

**Executive Instructions on Accrediting Local Observers of Electoral
Process Of 2023**
**Issued Under Provisions of Article No. (12) Paragraph (K) of the
Independent Election Commission Law No. (11) Of 2012 and Article No.
(72) Paragraph (B) of Parliamentary Election Law**
No. (4) Of 2022

Article No. (1) Present Instructions are to be titled “Executive Instructions on Accrediting Local Observers of Electoral Process Of 2023” which Instructions to come into effect as from publication date thereof in the Official Gazette.

Article No. (2) A- Unless otherwise indicated, the following Words and Phrases shall, whenever they are mentioned hereinafter, have the meanings assigned thereto in the following:

Observing the electoral process	Objective and neutral observation, monitoring and evaluation of events and course of the electoral process or any of them by civil society organizations under Provisions of Law and Executive Instructions issued in accordance therewith.
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Observing Bodies	The entity established and registered with an official Jordanian authority under applicable Legislations, that is permitted to observe the electoral process under present Instructions.
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Coalition	Group of observing bodies who are willing to work in coordination for the purpose of observing the electoral process.
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Local observer A person nominated by one of the observing bodies or by the coalitions in order to represent them during the observation process, who to be approved by the Board and given an accreditation card.

Accreditation card A card accredited by the Board under the Provisions contained herein, subject to which the observer is entitled to observe the electoral process.

B- Unless otherwise indicated, Definitions contained in applicable Parliamentary Election Law, are to apply whenever they are mentioned hereinafter.

Article No. (3)

Coalitions of observing organizations must:

- A- Be registered with an official authority under Legislations applicable.
- B- Be unrelated to any political party.
- C- Work on spreading values and skills of democratic culture, support the culture and the practice of democratic work rules, transparency, observation and accountability and foster democracy, human rights, good governance, political participation and good citizenship.
- D- Provide names of observers, distributed to half of electoral districts as minimum.
- E- Sign Code of Conduct prepared by the Commission, which Code relates to observing electoral process, have their observers sign it and provide each of them with a copy thereof.

Article No. (4)

- A local observer who is to be accredited must:
- A- Be a Jordanian citizen.
 - B- Have reached eighteen solar years of age on date of submitting accreditation application.
 - C- Be literate.
 - D- Not involve in any phase of the electoral process, not be a volunteer, not be representative of any candidate or list, not be accredited by any media institution and not be a candidate for the elections he observes.
 - E- Be registered in the final electors' table.

Article No. (5)

Mechanism of accreditation of electoral observing parties, is as follows:

- A- Opening for submission of accreditation applications by coalitions and observing bodies who are willing to observe, is for (30) days as from the day next to the day fixed by the Board for polling.
- B- Application is to be electronically submitted through the Website of the Commission or in any other manner determined by the Board, provided a contact officer is to be named therein.
- C- In case that the electronic application and the attachments thereto are complete, an initial notice of receipt is to be served by the Commission on the contact officer of the observing entity which submitted the application, where the Commission is entitled to request an original hard edition of the electronic application's attachments or any other documents, to be submitted within two working days.

- D- Electronic applications submitted are to be reviewed and approved within no more than seven working days. In case that the application is approved, a notice of approval is served by the Commission on the contact officer through email or in any other manner approved by the Board.
- E- The application may, by the Board, be approved or disapproved. In case of disapproval, the contact officer is to notify the coalition or observing body in writing of disapproval grounds of any decision the Board made, excluding the full accreditation.

Article No. (6)

Having accredited the coalition or observing party as an observing party, Mechanism of accreditation of local observers is as follows:

- A- A user name and password are to be created for and given to the coalition or observing body, to complete data of observers thereof.
- B- Local Observers Accreditation Team in the Commission is to verify fulfillment of the data of observers of the observing bodies and coalitions as to observing the electoral process, of requirements set out herein.
- C- Local observers accreditations applications may, in case that they do not fulfill the requirements set out herein, be disapproved the Board, where the contact officer is to be notified either directly in writing of disapproval grounds, through the email or by any other mean approved by the Board.
- D- Contact officer is to be notified of any incomplete data or documents.
- E- Accreditation cards of local observers accredited by the Board for observing the electoral process, are to be issued by the Commission in accordance with the form approved for that purpose.

- F- Accreditation cards are to be delivered to contact officers, who sign an acknowledgment of in-person receipt thereof.
- G- A comprehensive database of all local observers and names of coalitions and observing bodies to which those the observers belong, is to be kept with the Commission.

Article No. (7)

- A- The Board is entitled to cancel the Accreditation of any observing body, coalition or local observer, in case of violation by any of them of Provisions of Legislations applicable, executive instruction on accreditation of local observers of electoral process or their related code of conduct. The contact officer of the coalition or observing body to which the local observer belongs / the observing body or coalition themselves, is/are to be notified by the team responsible in the Commission, of the accreditation cancelation. In that event, that coalition or observing body is to return the accreditation card to the Commission immediately.
- B- In case of violation by any coalition or observing body of the present Instructions, any application for accreditation in relation to next election, is to be disapproved.

Article No. (8)

Coalition or observing body may; in case of violation of present Instructions by one or more of their local observers, or for any other reasons the coalition or observing body have; cancel the accreditation of the observer(s) in question, then serves a written notice of that decision on the Commission and immediately returns the accreditation card(s) to the Commission.

Article No. (9)

The Board may, during various phases of the electoral process, request the discovery of official registration certificate or the members' names of the administrative board of the observing body or any of the observing boards of coalition members.

Article No. (10)

Coalitions and observing bodies accredited to observe the electoral process, are to adhere to the following principles:

- A- Rule of Constitution, Legislations applicable, international conventions and charters and the code of conduct related to the electoral process,
- B- Neutrality and refrainment from expressing, in any manner, nepotism or favoritism towards any political candidate or list and from wearing any fashion or displaying any logo that indicates any political affiliation.
- C- Following Directions of the Commission, including the directions to depart any location as necessary, coordination and cooperation with the Commission for purposes of securing the course of electoral process, conducting the observance process duly and achieving the common aims in assurance of the impartiality and transparency of electoral process.
- D- Training accredited local observers on legislations and procedures related to the electoral process
- E- Regulating activities of local observers, developing working plans thereof, preparing forms to be used in observance, preparing training materials and providing them with information they need to effectively perform their duties,
- F- Introducing Code of Conduct to local observers, explaining the contents thereof thereto and having the observer signed an acknowledgment of adherence to that Code.
- G- Supervising local observer activities, assuring adherence thereof to the Code of Conduct and notifying the Commission of any grounds require the cancelation of the observer's accreditation,
- H- Holding accreditation card and clearly displaying it during their presence in locations they are permitted to be present in, where no person who does not have the accreditation card and the personal identity card is not to permitted access thereto.

- I- Refraining from making any statement or comment regarding results of the elections prior to the announcement of official results by the Commission.
- J- Objectivity and accuracy in preparing reports regarding positive and negative remarks and conclusions and notifying the Commission of any events or violations that are to affect the course of electoral process.
- K- Delivering to the Commission a periodic report for regarding phases of electoral process in relation to not less than half the electoral districts once it is finished, in addition to the final report regarding their observance of the electoral process, within no more than (60) days as from date of announcing results.

Article No. (11)

Local observer accredited by the Commission is to adhere to the following:

- A- Rule of Law and adherence thereto.
- B- Refrainment from wearing, bearing or displaying any electoral material related to any specific candidate or list that shows biasness thereto.
- C- Introducing his/her self to any related party or person and displaying his/her accreditation card.
- D- Not to bear any weapon while observing the electoral process and not to engage any violence.
- E- Showing respect to electoral committees, refraining from intervening in the course of electoral process, in decisions made by polling and counting committee or in any of the committees formed in relation to any phase of the electoral process.
- F- Fulfilling the requirements of public health and security in accordance with instructions of competent authorities.

- G- Refrainment from giving any directions or indications regarding the electoral process to directors and members of electoral committees, but it is ok to ask them questions.

Article No. (12)

Subject to integrity of the electoral process and the capacity of polling and counting rooms, the Commission shall:

- A- create the favorable circumstances and adopt the procedures necessary to facilitate accreditation of local observers of the electoral process by:
 - 1. Making forms related to accreditation of local observers available to all coalitions and observing bodies by publishing them on the website of the Commission and by making them available in hard editions if necessary.
 - 2. Studying accreditation applications and adopting procedures necessary, within a time table that permits the coalitions and observing bodies to observe various phases of the electoral process.
 - 3. Educating directors of electoral committees and all persons involved in the electoral process about dealing mechanism with local observers.
 - 4. Dedicating a number of seats inside polling and counting room for them, to be able to observe the electoral process.
- B- Coordinating with coalitions and observing parties that observe the electoral process and continuously communicating with them.
- C- Making available a hot line to receive remarks and inquiries of accredited coalition and observing bodies regarding the course of electoral process.
- D- Adhering to principles of transparency and the right of observing parties that observe the electoral process to access information, including publication of legislations related to the course of Commissions duties on the website thereof.

- E- Respecting international standards of impartiality of electoral process and guaranteeing the rights of all parties thereof.
- F- Facilitating the mission of local observers and participating in building trust of citizens to the electoral process.
- G- Addressing remarks submitted by contact officers of the coalitions or observing bodies that are accredited by the Commission.

Article No. (13)

Once final results are announced and published in Official Gazette by the Board, accreditations of coalitions and observing bodies permitted to observe the course of electoral process, are to be cancelled.

Article No. (14)

Impersonation of a local observer or using the observer's card that was used in any previous elections, is prohibited and under legal accountability.

Article No. (15)

The Board is to approve forms required to carry out the present Instructions.

Article No. (16)

Executive Instructions on accreditation of local observers of electoral process No. (3) Of 2016, are canceled.

Board of Commissioners of the Independent Election Commission