



METHODOLOGICAL APPENDIX
Second Inter-American Meeting of Experts and
Representatives of Electoral Organizations

***“Towards the construction of a referential framework of
procedures to manage and control electoral processes”***

Caracas, June 11th and 12th, 2009

The plan is to have five (05) working groups; each one having as axis of discussion any of the key processes of the electoral system (Registration, Nomination, Production of Electoral Material, Training, Communication, Logistics, Voting, Canvassing and Tally-up, and Transmission of Electoral Results).

For the discussions in working groups, PARTICIPANTS ARE NOT EXPECTED TO MAKE PRESENTATIONS OR GIVE CONFERENCES, but to deliver a brief text expressing the criteria and procedures applied by the electoral organization they represent to manage and control their own electoral systems.

Each of the groups will be comprised by 15 to 20 people at the most, representatives of the electoral organizations of countries in the region, having also a Group Coordinator-Moderator (CNE Director), and a Rapporteur.

At the beginning of the working session in each of the groups, and before introducing the participants, the questions and/or concerns on the subject matters, Directors in charge of the coordination should set the times and conditions to have the right of addressing the floor.

The main role of the Rapporteur will be to take notes of all subjects discussed in each one of the groups, making an emphasis on the criteria and procedures used in each electoral body.

*Each Coordinator will previously draft some **debate driving questions** on the procedures behind the fundamental processes addressed, and such questions will be presented to the group for discussion. These questions or concerns are aimed to know which are the critical and fundamental criteria and/or procedures comprising and rendering the processes possible in each country. It is expected that participants, after the presentation of such questions and/or concerns, would start debating based on the concrete experiences in each country.*



At the end of the working session, the directors working as Group Coordinators will help the Rapporteur to prepare the minutes of the Group discussion to be taken to the third and last session of the Meeting.