

Independent Election Commission of the Hashemite Kingdom of Jordan
Executive Instructions N^o. 4 of 2016 ¹
On the Accreditation of International Observers of the Electoral Process ²

*Issued in Accordance with the Provisions of Article 12(K) of the
Law on the Independent Election Commission N^o. 11/2012 as amended*

Article 1:

These instructions shall be called <*The Executive Instructions of Accreditation of International Observers of the Electoral Process for 2016*>, and shall come into effect as of the date of publication hereof in the Official Gazette.

Article 2:

The following words and expressions wherever stated in these instructions shall have the definitions assigned thereto hereunder unless otherwise indicated.

The Commission: The Independent Election Commission

International observation: Viewing, observing and assessing the different phases of the electoral process by international governmental and non-governmental organizations accredited by the Commission.

The international organization: Any international entity, whether governmental or non-governmental, accredited by the Commission to form an international observation mission to observe the electoral process.

The observation mission: A group of international observers formed by the international organization for the purpose of international observation, which is accredited by the Commission and has received an accreditation badge.

International observer: A person nominated by the international organization to be its representative in the observation process and accredited by the Commission and has received an accreditation badge.

International guest: A person invited by the Commission, in his/her personal capacity without being a member of any of the international observation missions, and has received an international guest badge.

International guest observer: A person invited by the Commission, in his/her personal capacity as an observer, without being a member of any of the international observation missions, and has received the international guest observer badge.

¹ Adopted by the Board of Commissioners on 7 June 2016 according to the provisions of article (12/K) of the Independent Election Commission Law N^o. (11) of 2012 and its amendments. The Executive Instructions came into force on 16 June 2016 upon their promulgation in the Official Gazette (No. 5402).

² Translated on behalf of the Independent Election Commission by the Support to the Electoral Cycle in Jordan Project, which is funded by the European Union and UNDP.

Accreditation badge: A badge issued by the Commission in accordance with the provisions of the Commission's law and these instructions to give the observer the right to observe the electoral process based on the accreditation application submitted to the Commission.

Article 3:

- A. The International governmental and non-governmental organization that wishes to observe the electoral process shall have sufficient experience in electoral observation and enhancement of democracy, human rights and good governance.
- B. The Commission shall accredit the international observation missions, and international observers shall not be accredited as individuals if they do not belong to such missions. International observers not belonging to any international observation mission shall not be allowed to observe the electoral process.
- C. Despite what is stipulated in paragraph (B) of this article, the Commission may issue accreditation badges to certain individuals invited by the Commission to attend or observe the electoral process, according to the provisions of article (9) of these instructions.

Article 4:

Those accredited as international observers shall:

- A. Have completed eighteen years of age when applying for accreditation.
- B. Not be a member in more than one international observation mission.
- C. Sign the international observers' code of conduct.

Article 5:

The method of accreditation of international observation missions of the electoral process shall be as follows:

- A. The international organization wishing to observe the electoral process shall submit an application to the Commission to be accredited to form an international observation mission.
- B. The international organization shall designate a liaison officer to submit the accreditation application on its behalf, and coordinate with the Commission to finalize the accreditation procedures.
- C. The accreditation applications of the international organization shall be submitted twenty-one days before the date of polling; the Commission may, based on its evaluation, consider the applications after the deadline for submission of these applications.
- D. Accreditation applications shall be submitted in person or via registered mail, express mail or electronic mail.
- E. The Commission shall send a preliminary notification of receiving the accreditation application directly to the liaison officer, through electronic mail or fax as seen appropriate.
- F. The Commission shall consider the accreditation applications within a period not exceeding seven working days as of the date of receipt of the application. The

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Commission shall send a second notification to the international organization through the liaison officer by electronic mail or fax to confirm that the application has fulfilled the requirements stipulated in Article (3/A) of these instructions with approval of the application, or stating the required documents or data that is missing.

G. The Commission may approve or reject the applications. In case of rejection, the liaison officer or the international organization shall be notified in writing with the reasons for rejection, by electronic mail or fax, as appropriate.

H. In case the accreditation application is approved, the international organization through the liaison officer shall name its nominees in the international observation mission, according to the conditions stipulated in Article 4 of these instructions, using the form for international observers approved by the Commission and published on the Commission's website, with all the required documents attached to the form approved by the Commission for this purpose.

I. Applications for accreditation of international observers nominated to the Commission shall be submitted by the liaison officer of the international organization accredited by the Commission in person or by electronic mail, within not more than fourteen days before the polling date. The Commission may consider, based on its evaluation, the applications received after the deadline set for these applications.

J. The liaison officer is given by the Commission an initial notification of receipt of the applications for accreditation of nominated international observers, either directly or through electronic mail or fax or as appropriate.

K. The Commission shall consider the accreditation applications of nominated international observers and verify the fulfillment of conditions stipulated in Article (4) of these instructions, within a period not exceeding seven working days as of the day of receiving the application. The Commission shall send the international organization a direct notification through the liaison officer or by electronic mail or fax, to confirm that the application has fulfilled the conditions or to state any missing information.

L. The Commission may reject applications for accreditation of international observers in case they do not fulfill the requirements of these instructions. In case of rejection, the liaison officer or the organization shall be notified in writing regarding the reasons for the rejection directly or by electronic mail or fax, as appropriate.

M. The Commission shall issue accreditation badges to the accredited international observers in the form approved by the Commission for this purpose.

N. Accreditation badges of the international observers are delivered to the liaison officer, who shall sign a receipt of delivery.

O. The Commission shall develop a database of all the international observers and names of their international organizations.

P. The Commission shall, in coordination with the concerned government institutions, facilitate the entry and work of the international observation missions of the electoral process in accordance with the mechanism established by the Commission for this purpose.

Article 6:

The international organization undertakes that its international observers are committed to the Code of Conduct for International Election Observers endorsed at the United Nations in 2005 in New York.

Article 7:

The Commission may terminate the accreditation of any international observer who violates the provisions of the valid legislation, these instructions or the Code of Conduct for International Election Observers. The Commission shall immediately inform the liaison officer of the relevant international organization or the international organization itself of the decision to terminate the accreditation of the observer and the organization shall be committed to returning the accreditation badge to the Commission immediately.

Article 8:

The international organization may terminate the accreditation of any of its international observers for the same reasons stipulated in article (7) of these instructions. The organization shall inform the Commission of the decision directly or through the liaison officer, and immediately return the accreditation badge/s to the Commission.

Article 9:

The Commission may issue accreditation badges to international guest observers, such as foreign government officials invited by the Commission to observe specific phases of the electoral process.

Article 10:

International guest observers and international guests shall be invited as follows:

- A. The Commission shall send an invitation to the international guest or international guest observer through the entity to which he/she belongs in order to observe a specific phase/s of the electoral process.
- B. If the entity of the international guest or international guest observer approves the attendance of the invited guest, the Commission shall issue an accreditation badge for the international guest or international guest observer according to the form approved by the Commission for this purpose.
- C. Accreditation badges shall be delivered to the international guests and international guest observers in person.
- D. The Commission shall develop a special database of the international guest observers and international guests and the names of their organizations.

Article 11:

The international observation missions and international guests and guest observers shall comply with the following principles:

- A. Respect of the sovereignty of the state and the constitution, legislation in force, instructions issued by the Commission and international conventions and agreements relevant to the different phases of the electoral process.

- B. Cooperation with the Commission and other concerned governmental entities.
- C. No intervention in the electoral process or in the work of the election management officials or direction of them.
- D. Abstaining from conducting any action that shall impede the flow of the electoral process.
- E. Commitment to complete impartiality and standards of justice, integrity and professionalism during observation and when giving their comments, reports, statements and their verbal and written releases and inform the Commission of any acts or violations that may affect the flow of the electoral process or the observation.
- F. Commitment to the principles stipulated in the Code of Conduct for International Election Observers.
- G. Holding and showing the accreditation badge issued by the Commission.

Article 12:

Taking into consideration the provisions of Article (11) of these instructions, the international observation missions, international guests and international guest observers shall have the right to:

- A. Observe all phases of the electoral process without any impediment.
- B. Communicate with different persons involved in the electoral process, including election officials at all levels, security personnel, public employees, representatives of the political parties and lists, candidates, media representatives, members of local observation teams and other organizations or individuals concerned or participating in the electoral process.
- C. Obtain accreditation badges that would enable them to conduct their missions in observing the electoral process, and provide them freedom of movement all throughout the country without any geographical constraints.
- D. Issue and publish statements and reports of their comments and recommendations on the stipulated in these instructions, and without any unjustified interference.
- E. Take decisions regarding the nature, size and timeline of their observation missions within the limits stipulated in these instructions and without any unjustified interference.
- F. Carry out international observation activities in a manner that does not contradict with the Jordanian legislation in force and instructions issued by the Commission.

Article (13)

Taking in to account the integrity of the electoral process and the capacity of the polling centres, the Commission shall:

- A. Prepare the suitable conditions and take the necessary measures to facilitate the process of accreditation of international observers of the electoral process, in terms of:-
 1. Providing all the forms relevant to accreditation of international observers to all organizations, by having them published on the Commission's website and providing them as a hard copy if necessary.
 2. Consider accreditation applications and take the necessary measures within a timeline that allows organizations to observe the different phases of the electoral process.

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3. Educate Heads of Elections on how to deal with international observers.
4. Allocate a number of seats in the polling stations to enable them to observe the electoral process.
 - B. Coordinate and maintain contacts with organizations and coalitions that observe the elections.
 - C. Commit to transparency and respect of the right of organizations observing the electoral process to access information including publishing legislation relevant to the electoral process on the Commission's website.
 - D. Respect international standards for the integrity of the electoral process and ensure the rights of all stakeholders in the process.
 - E. Facilitate observers' work and contribute to building citizens' confidence in the electoral process.

Article (14)

Executive instructions on the Accreditation of International Observers of the Electoral Process No. (3) of 2012 shall be annulled.

Article (15)

The international organization shall commit to using the forms approved by the Commission for the implementation of the provisions of these instructions.

Board of Commissioners
Independent Election Commission