

GISDI

**Polling Stations Observation
Report Form**

Election Day

11th April, 2018

8.00-19.00 o'clock

**STO pair
Number**

**District
Number**

**Polling station
Number**

A1 Time of opening (Use 24 hr clock):

A2 Polling Station is:

☐ Regular

☐ Prison

☐ Military

☐ Hospital

☐ Int. Displaced

A3 Polling Station is:

☐ Urban

☐ Rural

A4 Polling station Chairperson is:

☐ Male

☐ Female

B. Opening procedures

B1. Which of the NECESSARY election MATERIALS are present?

☐ PS **seal**, first

☐ PS **seal**, second

☐ Ballot box **seal**

☐ Polling **booth**, first

☐ Polling **booth**, second

☐ Polling **booth**, third

☐ Ballot **papers**

☐ Invisible **ink**

☐ UV **lamp**

☐ Voters **list/s**

☐ Ballot **box**, first

☐ Ballot **box**, second

☐ **Protocols**

☐ PEC **Record book**

B2. Number of BALLOTS received by the PS

Yes No

B3. The (general) VList: was the NUMBER OF VOTERS announced and entered into the protocol(s) (pt. 1) ...

☐ ☐

B4. VL is supplement for MOBILE voting: was there in this polling station (PS)

☐ ☐

B5. The PACKAGES of ballot papers: were they INTACT (not damaged).....

☐ ☐

B6. The NUMBER of ballot papers: was they ANNOUNCED and entered into the protocols (pt. 5)

☐ ☐

B7. The ballot boxes: were they PROPERLY SEALED for the opening (If NO, please comment in Form E)

☐ ☐

B8. The ballot box seals: were their SERIAL NUMBERS entered into the Record Book

☐ ☐

B9. Control SHEETS: were they inserted in EVERY BALLOT BOX

☐ ☐

B10. At what TIME did the PS OPEN for voting?

☐ Before 08:00

☐ 08:00-08:30

☐ 08:31-09:00

☐ After 09:00

B11. How many CAMERA(s) were in the PS?

☐ No cameras

☐ One camera

☐ Two cameras

Notes and Comments:

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C. Authorized People in the PS

C1. PS members: how many of them have been APPOINTED

C2. PS members: how many of the appointed are WOMEN

C3. PS members: how many of them were PRESENT

C4. WHICH of the candidate AGENTS (proxies) were PRESENT at the opening of this PS?

☐ Ilhan ALIYEV ☐ ☐ ☐ ☐ Other candidate

C4.1. HOW MANY candidate AGENTS (proxies) were PRESENT at this PS?

C5. From which organization DOMESTIC non-partisan OBSERVERS were present at the opening of this PS?

☐ ☐ ☐

D. UNauthorized People in the PS

Yes No

D1. Were any UNauthorized persons present at the opening of this PS? ☐ ☐

If YES: ☐ Police, uninvited ☐ Military
☐ Local officials ☐ State officials
☐ Candidate(s) ☐ Party activist(s) ☐ Other

D1.2 If YES: Were they directing/INTERFERING in the work of the PS ☐ ☐

WHO of them and HOW?
.....

E. Transparency

Yes No

E1. Did all observers present have a CLEAR VIEW of the opening procedures..... ☐ ☐

E2. Any RESTRICTION in your observation of the opening procedures..... ☐ ☐

E3. Who is the SOURCE OF INFORMATION about the opening of this PS?

☐ Our direct observation ☐ From Chairperson/member of PS
☐ From other observer(s) ☐ From candidate agents (proxies)

F. Evaluation

F1. The overall conduct of the opening of this PS was:

☐ Very good ☐ Good ☐ Average ☐ Bad ☐ Very bad

Overall NOTES and COMMENTS of section opening:

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**STO pair
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Number**

A1. Time spent in PS (24 hr clock): from : to :

B. Circumstances OUTSIDE the PS	Yes	No
B1. Are CAMPAIGN ACTIVITIES taking place in the vicinity of the polling station (PS)?	☐	☐
B2. Is there TENSION or UNREST in the vicinity of the PS?	☐	☐
B3. Is there a large CROWD WAITING to vote – outside the PS?	☐	☐
B4. Are there any OTHER PROBLEMS in the vicinity of the PS?	☐	☐

Notes and Comments: Describe in details the above circumstances

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C. Authorized People in the PS

- C1. PS members: how many of them are PRESENT in PS at this time
- C2. PS members: how many of the appointed are WOMEN
- C3. WHICH of the candidate AGENTS (proxies) were PRESENT at this PS?
☐ Ilham ALIYEV ☐ ☐ ☐ ☐ Other candidate
- C3.1. HOW MANY candidate AGENTS (proxies) were PRESENT at this PS?
- C4. From which organization DOMESTIC non-partisan OBSERVERS were present at this PS?
☐ ☐ ☐

D. UNauthorized People in the PS

- D1. Were any UNauthorized persons present at this PS? ☐ ☐
- If YES: ☐ Police, uninvited ☐ Military
☐ Local officials ☐ State officials
☐ Candidate(s) ☐ Party activist(s) ☐ Other

D1.2 If **YES**: Were they directing/INTERFERING in the work of the PS ☐ ☐

WHO of them and HOW?

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E. Arrangements inside the PS	Yes	No
E1. The PS ARRANGEMENTS: was it CONVENIENT to conduct polling?	☐	☐
E2. Were the BALLOT BOX(es) SEALED properly?	☐	☐
E3. How many CAMERA(s) were in the PS? ☐ No cameras ☐ One camera ☐ Two cameras		
E3.1. Did the placement of the cameras undermine the SECRECY OF THE VOTE in any way?	☐	☐
E4. All phases of the voting process and ballot box(s): were THEY VISIBLE to the PS members and observers?	☐	☐
E5. Were you PREVENTED in your observation in any way?	☐	☐
E5.1 If YES : In what way?		
.....		
E6. Which of the NECESSARY election MATERIALS are present?		
☐ PS seal , first	☐ PS seal , second	☐ Ballot box seal
☐ Polling booth , first	☐ Polling booth , second	☐ Polling booth , third
☐ Ballot papers	☐ Invisible ink	☐ UV lamp
☐ Voters list	☐ Ballot box , first	☐ Ballot box , second
☐ Protocols	☐ PEC Record book	

Notes and Comments:

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F. Situation INSIDE the PS	<i>Did you OBSERVE any of the following?</i>	Yes	No
F1. OVERCROWDING – inside of the PS		☐	☐
F2. Campaign material or CAMPAIGN activity – inside of the PS		☐	☐
F3. TENSION or Unrest		☐	☐
F4. INTIMIDATION or threat of voters		☐	☐

Notes and Comments:

G. Registered voters and turnout up to this hour	What is:
G1. Number of voters registered on the GENERAL Voter list (VL)	
G2. Number of voters registered on the ADDITIONAL VL	
G3. Number of voters on the VL supplement for MOBILE voting	
G4. Number of voters who have VOTED in the PS up to this hour	

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H. Voting procedures *(3 = always; 2 = mostly; 1 = sometimes; 0 = never)*

	3	2	1	0
H1. The voters' IDs: did the PS member CHECK them?	☐	☐	☐	☐
H2. The ballots: did the PS member SIGN and STAMP them?	☐	☐	☐	☐
H3. The voters: did THEY SIGN the voter list?	☐	☐	☐	☐
H4. The voters: did they MARK THEIR ballots in SECRECY?	☐	☐	☐	☐
H5. The voters: were they CHECKED for invisible ink before being ALLOWED into the PS?	☐	☐	☐	☐
H6. The voters' fingers: were they MARKED WITH invisible ink UPON receiving the ballot(s)?	☐	☐	☐	☐

Did you observe any of the following problems or irregularities **Yes No**

H7. The voters: were they REFUSED TO VOTE?	☐	☐
H7.1. If YES for WHAT reason: ☐ No proper ID ☐ Not on VL ☐ Already voted ☐ Other		
H8. The voters: were the ones WITHOUT proper ID allowed to vote?	☐	☐
H9. Voters voting TOGETHER in the booth (<i>group voting</i>) ?	☐	☐
H10. Anyone voting or attempting to vote, more than once (<i>MULTIPLE voting</i>) ?	☐	☐
H11. Cases of anyone voting ON BEHALF OF someone else, absent or present (<i>proxy voting?</i>)	☐	☐
H13. Same person "assisting" NUMEROUS voters?	☐	☐
H12. Anyone voting with a pre-marked ballot paper (<i>CAROUSED voting?</i>)	☐	☐
H14. Voters who already had TRACES OF INK still ALLOWED to vote?	☐	☐
H15. Series of SEEMINGLY identical SIGNATURES on the voter list?	☐	☐
H16. Ballot box: indications of STUFFING?	☐	☐
H17. Are there ballots IN STACKS inside box?	☐	☐
H18. PS member: anyone being dismissed?	☐	☐
H19. Party/bloc agent (proxy): anyone being dismissed?	☐	☐
H20. Were some voters DENIED to vote for INAPPROPRIATE reasons at this PS?	☐	☐

Notes and Comments: Were there any other procedural problems?

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K. Transparency **Yes No**

K1. Did all observers present have a CLEAR VIEW of the voting procedures?	☐	☐
K2. Did the PS members COOPERATE WITH YOU during your observation?	☐	☐
K3. Did any observers or party/bloc agents (proxies) INFORM YOU of problems at this PS?	☐	☐
K4. Was any COMPLAINT FILED at this PS?	☐	☐

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K6. Who is the SOURCE OF INFORMATION about the voting of this PS?

- ☐ Our direct observation ☐ From Chairperson/member of PS
☐ From other observer(s) ☐ From candidate agents (proxies)

L. HOW MANY people voted DURING your observation at this time at this PS?

☐ 0 ☐ 1-5 ☐ 6-10 ☐ 11-50 ☐ More than 50

M. Evaluation

M1. The overall conduct of the voting of this PS was:

☐ Very good ☐ Good ☐ Average ☐ Bad ☐ Very bad

Please indicate an opinion as to each row:	Very good Very bad				
M2.1. General environment / CIRCUMSTANCES	5	4	3	2	1
M2.2. All Procedures FOLLOWED	5	4	3	2	1
M2.3. Voters' UNDERSTANDING of voting procedures	5	4	3	2	1
M2.4. PS members' UNDERSTANDING of voting procedures	5	4	3	2	1
M2.5. Performance and BEHAVIOR of PS members	5	4	3	2	1
M2.6. TRANSPARENCY of the voting process	5	4	3	2	1

Overall NOTES and COMMENTS of section VOTING procedures and process at this time:

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A1. Time spent in PS (24 hr clock): from : to :

B. Circumstances OUTSIDE the PS	Yes	No
B1. Are CAMPAIGN ACTIVITIES taking place in the vicinity of the polling station (PS)?	☐	☐
B2. Is there TENSION or UNREST in the vicinity of the PS?	☐	☐
B3. Is there a large CROWD WAITING to vote – outside the PS?	☐	☐
B4. Are there any OTHER PROBLEMS in the vicinity of the PS?	☐	☐

Notes and Comments: Describe in details the above circumstances

.....
.....

C. Authorized People in the PS
C1. <u>PS members</u> : how many of them are PRESENT in PS at this time
C2. <u>PS members</u> : how many of the appointed are WOMEN
C3. WHICH of the candidate AGENTS (proxies) were PRESENT at this PS? ☐ Ilham ALIYEV ☐ ☐ ☐ ☐ Other candidate
C3.1. HOW MANY candidate AGENTS (proxies) were PRESENT at this PS?

C4. From which organization DOMESTIC non-partisan OBSERVERS were present at this PS?

☐ ☐ ☐

D. UNauthorized People in the PS	Yes	No
D1. Were any UNauthorized persons present at this PS?	☐	☐
If YES: ☐ Police, uninvited ☐ Military		
☐ Local officials ☐ State officials		
☐ Candidate(s) ☐ Party activist(s) ☐ Other		

D1.2 If **YES**: Were they directing/INTERFERING in the work of the PS ☐ ☐

WHO of them and HOW?
.....

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E. Arrangements inside the PS	Yes	No
E1. The PS ARRANGEMENTS: was it CONVENIENT to conduct polling?	☐	☐
E2. Were the BALLOT BOX(es) SEALED properly?	☐	☐
E3. How many CAMERA(s) were in the PS? ☐ No cameras ☐ One camera ☐ Two cameras		
E3.1. Did the placement of the cameras undermine the SECRECY OF THE VOTE in any way?	☐	☐
E4. All phases of the voting process and ballot box(s): were THEY VISIBLE to the PS members and observers?	☐	☐
E5. Were you PREVENTED in your observation in any way?	☐	☐
E5.1 If YES : In what way?		
D6. Which of the NECESSARY election MATERIALS are present?		
☐ PS seal , first	☐ PS seal , second	☐ Ballot box seal
☐ Polling booth , first	☐ Polling booth , second	☐ Polling booth , third
☐ Ballot papers	☐ Invisible ink	☐ UV lamp
☐ Voters list	☐ Ballot box , first	☐ Ballot box , second
☐ Protocols	☐ PEC Record book	

Notes and Comments:

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F. Situation INSIDE the PS	<i>Did you OBSERVE any of the following?</i>	Yes	No
F1. OVERCROWDING – inside of the PS		☐	☐
F2. Campaign material or CAMPAIGN activity – inside of the PS		☐	☐
F3. TENSION or Unrest		☐	☐
F4. INTIMIDATION or threat of voters		☐	☐

Notes and Comments:

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G. Registered voters and turnout up to this hour	What is:
G1. Number of voters registered on the GENERAL VL	
G2. Number of voters registered on the ADDITIONAL VL	
G3. Number of voters on the VL supplement for MOBILE voting	
G4. Number of voters who have VOTED in the PS up to this hour	

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H. Voting procedures (3 = always; 2 = mostly; 1 = sometimes; 0 = never)

	3	2	1	0
H1. The voters' IDs: did the PS member CHECK them?	☐	☐	☐	☐
H2. The ballots: did the PS member SIGN and STAMP them?	☐	☐	☐	☐
H3. The voters: did THEY SIGN the voter list?	☐	☐	☐	☐
H4. The voters: did they MARK THEIR ballots in SECRECY?	☐	☐	☐	☐
H5. The voters: were they CHECKED for invisible ink before being ALLOWED into the PS?	☐	☐	☐	☐
H6. The voters' fingers: were they MARKED WITH invisible ink UPON receiving the ballot(s)?	☐	☐	☐	☐

Did you observe any of the following problems or irregularities **Yes No**

H7. The voters: were they REFUSED TO VOTE?	☐	☐
H7.1. If YES for WHAT reason: ☐ No proper ID ☐ Not on VL ☐ Already voted ☐ Other		
H8. The voters: were the ones WITHOUT proper ID allowed to vote?	☐	☐
H9. Voters voting TOGETHER in the booth (<i>group voting</i>) ?	☐	☐
H10. Anyone voting or attempting to vote, more than once (<i>MULTIPLE voting</i>) ?	☐	☐
H11. Cases of anyone voting ON BEHALF OF someone else, absent or present (<i>proxy voting?</i>)	☐	☐
H13. Same person "assisting" NUMEROUS voters?	☐	☐
H12. Anyone voting with a pre-marked ballot paper (<i>CAROUSED voting</i>)?	☐	☐
H14. Voters who already had TRACES OF INK still ALLOWED to vote?	☐	☐
H15. Series of SEEMINGLY identical SIGNATURES on the voter list?	☐	☐
H16. Ballot box: indications of STUFFING?	☐	☐
H17. Are there ballots IN STACKS inside box?	☐	☐
H18. PS member: anyone being dismissed?	☐	☐
H19. Party/bloc proxy: anyone being dismissed?	☐	☐
H20. Were some voters DENIED to vote for INAPPROPRIATE reasons at this PS?	☐	☐

Notes and Comments: Were there any other procedural problems?

.....
.....

K. Transparency **Yes No**

K1. Did all observers present have a CLEAR VIEW of the voting procedures?	☐	☐
K2. Did the PS members COOPERATE WITH YOU during your observation?	☐	☐
K3. Did any observers or party/bloc proxies INFORM YOU of problems at this PS?	☐	☐
K4. Was any COMPLAINT FILED at this PS?	☐	☐

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K6. Who is the SOURCE OF INFORMATION about the voting of this PS?

- ☐ Our direct observation ☐ From Chairperson/member of PS
☐ From other observer(s) ☐ From candidate agents (proxies)

L. HOW MANY people voted DURING your observation at this time at this PS?

☐ 0 ☐ 1-5 ☐ 6-10 ☐ 11-50 ☐ More than 50

M. Evaluation

M1. The overall conduct of the voting of this PS was:

☐ Very good ☐ Good ☐ Average ☐ Bad ☐ Very bad

Please indicate an opinion as to each row:	Very good Very bad				
M2.1. General environment / CIRCUMSTANCES	5	4	3	2	1
M2.2. All Procedures FOLLOWED	5	4	3	2	1
M2.3. Voters' UNDERSTANDING of voting procedures	5	4	3	2	1
M2.4. PS members' UNDERSTANDING of voting procedures	5	4	3	2	1
M2.5. Performance and BEHAVIOR of PS members	5	4	3	2	1
M2.6. TRANSPARENCY of the voting process	5	4	3	2	1

Overall NOTES and COMMENTS of section VOTING procedures and process at this time:

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STO pair Number **District Number** **Polling station Number**

A1. TIME spent in PS (24 hr clock): from : to :

B. Closing of the PS	Yes	No
B1. The voters: were they WAITING to vote INSIDE the PS at 20:00 h.?	☐	☐
B1.1. If YES, Were they ALLOWED to vote?	☐	☐
B2. At what time did the PS close?		
☐ Before 19:00	☐ 19:00-19:30	☐ 19:31-20:00
☐ After 20:00		
B3. Who appointed the members to do with the counting procedures?		
☐ PS Chairperson only	☐ By a vote of PEC	☐ By drawing lots
☐ Other way		

C. Authorized People at the closing of the PS	
C1. PS members: how many of them have been APPOINTED	
C2. PS members: how many of the appointed are WOMEN	
C3. PS members: how many of them were present at the time of CLOSING	
C4. WHICH of the candidate AGENTS (proxies) were present at the closing of this PS?	
☐ Ilham Aliyev	☐
☐	☐ Other candidate
C4.1. HOW MANY candidate agents (proxies) were present at this PS?	
C5. From which organization DOMESTIC non-partisan OBSERVERS were present at the closing of this PS?	
☐	☐
☐	

UNauthorized People at the closing of the PS	Yes	No
C6. Were any UNauthorized persons present at the opening of this PS?	☐	☐
If YES:		
☐ Police, uninvited	☐ Military	
☐ Local officials	☐ State officials	
☐ Candidate(s)	☐ Party activist(s)	☐ Other
C6.2 If YES to C6: Were they directing/INTERFERING in the work of the PS		
WHO of them is interfering and HOW?		
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D. STEPS BEFORE OPENING the ballot boxes	Yes	No
D1. The number of voters in the VOTER LIST is: was it announced and ENTERED into the protocols (pt. 2)?	☐	☐
D2. The number of voters who PARTICIPATED in voting: was it COUNTED and entered in protocols (pt. 4)?	☐	☐
D3. The number of UNUSED ballots: was it COUNTED and entered in protocols (pt. 6)?	☐	☐
D4. The number of SPOILED ballot papers: was it COUNTED and entered in protocols (pt. 7)?	☐	☐
D5. All of the above documents: were they PACKED IN SEPARATE envelopes and sealed?	☐	☐

Notes and Comments:

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E. Opening of the BALLOT BOXES	Yes	No
E1. The SEALS of the ballot boxes: were they INTACT (undamaged)?	☐	☐
E2. The ballot box SEALS: were their SERIAL NUMBERS the SAME AS THOSE entered in the Rec. Book?	☐	☐
E3. The MOBILE ballot box: was it opened FIRST?	☐	☐
E4. Control SHEETS: were they FOUND IN EVERY ballot box?	☐	☐
E5. Control SHEETS: were those found in the ballot boxes identical with the one kept by the PS?	☐	☐

Notes and Comments:

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F. COUNTING OF VOTES by candidate/s, counting of invalid votes	Yes	No
F1. Indication of ballot box STUFFING?	☐	☐
F2. Was the VOTE choice on every ballot paper ANNOUNCED ALOUD?	☐	☐
F3. Did the counting officer SHOW EACH BALLOT to everybody present?	☐	☐
F4. Were at least TWO AGENTS (proxies)/OBSERVERS ALLOWED to closely observe the counting?	☐	☐
F5. Validity of contested ballots: was it determined THROUGH A VOTE of the PS?	☐	☐
F6. Validity of contested ballots: was it backed WITH ARGUMENTS?	☐	☐
F8. Were all PS members FREE TO EXAMINE the ballot papers?	☐	☐
F9. Did the PS announce the NUMBER OF INVALID ballots and ENTER IT IN (pt. 8?) of the PS protocol? ...	☐	☐
F10. Did PS crosscheck the data after counting (valid votes + invalid ballots = signatures in VLs)?	☐	☐
F11. Did the PS pack and seal the ballots FOR EACH CANDIDATE separately?	☐	☐

Notes and Comments:

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G. COMPLETION of the PS protocol	Yes	No
G1. Did the PS have DIFFICULTIES FILLING in the protocols.....	☐	☐
G2. Did the PS revise any numbers ENTERED in the protocols EARLIER.....	☐	☐
G2.1 If YES : Were any CORRECTION PROTOCOLS filled in.....	☐	☐
G3. Have OFFICIAL COMPLAINTS related to counting process been FILED	☐	☐
G4. Was any DIFFERENT opinion of PS member on the count entered into the protocols.....	☐	☐
G5. Was any PS member REFUSED THE RIGHT to enter a different (dissenting) opinion.....	☐	☐
G6. Did any present PS member REFUSE TO SIGN the protocols.....	☐	☐
G7. Were copies of the PROTOCOLS SHOWN at the polling station for the public	☐	☐
G8. Did all entitled PERSONS RECEIVE copies of the protocols (if they asked for)	☐	☐
G9. Did YOU – as an observer – RECEIVE A COPY of the official protocol.....	☐	☐

H. Did you observe any of the following problems or irregularities	Yes	No
H1. Have any observers, agents (proxies) or PS members been EXPELLED from the PS.....	☐	☐
H2. Are observers or PS members PREVENTED FROM EXAMINING the ballots (if they asked for)	☐	☐
H3. Is the official PROTOCOL forms PRE-SIGNED by PS members.....	☐	☐
H4. Are there any EVIDENCE OF FALSIFICATION of results or protocols.....	☐	☐
H5. Are there any significant PROCEDURAL ERRORS (omissions).....	☐	☐
H6. Is there any TENSION or unrest in or around the PS.....	☐	☐

I. TRANSPARENCY in the process of counting and completion of the results protocols	Yes	No
I1. Did all observers present have a CLEAR VIEW of the counting procedures.....	☐	☐
I2. Any RESTRICTION in your observation of the counting procedures.....	☐	☐
I3. Did any observers or AGENTS (proxies) INFORM you about problems at this PS.....	☐	☐
I4. Who is the SOURCE OF INFORMATION about the CLOSING of this PS?		
☐ Our direct observation	☐ From Chairperson/member of PS	
☐ From other observer(s)	☐ From candidate agents (proxies)	

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J. Overall Evaluation of counting at this PS?

☐ Very good ☐ Good ☐ Average ☐ Bad ☐ Very bad

Please indicate an opinion on each row:	Very good.....Very bad				
J2.1. PROCEDURES were correct	5	4	3	2	1
J2.2. PS's understanding of COUNTING procedures.....	5	4	3	2	1
J2.4. Good or Bad performance of PS members	5	4	3	2	1
J2.5. TRANSPARENCY of the counting process.....	5	4	3	2	1

K. Transfer of PS protocols and handover at DEC's	Yes	No
K1. Did the PS TRANSMIT the protocols to the CEC by FAX (or other means)?	☐	☐
K2. Did any PS members ACCOMPANY the PS chair and the election material to the DEC?	☐	☐
K3. Was the election material DIRECTLY TRANSFERRED to the DEC?	☐	☐
K4. Did police ESCORT the election material to the DEC?	☐	☐

Overall NOTES and COMMENTS of section counting procedures:

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