

CALENDAR PLAN

FOR MAIN ACTIVITIES AND MEASURES ON PREPARATION AND CONDUCT OF PRESIDENTIAL ELECTIONS TO BE CONDUCTED ON OCTOBER 15, 2008

#	Main activities and measures	Implementer	Timeframe	
			Established by the Election Code of the Republic of Azerbaijan	Recommended period
1	2	3	4	5
1(3)	Nomination of candidates to the post of President of the Republic of Azerbaijan	Voter with active suffrage, initiative groups of voters, political parties, blocs of political parties	After the decision on announcement of Election Day is published Articles : 3, 53, 54, 180	
2(4)	Making grounded decision on approval/refusal of nomination	Central Election Commission	Within 5 days after submission of documents to the commission Articles : 53.6, 54.9	
3(5)	Submission of signature sheets to the candidate to the post of the President of the Republic of Azerbaijan or his/her authorized representative, as well as to authorized representatives of a political party and bloc of political parties	Central Election Commission	Upon the decision on approval of nomination is made Articles : 53.6, 54.9	
4(6)	Collection of signatures in support of candidates to the post of the President of the Republic of Azerbaijan	Presidential candidate, political party, bloc of political parties	Upon the decision, of the Central Election Commission, on approval of candidacy to presidency Articles : 56 , 57, 181	
5(10)	Registration of persons permitted to observe, submission of badges in a format designed by the Central Election Commission	Central Election Commission, Constituency Election Commissions Central Election Commission, Constituency Election Commissions	Decision on each application for observation is made by the CEC within 3 days after submission of such application, and within 2 days by the Con.EC. After decision on satisfying the application on observation is made. Articles : 40.6, 40.7, 44	
6(11)	Training courses on election rights for election officials	Central Election Commission, Constituency Election Commissions	Paragraph 30 of December 28 2006 Decree of the President of the Republic of Azerbaijan on "Approval of the National Action Plan on Protection of Human Rights	Regularly
7(12)	Organization of trainings for members of constituency and precinct election commissions; Providing other capacity building programs	Training groups of the CEC together with Azerbaijani Representation of IFES (International	Article: 25.2.7	Regularly

		Foundation for Electoral Systems)		
8(13)	Trainings for Constituency Election Commission's computer operators working with State Computerized Information System	"Elections" Information Center of the Central Election Commission	Article: 25.2.10	Regularly
9(15)	Opening special election account for formation of candidate's election fund	Presidential candidate	At least 5 days prior to the day of submission of documents for registration of candidates to the Central Election Commission; at least 24 hours prior to the collection of necessary number of support signatures Articles : 91.1, 91.2, 190.1	
10(17)	First financial report	Candidate or his/her authorized representative, authorized representative on financial issues of political parties, blocs of political parties	Along with documents necessary for registration the report shall contain information for the period 2 days prior to the date indicated in report. Article 94.3.1	
11(18)	Checking accuracy of signature sheets and information submitted in other documents; making decision on registration or refusing registration of a candidate	Central Election Commission	Within 10 days after receipt of documents Articles : 60, 182.1	
12(19)	Registration of agents appointed by candidates to presidency, political party or bloc of political parties providing them with badges	Central Election Commission	Within 3 days after receipt of written application of the candidate on appointment of agents, or submission of a political party or bloc of political parties, as well as letter of consent of a citizen on becoming an agent Articles : 72.1, 72.2, 186	
13(21)	Display of voter list on "Elections" Information Center of the Central Election Commission	"Elections" Information Center of the Central Election Commission	After CEC approves it Article: 46.1	Regularly
14(29)	Publication of information on polling stations created under exceptional cases specified in the Articles 35.4 and 35.5 of the Election Code	in conformity with the rules defined by the Central Election Commission	No later than 2 days after their creation Article: 35.7	
15(30)	Publication of information on creation of polling stations beyond the boundaries of the Republic of Azerbaijan specified in the Articles 35.7 and 109 of the Election Code	Heads of relevant diplomatic representations or consulates of the Republic of Azerbaijan abroad	After the creation of polling station and conduction of voting Article: 35.8	
16(36)	Provision of the explanation of election legislation through TV/radio programs and other broadcasting means, increasing the legal awareness of voters through presentations, interviews and discussions, preparation and exhibition of election-related materials (videos, posters, leaflets, etc.)	Central Election Commission	Articles : 25.2.7, 26.2.10	Regularly

17(46)	Submission of initial information about the voting process and voters' turnout (5 times a day)	Precinct and constituency election commissions, "Elections" Information Center under the auspices of the Central Election Commission	Relevant election commissions shall use the State computerized information system to observe the election process and results, provided the lower election commissions transfer information to higher election commissions, from the beginning of the voting process until the protocols on election returns and voting results are signed Articles : 110.5, 110.6	Voting Day: 10.00 hrs; 12.00 hrs; 15.00 hrs; 17.00 hrs; 19.00 hrs.
18(47)	Uploading the data reflected in the precinct and constituency election commissions' final protocols on voting results to the web site of the "Elections" Information Center functioning under the auspices of the Central Election Commission	"Elections" Information Center under the auspices of the Central Election Commission	M a d d ə l ə r : 110.5, 110.6	Voting Day and the following day
19(48)	Sending of the first copy of precinct election commission's final protocol on voting results, together with the attached documents, to the constituency election commission	Precinct Election Commission	Immediately, but no later than 24 hours after the completion of counting of votes Articles : 106.5, 106.7	
20(49)	Posting on the notice board and demonstration of the third copy of precinct election commission's final protocol	Precinct Election Commission	Within 5 days after completion of the protocol Article: 106.11	
21(51)	Posting on the notice board and demonstration of the third copy of constituency election commission's final protocol and relevant copies of the precinct election commissions' protocols	Constituency Election Commission	Protokol tərtib edildikdən sonra 10 gün müddətində M a d d ə : 107.7	

(July)

1	2	3	4	5
22(1)	Adoption of the Decision of the Central Election Commission of the Republic of Azerbaijan (hereafter referred to as the Central Election Commission) on announcement of the Presidential Election Day.	Central Election Commission	At least 75 days prior to Election Day (taking into account requirements of Article 178.3) Articles: 8.1, 178.1, 178.2	Until July 30, 2008

(August)

1	2	3	4	5
23(2)	Publication of the Decision of the Central Election Commission on announcement of the date of the Presidential Elections in the mass media .	Central Election Commission	At latest within 2 days after the decision on announcement of Election Day is adopted Article : 178.3	Until August 1, 2008
24(16)	Submission of necessary election documents for getting the candidacy registered	Presidential candidate, authorized representatives of political party or bloc of political parties	At most 65 and at least 40 days, until 18.00 prior to the Voting Day Articles : 58.1 , 94.3.1	Starting August 11 until 18.00 of September 5 2008
25(22)	Approval of requirements for design, preparation rules, number of de-	Central Election Commission	At least 55 days prior to	Until August 21, 2008

	registration (voting) cards, design and preparation of issuance register		Voting Day Article: 101.1	
26(23)	Transfer of de-registration (voting) cards from the Central Election Commission to Constituency Election Commission, from Constituency Election Commission to Precinct Election Commission	Central Election Commission, Constituency Election Commission	De-registration cards shall be transferred from the Central Election Commission to the ConEC at least 50 days prior to Voting Day; from ConEC to PEC – 25 days prior to Voting Day Articles: 101.1, 101.2	Until August 26, 2008 Until September 20, 2008
27(26)	Establishment of election precincts immediately before the elections: a) in military units located outside of residential settlements	Relevant executive authority bodies (Ministry of Internal Affairs and Ministry of Justice of the Republic of Azerbaijan, together with the chairpersons of municipalities), Constituency Election Commissions in the area where voters live	At least 50 days prior to Voting Day Articles : 35.2, 35.4, 35.5	Until August 26, 2008
	b) həmin yerlərdə müstəsna hallarda	Heads of relevant bodies in conformity with the decision of relevant Constituency Election Commission	At least 5 days prior to Voting Day Article: 35.5	Until October 10, 2008
28(27)	a) Creation of polling stations on oil and gas production platforms located in the Azerbaijani sector of the Caspian Sea, ships at sea on Election Day (provided the number of voters is no less than 50), and in facilities where voters are temporarily present (hospitals, sanatoriums and rest homes) in conformity with the rules defined by the Central Election Commission	Relevant Constituency Election Commissions in coordination with relevant executive power offices and municipalities	At least 50 days prior to Voting Day Articles: 35. 2, 35.4	Until August 26, 2008
	b) Creation of polling stations in above places under exceptional cases specified by the Central Election Commission		At least 5 days prior to Voting Day Article: 35.4	Until October 10, 2008
29(28)	Publication of the list of polling stations with clearly indicated numbers and boundaries (if the polling station covers part of a settlement), list of settlements (if the polling station covers several settlements), as well as, information on precinct election commissions, their contact numbers, and locations (addresses) of voting rooms	Constituency Election Commissions	At least 45 days prior to Voting Day Article: 35.7	Until August 31, 2008
30(31)	Approval of requirements on text and layout, quantity and requirements for preparation of voting protocols of the election commissions	Central Election Commission	At least 45 days prior to Voting Day Articles : 100.1–100.6	2Until August 31, 2008
31(32)	Issuing of de-registration (voting) card for the voter by relevant constituency and precinct election commissions	Constituency Election Commission Precinct Election Commission	45-25 days prior to Voting Day 24–3 days prior to Voting Day	From August 31 to September 20, 2008 From September 21 to October 12, 2008

			Articles : 101.2 – 101.4	
--	--	--	--------------------------	--

(September)

1	2	3	4	5
32(14)	Approval and updating of relevant voter list based on information about voters who live outside of the Republic of Azerbaijan, or who are on a long term business trip, or those who are registered in the relevant diplomatic representations and consulates of the Republic of Azerbaijan	Central Election Commission based on presentation of the Ministry of Foreign Affairs of the Republic of Azerbaijan	SA at least 25 days prior to Voting Day Articles: 29.2, 46.1	Until September 20, 2008
33(16)	Submission of necessary election documents for getting the candidacy registered	Presidential candidate, authorized representatives of political party or bloc of political parties	At most 65 and at least 40 days, until 18.00 prior to the Voting Day Articles : 58.1 , 94.3.1	Starting August 11 until 18.00 of September 5 2008
34(20)	Display of voter list for voters to become familiar with it and to make it more accurate	Precinct Election Commissions	At least 35 days prior to Voting Day Article: 48.1	Until September 10, 2008
35(23)	Transfer of de-registration (voting) cards from the Central Election Commission to Constituency Election Commission, from Constituency Election Commission to Precinct Election Commission	Central Election Commission, Constituency Election Commission	De-registration cards shall be transferred from the Central Election Commission to the ConEC at least 50 days prior to Voting Day; from ConEC to PEC – 25 days prior to Voting Day Articles: 101.1, 101.2	Until August 26, 2008 Until September 20, 2008
35(24)	Publication of the list of registered candidates	Central Election Commission	At least 25 days prior to Voting Day Article: 182.3	Until September 20, 2008
36(25)	Conduct of election campaign	Registered candidates, political parties, bloc of political parties that have registered candidates Registered candidates, political parties, bloc of political parties that have registered candidates	Starts 28 days prior to Voting Day and ends 24 hours prior to start of Voting Day Article: 75	Starts September 17, 2008, ends October 14, 8.00 am
37(32)	Issuing of de-registration (voting) card for the voter by relevant constituency and precinct election commissions	Constituency Election Commission Precinct Election Commission	45-25 days prior to Voting Day 24-3 days prior to Voting Day Articles : 101.2 – 101.4	From August 31 to September 20, 2008 From September 21 to October 12, 2008
38(33)	Update of voters' list approved for every polling station: a) Update of voter list for polling stations created in remote and almost impassable distant places;	Relevant executive authority bodies (Ministry of Internal Affairs and Ministry of Justice of the Republic of Azerbaijan, together with the chairpersons of municipalities) Precinct election	At least 25 days prior to Voting Day Article: 46.1 At least 25 days prior to Voting Day, in exceptional cases 2 days after the formation of the precinct election commission	Until September 20, 2008 Until September 20, 2008

		commissions on the basis of information regarding the voters provided by commanders of military units, investigative facilities and penitentiary establishments	Article: 46.5	
	b) Update of voter list (military personnel of military unit, family members of military personnel residing within the territory of the military unit, accused persons detained in investigative facilities, inmates in penitentiary establishments and other voters) for polling stations created within the territory of military units, investigative facilities and penitentiary establishments		At least 25 days prior to Voting Day Article: 46.6 If the polling station has not been created in the military unit, commanders of military units, investigative facilities and penitentiary establishments shall collect and update information regarding the voters in conformity with the rules defined by the Central Election Commission and submit it to the relevant precinct election commission 35 days prior to Voting Day, unless defined otherwise by the Election Code. Articles : 46.6, 46.9	Until September 20, 2008 Until October 10, 2008
39(34)	Creation of polling station for voters who reside in foreign countries on Voting Day and are registered with the relevant consulates	Heads of diplomatic representations or consulates where relevant voters reside	At least 30 days prior to Voting Day Article: 35.6	Until September 15, 2008
40(35)	Approval of requirements on text and layout, quantity, and requirements for preparation of voting protocols of the election ballots	Central Election Commission	At least 35 days prior to Voting Day Articles : 99.1–99.4, 199	Until September 10, 2008
41(37)	Selection of relevant locations for the placement of pre-election campaign materials on notice boards within the territory of polling stations	Local executive power offices and municipalities upon proposals from constituency election commissions	At least 30 days prior to Voting Day Article: 87.6	Until September 15, 2008
42(38)	Allocation of relevant places for the conduction of pre-election campaign	Local executive power offices and municipalities upon the proposals of constituency election commissions	At least 28 days prior to Voting Day Articles : 11, 75.2, 86.3, 86.7	Until September 17, 2008
43(39)	Providing the constituency and precinct election commissions with voting protocols, respectively from Central Election Commission and Constituency Election Commissions	Central Election Commission Constituency Election Commission	At least 20 days prior to Voting Day; Article: 100.8 At least 4 days prior to Voting Day; Article: 100.8	Until September 25, 2008 Until October 11, 2008
44(40)	Informing the voters about the place and time of elections through mass media means and notice boards on Voting Day	Precinct Election Commissions	At least 25 days prior to Voting Day; Article: 104.1	Until September 20, 2008

45(41)	Submission of second initial financial report	Candidate or his/her authoritative representative, authoritative representatives of political parties or blocs of political parties on financial matters	No sooner than 20, no later than 10 days prior to Voting Day Article: 94.3.2	From September 25 to October 5, 2008
--------	---	--	---	--------------------------------------

(October)

1	2	3	4	5
46(7)	Submission of applications on observation in entire country to the Central Election Commission	A citizen of the Republic of Azerbaijan with active suffrage on his/her own initiative, or on the initiative of a registered candidate, political party, bloc of political parties, non-governmental organization that functions in the field of elections; International (foreign) observers (having been accredited by the Central Election Commission upon arrival in the Republic of Azerbaijan at the relevant invitation made in accordance with the rules defined by legislation)	Upon announcement of Election Day until 10 days prior to Voting Day. Articles: 1.1.19, 40.5, 40.6, 44	2Until October 5, 2008
47(8)	Submission of applications on observation within a constituency to the constituency election commission of relevant constituency.	A citizen of the Republic of Azerbaijan with active suffrage on his/her own initiative, or on initiative of a registered candidate, political party, bloc of political parties, non-governmental organization that functions in the field of elections	Upon announcement of Election Day until 5 days prior to Voting Articles : 1.1.19, 40.5, 40.7	Until October 10, 2008
48(9)	Appeal to the Central Election Commission for special permission to observe commission meetings until voting day being accredited by the Central Election Commission	A citizen of the Republic of Azerbaijan with active suffrage on his/her own initiative, or on the initiative of a registered candidate, political party, bloc of political parties, non-governmental organization that functions in the field of elections; International (foreign) observers (having been accredited by the Central Election Commission when arrived in the Republic of Azerbaijan at the relevant invitation made in accordance with the rules defined by legislation)	Upon announcement of Election Day until 10 days prior to Voting Day Articles : 1.1.19, 40.4, 40.5, 40.13, 44	Until October 5, 2008
49(25)	Conduct of election campaign	Registered candidates, political parties, bloc of political parties that have registered candidates	Starts 28 days prior to Voting Day and ends 24 hours prior to start of Voting Day	Starts September 17, 2008, ends October 14, 8.00 am

			Article: 75	
50(26)	Establishment of election precincts immediately before the elections: a) in military units located outside of residential settlements	Relevant executive authority bodies (Ministry of Internal Affairs and Ministry of Justice of the Republic of Azerbaijan, together with the chairpersons of municipalities), Constituency Election Commissions in the area where voters live	At least 50 days prior to Voting Day Articles : 35.2, 35.4, 35.5	Until August 26, 2008
	b) in those places in exceptional cases	Heads of relevant bodies in conformity with the decision of relevant Constituency Election Commission	At least 5 days prior to Voting Day Article: 35.5	Until October 10, 2008
51(27)	a) Creation of polling stations on oil and gas production platforms located in the Azerbaijani sector of the Caspian Sea, ships at sea on Election Day (provided the number of voters is no less than 50), and in facilities where voters are temporarily present (hospitals, sanatoriums and rest homes) in conformity with the rules defined by the Central Election Commission	Relevant Constituency Election Commissions in coordination with relevant executive power offices and municipalities	At least 50 days prior to Voting Day Articles: 35. 2, 35.4	Until August 26, 2008
	b) Creation of polling stations in above places under exceptional cases specified by the Central Election Commission		At least 5 days prior to Voting Day Article: 35.4	Until October 10, 2008
52(32)	Issuing of de-registration (voting) card for the voter by relevant constituency and precinct election commissions	Constituency Election Commission Precinct Election Commission	45-25 days prior to Voting Day 24-3 days prior to Voting Day Articles : 101.2 – 101.4	From August 31 to September 20, 2008 From September 21 to October 12, 2008
53(33)	Update of voters' list approved for every polling station: b) Update of voter list for polling stations created in remote and almost impassable distant places;	Relevant executive authority bodies (Ministry of Internal Affairs and Ministry of Justice of the Republic of Azerbaijan, together with the chairpersons of municipalities) Precinct election commissions on the basis of information regarding the voters provided by commanders of military units, investigative facilities and penitentiary establishments	At least 25 days prior to Voting Day Article: 46.1 At least 25 days prior to Voting Day, in exceptional cases 2 days after the formation of the precinct election commission Article: 46.5	Until September 20, 2008 Until September 20, 2008
54(39)	Providing the constituency and precinct election commissions with voting protocols, respectively from Central Election Commission and Constituency Election Commissions	Central Election Commission Constituency Election Commission	At least 20 days prior to Voting Day; Article: 100.8 At least 4 days prior to Voting Day; Article: 100.8	Until September 25, 2008 Until October 11, 2008
55(41)	Submission of second initial financial report	Candidate or his/her authoritative representative, authoritative	No sooner than 20, no later than 10 days prior to Voting	From September 25 to October 5, 2008

		representatives of political parties or blocs of political parties on financial matters	Day Article: 94.3.2	
56(42)	Preparation of election ballots	Central Election Commission	At least 10 days prior to Voting Day; Article: 99.4	Until October 5, 2008
57(43)	Distribution of notifications with the date, time, and place (address) of elections to the voters	Central Election Commission	Until 5 days prior to Voting Day	Until October 10, 2008
58(44)	Provision of the constituency and precinct election commissions with election ballots, respectively from Central Election Commission and Constituency Election Commissions	Central Election Commission Constituency Election Commission	At least 5 days prior to Voting Day; Article: 99.6 At least 3 days prior to Voting Day; Article: 99.6	Until October 10, 2008 Until October 12, 2008
59(45)	Conduction of voting: a) Announcement of the opening of polling station; b) Announcement of the initiation of voting; c) Announcement of the closure of the polling station	Precinct Election Commission a,b,c), chairperson of the precinct election commission	a) voting day – 7.50 hrs; b) voting day – 8.00 hrs; c) voting day after the expiration of voting time – 19.00 hrs. Articles : 104 – 105, 200	October 15, 2008
60(50)	Determination of the election results in the election constituencies, completion of the constituency election commission's protocol and submission of the first copy of protocol, together with the attached documents, to the Central Election Commission	Constituency Election Commission Constituency Election Commission	No later than 2 days after Voting Day Articles : 107.1–107.4, 203 No later than 2 days after Voting Day Articles : 107.1–107.4, 203	Until October 17, 2008 Until October 17, 2008
61(53)	Submission of the precinct election commission's financial report on the transfer and spending of the funds allocated from the state budget to the constituency election commission Submission of the precinct election commission's financial report on the transfer and spending of the funds allocated from the state budget to the constituency election commission	Precinct Election Commissions Precinct Election Commissions	Within 5 days after Voting Day Article: 96.6	Until October 20, 2008 Until October 20, 2008
62(54)	Submission of the constituency election commission's financial report on the transfer and spending of the funds allocated from the state budget to the Central Election Commission	Constituency Election Commissions Constituency Election Commissions	Within 10 days after Voting Day Article: 96.7	Until October 20, 2008
63(55)	Finalization of the Presidential Elections and submission of the results to the Constitutional Court of the Republic of Azerbaijan for approval	Central Election Commission	No later than 10 days after Voting Day Article: 203	Until October 24, 2008

(November)

1	2	3	4	5
64(57)	Return of the unspent part of the election fund by a registered presidential candidate who participated in elections and received at least 3 percent of the votes considered valid or who is considered to be elected, as well as a registered presidential candidate who withdrew candidacy due to	Registered presidential candidate	30 days after Voting Day Article: 194	Until November 14, 2008

	compelling reasons specified in article 73.3 of the Election Code			
65(59)	Publication of complete constituency election commission protocols (They may also be posted on the CEC web site)	Central Election Commission	45 days after Voting Day Articles : 109.2, 208	Until November 29, 2008

(April)

1	2	3	4	5
66(61)	Complete publication of all the information from protocols of constituency and precinct election commissions by the official press of the Central Election Commission	Central Election Commission	Within 6 months after Voting Day Article: 109.5	Until April 15, 2009