

Independent Election Commission
Executive Instructions N^o. 3 of 2017¹
On the Accreditation of International Observers of the Municipal Elections

*Issued in Accordance with the Provisions of Article 12 K of the
Law on the Independent Election Commission N^o. 11/2012 as amended
And Article 35 K of the Law on Municipalities N^o.41/2015*

This is an unofficial translation.²

Article 1

These instructions shall be called “The Executive Instructions on the Accreditation of International Observers of the Municipal Elections for 2017”, 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 or any of them 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, who are accredited by the Commission and have received accreditation badges.

International observer: A person nominated by the international organization to be its representative in the observation process, who is 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.

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.

¹ The Executive Instructions came into force on 11 April 2017 upon their promulgation in the Official Gazette.

² These Executive Instructions were translated by the United Nations Development Programme through its Inclusive Political Processes in Jordan project.

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 it 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 Code of Conduct for International Observers.

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 as of 1 May 2017 for one month only.
- D. Accreditation applications shall be submitted in person or through registered mail, express mail or electronic mail.
- E. The Commission shall send an initial notification of receiving the accreditation application directly to the liaison officer, through electronic mail or fax as 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 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 requirement 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 with the reasons for the rejection in writing directly or through 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

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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 twenty one 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 as appropriate.
- K. The Commission shall consider the accreditation applications of nominated international observers and verify 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 applications. 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 with the reasons for the rejection in writing 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 shall be 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 comply with 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 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, in these instructions or for any reason the organization may have. 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 guests shall be invited as follows:

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

Article 11

The international observation missions and international guests and shall comply with the following principles during the observation of the electoral process:

- 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 impedes 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 informing the Commission of any acts or violations that may affect the flow of the electoral process or its 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 and international guests shall have the right to:

- A. Observe all phases of the electoral process without any impediment.

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- 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 to observe 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 articles stipulated in these instructions, 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:
 - a. 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 in hard copy if necessary.
 - b. Consider accreditation applications and take the necessary measures within a timeline that allows organizations to observe the different phases of the electoral process.
 - c. Educate Heads of Elections on how to deal with international observers.
 - d. 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

- A. Accreditation of international missions and organizations authorized to observe the electoral process ends with the Board's announcement of the final results and their publication in the Official Gazette.
- B. 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
The Independent Election Commission