

ANNEX 2: COMMUNICATION PRINCIPLES ASSESSMENT WORKSHEETS FOR MONITORING AND EVALUATION

Principle: Impartiality and Equity			
Guiding questions	Yes	Partially	No
1. Are all parties and candidates treated equitably and receiving the same access to information?			
<i>Comments:</i>			
2. Are small or new parties, independent candidates, and other less established parties or candidates included in all events, mailing lists, and communication efforts?			
<i>Comments:</i>			
3. In cases when it is necessary to convene a small group representing parties, especially in countries where the number of parties can be in the hundreds, are the criteria for participation clear and fair?			
<i>Comments:</i>			

Guiding questions	Yes	Partially	No
4. Are minutes or other documents related to meetings with individual parties public?			
<i>Comments:</i>			
5. Is there a code of conduct or other rules for EMB members and staff to ensure their impartiality?			
<i>Comments:</i>			
6. In cases of closed social media groups, are all relevant stakeholders included without bias?			
<i>Comments:</i>			
7. Does the EMB compile and publish questions that parties submit to ensure no party receives special advantages – real or perceived?			
<i>Comments:</i>			

Guiding questions	Yes	Partially	No
<p>8. Based on how they are used in your context, can communications in closed channels such as WhatsApp create perceptions of partisanship, or result in meetings with individual party representatives? Consider who has access to these channels, what records are kept regarding communications on these channels, and how they are shared.</p>			
<p><i>Comments:</i></p>			
<p align="center">Analysis and Planning</p>			
<p><i>What are the EMB's strengths regarding impartiality and equity in engagement with political parties?</i></p>			
<p><i>What are the EMB's challenges or gaps regarding impartiality and equity in engagement with political parties?</i></p>			
<p><i>What strategies or actions could the EMB consider to overcome the challenges and gaps outlined above? Are sufficient human and financial resources available to support these changes?</i></p>			

Principle: Transparency

Guiding questions	Yes	Partially	No
1. Are political parties aware of EMB interactions with other parties, and do they have access to the information shared between them?			
<i>Comments:</i>			
2. Are EMB session and meeting notes and decisions published proactively, when appropriate?			
<i>Comments:</i>			
3. Do party observers understand which processes can be observed?			
<i>Comments:</i>			
4. Is information available that outlines the laws and procedures governing how different electoral activities take place?			
<i>Comments:</i>			

Guiding questions	Yes	Partially	No
5. Are there clear communication lines and rules of interaction between political party observers and EMBs at different levels?			
<i>Comments:</i>			
Analysis and Planning			
<i>What are the EMB's strengths regarding transparency in engagement with political parties?</i>			
<i>What are the EMB's challenges or gaps regarding transparency in engagement with political parties?</i>			
<i>What strategies or actions could the EMB consider to overcome the challenges and gaps outlined above? Are sufficient human and financial resources available to support these changes?</i>			

Principle: Timeliness and Comprehensiveness

Guiding questions	Yes	Partially	No
1. Can political parties and their members – without relying on party leadership serving as gatekeepers – find all the information they need through the various mechanisms that the EMB makes available?			
<i>Comments:</i>			
2. Is the information released far enough in advance to provide parties adequate time to comply and prepare (for example, by completing forms, reviewing voter lists, generating support for nomination bids, complying with political finance regulations, etc.)? Is the information released in a format that is accessible to parties, including independent candidates, small and regional parties, and marginalized groups?			
<i>Comments:</i>			
Analysis and Planning			
<i>What are the EMB's strengths regarding timeliness and comprehensiveness in engagement with political parties?</i>			

What are the EMB's challenges or gaps regarding timeliness and comprehensiveness in engagement with political parties?

What strategies or actions could the EMB consider to overcome the challenges and gaps outlined above? Are sufficient human and financial resources available to support these changes?

Principle: Accuracy and Coherence

Guiding questions	Yes	Partially	No
1. Is information issued by the EMB accurate?			
<i>Comments:</i>			
2. Is information issued by the EMB consistent across all channels, and across the EMB (nationally and regionally)?			
<i>Comments:</i>			
3. Do existing lines of internal EMB information sharing and coordination regarding party engagement (across departments and offices) lead to cohesive, consistent messaging?			
<i>Comments:</i>			

Guiding questions	Yes	Partially	No
4. Are systems in place to ensure local EMBs have all relevant information and can process and share as necessary?			
<i>Comments:</i>			
5. Are the EMB's contact lists maintained and up to date?			
<i>Comments:</i>			
Analysis and Planning			
<i>What are the EMB's strengths regarding accuracy and coherence in engagement with political parties?</i>			
<i>What are the EMB's challenges or gaps regarding accuracy and coherence in engagement with political parties?</i>			
<i>What strategies or actions could the EMB consider to overcome the challenges and gaps outlined above? Are sufficient human and financial resources available to support these changes?</i>			

Principle: Clarity and Simplicity

Guiding questions	Yes	Partially	No
1. Is information disclosed by the EMB clear, concise, and easy to understand?			
<i>Comments:</i>			
2. Are processes straightforward and not unnecessarily bureaucratic?			
<i>Comments:</i>			
3. Does an EMB have direct, open lines of communication for parties to receive clarification, if needed?			
<i>Comments:</i>			

Guiding questions	Yes	Partially	No
4. Does the EMB involve political parties in selected processes to educate and build trust?			
<i>Comments:</i>			
Analysis and Planning			
<i>What are the EMB's strengths regarding clarity and simplicity in engagement with political parties?</i>			
<i>What are the EMB's challenges or gaps regarding clarity and simplicity in engagement with political parties?</i>			
<i>What strategies or actions could the EMB consider to overcome the challenges and gaps outlined above? Are sufficient human and financial resources available to support these changes?</i>			

Principle: Frequency

Guiding questions	Yes	Partially	No
1. Is the EMB capable of communicating new developments quickly?			
<i>Comments:</i>			
2. Do political parties and candidates have access to relevant information on time or ahead of key processes?			
<i>Comments:</i>			
3. Does the EMB communicate messages multiple times through multiple mechanisms?			
<i>Comments:</i>			

Guiding questions	Yes	Partially	No
4. Does the EMB communicate about crises in real time?			
<i>Comments:</i>			
Analysis and Planning			
<i>What are the EMB's strengths regarding frequency in engagement with political parties?</i>			
<i>What are the EMB's challenges or gaps regarding frequency in engagement with political parties?</i>			
<i>What strategies or actions could the EMB consider to overcome the challenges and gaps outlined above? Are sufficient human and financial resources available to support these changes?</i>			

Principle: Interactivity

Guiding questions	Yes	Partially	No
1. Can political parties interact directly with the EMB to ask questions or request clarifications? Is information available online, in person, or both?			
<i>Comments:</i>			
2. Can political parties interact directly with the EMB to provide inputs and influence decisions?			
<i>Comments:</i>			
3. Does the EMB have systems in place to respond to queries in a timely manner?			
<i>Comments:</i>			

Guiding questions	Yes	Partially	No
4. Does the EMB adapt its approach based on evolving circumstances or feedback from political parties?			
<i>Comments:</i>			
Analysis and Planning			
<i>What are the EMB's strengths regarding interactivity engagement with political parties?</i>			
<i>What are the EMB's challenges or gaps regarding interactivity in engagement with political parties?</i>			
<i>What strategies or actions could the EMB consider to overcome the challenges and gaps outlined above? Are sufficient human and financial resources available to support these changes?</i>			

Principle: Accessibility and Inclusivity

Guiding questions	Yes	Partially	No
1. Is information that the EMB publishes available in open and searchable formats?			
<i>Comments:</i>			
2. Is information issued by the EMB available in all relevant and minority languages?			
<i>Comments:</i>			
3. Is information issued by the EMB available in formats accessible for people with disabilities?			
<i>Comments:</i>			
4. Is accessible information issued by EMBs available to people with low literacy?			
<i>Comments:</i>			

Guiding questions	Yes	Partially	No
5. Can political parties and candidates in urban, rural, and remote areas access information issued by the EMB without impediments?			
<i>Comments:</i>			
6. Are any regions, parties, marginalized groups (e.g., women, persons with disabilities) or individuals (e.g., independent candidates) intentionally or unintentionally excluded?			
<i>Comments:</i>			
Analysis and Planning			
<i>What are the EMB's strengths regarding accessibility and inclusivity in engagement with political parties?</i>			
<i>What are the EMB's challenges or gaps regarding accessibility and inclusivity in engagement with political parties?</i>			
<i>What strategies or actions could the EMB consider to overcome the challenges and gaps outlined above? Are sufficient human and financial resources available to support these changes?</i>			