliged to inform the GEO Manager about all observed irregularities.
- The IHEC Accreditation Officer verifies FORM 132 and returns completed badges.
- The IHEC Accreditation Officer records the number of badges in the Observer Organizations Register.
- The IHEC Accreditation Officer stamps the duly completed badges only.
- The IHEC Accreditation Officer (Supervisor) issues the badges to the Observer Organization Contact Person if there is no objection from the GEO Manager.
- The Observer Organization's Contact Person confirms the receipt of the badges on the FORM 131 and the number received.
- In a case of losing an observer badge or more than one observer badge, the contact person must submit a memorandum to the GEO explaining the case of losing, and the GEO must notify all electoral facilities about the losing badge and to be careful not to use this badge from other people, otherwise the organization undertakes the whole responsibility.

9- What needs to be completed on the badge by the Observer Organization Contact Person:-



جمهورية العراق

الموضية العليا المستقلة للانتخابات
كۆميسونى بالآى سه ربه خوى هه لُبژارد نه كان
The Independent High Electoral Commission

- a- Governorate Code.
- b- Observer Organization number, as provided by the IHEC Accreditation Officer which includes two digit codes of the governorate, and the number form the Observer Organization Register.
- c- Name of the Individual, performing duties of Observer Organization, as stated in the IHEC Form 132
- d- Date of the completion of the badge, this means date when the plain badge was received by the Contact Person from the IHEC Accreditation Officer.
- 10- All badges spoiled by observer organization shall be returned to the GEO Accreditation Office regardless their condition.
- 11- Number of spoiled badges together with the serial numbers of spoiled badges should be recorded in the bottom of the Form 132. GEO Manager can request written information from the Observer Organization about the spoiled badges.
- 12- All spoiled, damaged and unused badges shall be kept in the safe place in the GEO until the end of the electoral process and should be destroyed after the process whenever requested by the IHEC National Office.

SECOND: THE GEO MANAGER AUTHORITY AND SUBMISSION COMPLAINTS:

1. the GEO manger can revoke accreditation of any Observer Organization in the Governorate as bellow:-
 - a- Violate the Electoral Law, regulation No.(3) concerning the "electoral and referendum observers" and the Code of Conduct for them.
 - b- If the GEO manger discovered that the names of observer accredits more than one time and knowingly, or accredit unqualified observers.



جمهورية العراق

الموضية العليا المستقلة للانتخابات
كۆميسونى بالآى سه ربه خوى هه لېزارد نه كان
The Independent High Electoral Commission

- c- If the GEO manger discovered that more than 5% from the names in the form 132 is repeated
 - d- That did not returned completed badges with the names of observers for the process of verification and stamping in the GEO Office within 3 working days.
- 2- The designated supervisor of an Electoral Facility can ask the observer to leave the electoral facilities in case of the following:-
- a- if the observer interfere with electoral process.
 - b- Violate the regulation No.(3) concerning the " electoral and referendum observers" and the Code of Conduct for them or any procedures or regulation issued from IHEC.
 - C- If he lost one of the eligibility conditions which required for his work as observer.
 - e- if the supervisor of an Electoral Facility was sure that the observer is affecting the voter's will .
 - f- if the observer doesn't commit with his duties and responsibilities.
 - e- if the observer work abstract the electoral process with repeatedly and knowingly
 - f- if the supervisor of an Electoral Facility discovered scratch or deletion in one or more badges belong to observer team.
- 3- In a case of issuing decision revoke from GEO manager, he must provide written justification of his or her decision to the Observer Organization and to the IHEC Headquarters within 24 hours form the decision.
- 4- the observer organization which its accreditation was revoked has the right to appeal the revoking decision in front of the BOC through the GEO with in 3 days of issuing the decision, if the commission board refused the appeal, the organization has the right to submit appeal to the electoral judicial panel with in 3 days from the date of



جمهورية العراق
المؤوضية العليا المستقلة للانتخابات
كۆميسونى بالآى سه ربه خوى هه لُبزارد نه كان
The Independent High Electoral Commission

board decision issuing, and the decision of electoral judicial panel is final and can not be appealed in any way.

5-The designated supervisor of an Electoral Facility, may limit the number of Observers who may access an electoral facility for reasons of safety or space. In such case, the designated supervisor shall establish schedule or other mechanism of allowing Observers equal access to the facility in question.

6- If the IHEC Official or GEO Manager revokes the accreditation of an Observer in the Governorate, Observer Organization shall immediately return the Observer badge of this Observer to the IHEC GEO Manager or IHEC Headquarters. Badges shall be returned in no more than 5 working days from the decision.

7- An Observer Organization may revoke the accreditation of any of its Observers at any time. An Observer shall return his or her badge to the Contact Person of the Observer Organization immediately.

8- An Observer Organization shall inform GEO Manager about such fact and return the badge of the particular Observers.

9- An Observer Organization may request the following documents from the GEO Manager or Accreditation Office:

a- written decision contain the reasons of revoking, in a case that the observer or organization wants to submit a complaint.

b- Copy of the Accreditation Documents: if the Observer Organization wants to appeal or file the compliant. And the GEO manager or the accreditation officer must provide these documents within 2 days.

THIRD: OBSERVER ORGANIZATIONS' REGISTER AND REPORTING:-



جمهورية العراق

الموضية العليا المستقلة للانتخابات
كؤميسونى بالآى سه ربه خؤى هه لؤزارد نه كان
The Independent High Electoral Commission

1-The Observers Organizations Register is created in each Governorate Electoral Office using the names from the copies of the registration certificate ,The Observer Organizations' Register includes following information:-

- a) Name and IHEC Code of the Governorate
- b) Sequenced serial number (1,2,3,4,5...1000)
- c) Observer Organization full name
- d) Number from the Registration Certificate
- e) Type of Observer Organization
- f) Date of accreditation of the Observer Organization (DD-MM-YYYY)
- g) Assigned Observer Organization's Accreditation Number, (a+b+d)
- h) No. of badges requested – The First Accreditation Period
- i) No. of badges issued – The First Accreditation Period
- j) No. of badges requested – The Second Accreditation Period
- k) No. of badges issued - The Second Accreditation Period
- l) Total Number of badges issued in both periods
- m) Comments (including type of the register, if different than NGO Assistance Office register)

2- All data and information in the Observer Organizations' Register are entered by the authorized Accreditation Officer (Supervisor) in accordance with these procedures.

3- The Observer Organizations' Register is used as the Accreditation Report.

4- The accreditation Report is forwarded electronically as an attachment to the email sent by the GEO Manager or authorized person.



جمهورية العراق
الموضية العليا المستقلة للانتخابات
كۆميسونى بالآى سه ربه خوى هه لُبزارد نه كان
The Independent High Electoral Commission

5- The most recent copy of the Accreditation Report should be published by the GEO Manager in the Accreditation Office, on weekly basis.

6- The accreditation Reports must be sent to the Public Relations Section of the Public Outreach Department in the IHEC Headquarters in Baghdad every second day at the end of the day, but no later than 15:00.

7- The Observer Organizations' Register Template cannot be changed or modified by the GEO staff members.

8- the GEO can not send reports contains missing information, and then send a separate report the next day contains the completion for the information, because that will effect the number which will be given to the observer organization, the field in the electronic report contains (registration number at IHEC) and that number will be entered automatically without any interfere from the GEO ,because that number contain (G code+ serial number+ the registration number of NGO), hence sending another report will start with a new sequence but completes the information of a previous day will lead to a mistake in the numbering. so the report should be updated on daily basis.

MISCELLANEOUS:-

1. The IHEC FORMS 131 and 132 are available in the IHEC Accreditation Offices during the accreditation periods , and in the IHEC website.
2. The names on the Domestic Observer badges should be in the one of official language of Iraq and the information in badge should be matching the information in form 131 and 132.



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3. The names of the International Observer should be in one of official language of Iraq or in English.
4. The observer team must get the general information about accreditation process and regulation No .3 concerning the electoral and referendum observers and the code of conduct for observers, they should also get general information about electoral process procedures.
5. All the observer which has been accredits during the VRU period can use the same badge in observing the provincial council election.
6. The IDPs voters can submit for accredit as observer in the governorate which have been registered in it after submit prove for there displacement.
7. No Observer Organization can accredit more than once in each Governorate.
8. Complete name means the first name, the second name and the third name.
9. Observer Organization shall mention its IHEC Accreditation Number in all correspondence with the IHEC.