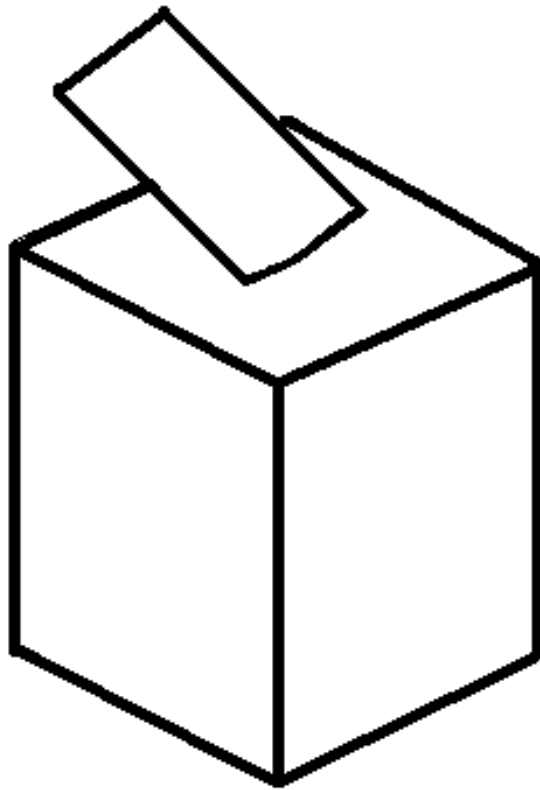


Observing the Presidential Elections

A Guide for International Observers of
the 2004 Indonesian Presidential Election



The Asia Foundation

Overall Assessment of the Polling and Counting Processes

Instructions for this Section: Put an “X” next to the statement that best describes your assessment of the election environment and polling process for the area you observed. If your response is “poor” or “very poor”, please provide further explanation in the comment section.

Very Good – no incidents or irregularities were observed.

Good – a few incidents or irregularities were observed that had no significant effect on the integrity of the process.

Average – many incidents or irregularities were observed that had no significant effect on the integrity of the process.

Poor - incidents or irregularities were observed that could have significantly affected the integrity of the process.

Very Poor - incidents or irregularities occurred which so affected the integrity of the process as to render the results from one or more TPS invalid.

Comments

Instruction for this Section: In the box below, give details of any violations, unusual occurrences, or irregularities that occurred at your polling center. If more space is required attach additional sheets of paper to the report form.

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the 2004 Indonesian Presidential Election

by

Tim Meisburger



The Asia Foundation



Australian Government

AusAID

June 2004

Written and printed for the UNDP International Observation Resource Center with support provided by the Australian Agency for International Development and The Asia Foundation. The opinions expressed herein are those of the author and do not necessarily reflect the views of UNDP or Australian Agency for International Development.

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1 INTRODUCTION

Thank you for coming to work as an international election observer. International observers help deter election malpractice, and act as witnesses to the process for their organization or government. Your participation in this effort is an important contribution to ensuring democracy in Indonesia.

This manual, and the associated forms, are intended to provide you with all of the information you will need to effectively observe and report on the voting and counting processes on election day. The manual also includes some suggestions for campaign monitoring that may be helpful for those assessing the overall electoral environment.

To be an effective observer, it is important that you understand how isolated events can affect the entire process, so please read the entire manual carefully prior to the commencement of polling on election day.

A Note on Security During the Election: Observation is exciting, but should never be dangerous. Maintaining your personal security should be your number one priority throughout your observation experience. If at any time, for any reason, you feel it is not safe to observe in a particular area, then do not go there. The only information required from such areas is that you felt it unsafe to observe. This information is important because it is a clear indication that the environment was not conducive to the conduct of free and fair elections. If there is a violent incident or threat of violence while you are observing the campaign, or at a polling station, remain calm, and leave the area as soon as possible. **DO NOT RETURN!** Emergency contact numbers and additional information on the security situation in different parts of Indonesia will be provided by your coordinator, or through the IORC.

2 RIGHTS AND RESPONSIBILITIES OF OBSERVERS AND SUPERVISORS

The rights and responsibilities of non-partisan election observers, both foreign and domestic, have been defined in detail in the election regulations and code of conduct reproduced below. These are important guidelines, and every election observer should read them carefully and follow them during all of their observation activities.

2.1 Accreditation

To be entitled to enter a polling station or counting center as an international observer, you must have an official accreditation card issued by the KPU. For further details on this process you can contact the International Observers Resource Center at iorc.id@undp.org.

2.2 Observer's Rights, Responsibilities and Prohibitions

Observers have the right to:

- access throughout Indonesia in accordance with law
- legal protection and security from the Indonesian government
- observe and gather information about every stage of the election process
- observe all aspects of the polling and counting process
- access to information from the KPU

- use equipment to document their observation activities
- report election violations to the Panwaslu

Observers have the responsibility to:

- follow the Observer's Code of Conduct
- obey requests (from KPU) to leave or to not enter polling or counting centers for reasons of security¹
- assist voters who wish to file a complaint with the Panwaslu, or other relevant body.
- respect the role, position, and authority of the KPU, and show respect and politeness towards KPU and the voters
- monitor in a neutral and objective manner
- ensure that information is gathered, organized, and reported in an accurate, systematic, verifiable way

Election observers are forbidden to:

- Engage in provocation that directly affects or interferes with the rights and responsibilities of the implementors of the election or the rights and responsibilities of the voters
- Engage in monitoring that disrupts the process of the election
- Display attitudes or behaviors that take sides with participants in the election
- Wear uniforms, colors, or other paraphernalia that give the impression of supporting or rejecting participants in the election
- Accept any gifts or facilities from participants in the election
- Interfere in any way with the activities of parties having authority in the election or participants in the election, or interfere in any political problems that relate to the jurisdiction or internal issues of the Indonesian state
- Touch election equipment/tools, including the ballots, without the agreement of the people conducting the election
- Carry weapons or explosive materials/tools while engaging in monitoring duties
- Communicate with voters on election day with the goal of affecting their vote, in other ways disrupting the secrecy of the election, or disrupting the voting process in any way, including entering the voting booth illegitimately
- Make partisan statements or announcements regarding the result of the election
- Engaging in other activities unrelated to election monitoring

Election observers who violate these prohibitions give up their rights as election observers, but the KPU is required to listen to election monitors' explanations before making a decision regarding the stripping of their rights as monitors.

(from KPU Decision No 104/2003 clauses 6, 7, 8 and 9)

2.3 Election Observer's Code of Conduct

- *Non-partisan and neutral* - Monitors must maintain an independent, impartial attitude. Information must be gathered, organized, and reported in an accurate, systematic, and verifiable way.

¹ Note: If you are asked to leave a polling station or counting center for security reasons, that is a clear indication that the environment there is not conducive to free and fair elections. The results from the station or area should not be counted and a re-vote should be organized by the KPU after security is re-established.

- *Non-violent* - Monitors may not carry weapons, explosive materials, or sharp weapons during the monitoring implementation period
- *Respecting legal regulations* - Monitors must respect all relevant legal regulations and respect the sovereignty of the Republic of Indonesia
- *Voluntariness* - Monitors must carry out their tasks in a voluntary manner and be full of the feeling of responsibility
- *Integrity* - Monitors may not engage in provocation that can affect the election implementors' or voters' ability to act on their rights and responsibilities
- *Honesty* - Monitors must report the results of their monitoring in a way that is honest and in accord with existing facts
- *Objective* - Monitors must engage in monitoring that is objective, in accordance with the goals of the monitoring
- *Cooperative* - Monitors must not disrupt the implementation of the general election in the process of their monitoring
- *Transparent* - Monitors must be open in implementing their monitoring duties and must be prepared to explain the methods, data, analysis, and conclusions related to their monitoring reports
- *Secrecy* - Monitors must guard the secrecy of institutional documents, as far as is permitted by the monitoring organization, after information has been reported to the KPU
- *Independence* - Monitors must be independent in the implementation of their duty as monitors without expecting services from the implementors of the election or from the regional government
- *Comprehensive and relevant* - Monitors must work to comprehensively draw conclusions about the monitoring of the general election and take into account relevant factors, all of which should be reported to the KPU

2.4 Supervision of the Election by PANWASLU

The administration of the election by the KPU will be supervised by the Election Supervisory Committee (PANWASLU). To support this supervision the KPU must provide access to information by Election Supervisors, in accordance with the applicable legislation. Specific duties of the PANWASLU are:

- To supervise all stages of implementation of the Presidential and Vice-Presidential Election;
- To accept reports pertaining to violations of laws for the Presidential and Vice-Presidential Election;
- To settle disputes arising from the conduct of the Presidential and Vice-Presidential Election;
- To submit findings and unfinished reports to authorized institutions.

2.5 Reporting Electoral Violations

Electoral violations that occur during any stage of the election process should be reported to PANWASLU. Reports on electoral violations can be submitted by:

- Citizens registered as voters;
- Election observers;
- Candidate Pairs and/or campaign teams.

International observers, because they are not eligible voters, *do not have the right to file formal complaints*. They can, however, point out to domestic observers, party agents, PANWAS or KPU officials any inconsistencies and problems they notice.

Official reports on election violations can be made either orally or in writing, and should include:

- The name and address of the reporter;
- The time and place of occurrence;
- The names and addresses of the perpetrators (if known);
- The names and addresses of any witnesses (if known); and
- A detailed description of the electoral violation.

Reports should be submitted to PANWASLU no later than 7 (seven) days after the violation, and the PANWASLU will decide to process or not to process a report no later than seven days after receipt of the report. Reports on disputes that are not criminal in nature shall be settled by PANWASLU, while reports of criminal acts will be forwarded to the police for investigation.
Article 80

2.6 Right to Observe and Complain During Polling

Witnesses of contesting election participants, election supervisors, journalists, observers and members of the public present have the right to watch the polling and vote counting processes. Candidate pairs may nominate two witnesses (one primary and one substitute) for each TPS. If there are any actions during the polling or vote counting that are not in compliance with the regulations, domestic observers or members of the public may, through the witnesses present, make a complaint to the Head of the KPPS. (International observers, because they are not eligible voters, do not have the right to file formal complaints.) If there are no party witnesses present at the TPS, a complaint from an observer or voter can be made directly to the Head of the KPPS. If a complaint is accepted, the KPPS will make the necessary correction on the spot.

3 THE CAMPAIGN

The campaign period will begin on June 2 and end on July 1, 2004, three days before the election.

3.1 Allowable Means Of Campaigning

According to the election law, parties may conduct campaigns through:

- Limited meetings;
- Meetings and dialogues;
- Publication through printed and electronic media;
- Broadcasts on radio and/or television;
- Dissemination of campaign materials to public;
- Installation of visual displays in public places;
- General assemblies;
- Public/open debate between candidates; and
- Other activities permitted by the applicable legislation.

All voters have the right to attend any campaign event.

3.2 Access to Media and Public Facilities

The electronic media and printed media shall provide equal opportunities to each candidate pair to deliver the theme and contents of their election campaign, and to place campaign advertising. Governments on every level must give equal opportunities to every Candidate Pair to use public facilities.

3.3 Posting Campaign Materials

In displaying campaign materials (posters, spanduk, etc.) parties will respect ethics, aesthetics, and cleanliness, in accordance with the applicable law.

Owners must give prior permission for the installation or placement of campaign materials on their property, and anything posted must be removed no later than three days prior to voting day.

3.4 Campaign Prohibitions

In conducting Election Campaigns, it is prohibited for political parties or candidate pairs to :

- Question the nation's ideology of Pancasila and the Preamble to the 1945 Constitution;
- Insult any person, any religion, ethnicity, race, group, another candidate and/or Candidate Pair;
- Provoke or lead any Political Parties, individuals and/or social groups into dispute;
- Disturb public order;
- Use violence, threaten violence or suggest the use of violence against any individual, social group and/or other Candidate Pair;
- Destroy and/or remove another Candidate Pair's election campaign visual display materials;
- Use government, religious and educational facilities. Article 38

3.5 Role of State Officials

It is forbidden for the following public officials to be involved in any way in the election campaign:

- Officials of state owned and regionally owned enterprises;
- Officials in structural and functional positions within the civil service;
- Village chiefs, or other titles such officials may be known by. Article 39
- Promise and/or give money or other materials with the objective of influencing voters. Article 42

In addition, state officials are forbidden from making decisions that benefit or harm any of the Candidate Pairs during the campaign period.

4 MONITORING THE PRE-ELECTION ENVIRONMENT

The relative fairness of an election cannot be determine solely by considering what occurs on election day, as there are a number of other factors which can affect citizens and political parties ability to participate effectively in the democratic process. If possible, you should try to arrive in your province prior to the last day of the campaign period (July 1), so that you will have the opportunity to observe some of the campaigning and evaluate to some extent the pre-election environment.

Making an overall assessment of the pre-election environment is both complex and time-consuming (it is the primary responsibility of the long term observers), and it is impossible to describe that process in much detail in this short manual. Nevertheless, short-term observers can gain an increased understanding of the entire electoral process by considering the following questions related to the pre-election environment:

Election Environment Assessment Checklist	Yes	No
Are political parties free to organize and to recruit new members?		
Are parties free to assemble and conduct activities?		
Do ordinary citizens have freedom of association, speech, and movement?		
Do people have adequate access to information on the platforms and policies of the parties so that they can make an informed choice on election day?		
Do people have sufficient knowledge of the electoral processes (how and where to register, complain and vote) to participate effectively in the election process?		
Are election-related complaints appropriately resolved?		
Are the local election administrative bodies organized to effectively fulfill their duties?		
Has the election administration received the materials and support needed to conduct the elections?		
Are the election committees perceived as neutral administrators of the electoral process?		
Was campaigning done in a fair and peaceful way?		
Were government facilities or resources used to campaign?		
Did any parties or candidates try to buy votes with money or gifts?		
Did any parties or candidates use threats or violence to influence voters' choices or to intimidate them from casting a vote on election day?		

4.1 Deployment Coordination and Training

To help ensure that international observation is as effective as possible at detecting and deterring election malpractice, it is important to avoid overlap and duplication in the deployment of observers. For the upcoming elections, deployment coordination will occur at both the national and provincial level, and will be accomplished primarily through cooperative deployment mapping and information sharing facilitated by the IORC.

Consequently, as soon as you know your area of deployment, it is important to provide this information to your coordinator so that he or she can share that information with other observation missions. If you are flexible in your deployment area, either regionally or nationally, please let your coordinator know, as you can then be assigned to fill holes or gaps in coverage identified in the mapping process.

Prior to the election your organization or the IORC will probably provide a briefing or training session on the polling and counting processes. During that briefing, you should receive your official observer accreditation card and determine your area of deployment, if you have not already done so. You should also receive an IORC briefing package that will contain local contacts, local options for accommodation and transport, and a local map. During the briefing session, the role of international observers will be discussed, with particular attention paid to the rights and duties of observers. The polling and counting processes will be described, and the report forms explained.

One to two days prior to the election the IORC will organize a coordination meeting for short-term observers in each province. During the meeting a resource person will provide additional briefing on the situation in the province, and help the observers plan observation routes that avoid duplication and overlap with other teams.

5 THE POLLING STATION STAFF AND MATERIALS

5.1 The Polling Station

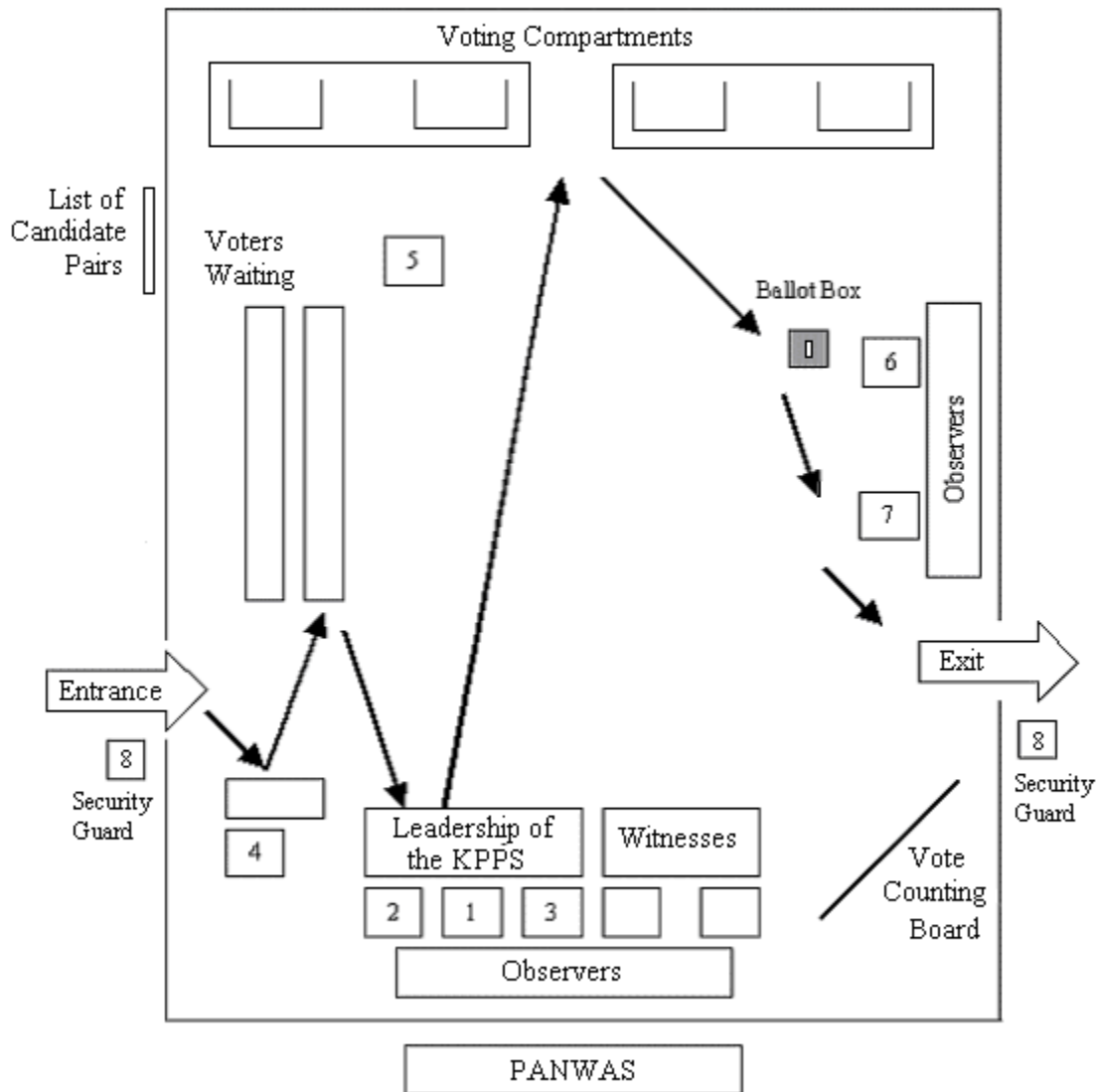
Polling stations (TPS) should generally be at least 8 meters long and 10 meters wide. The TPS may be in school buildings, public meeting venues, other education venues, or government and non-government buildings including yards. The TPS may not be in religious places, including their grounds. Each TPS should serve no more than 300 voters. TPS may be inside or outside. If outside, they should provide shelter from the sun and rain, and the layout of the TPS should prevent anyone from passing behind the voters while they are marking their ballot. Each TPS will have four voting compartments, which should be erected at least one meter apart, and should be set up on at least two different tables to ensure that no voter must pass behind another voter to reach an empty voting compartment.

5.2 The Polling Station Committee

Each Polling Station Committee (KPPS) will have five, six or seven members, depending on the number of voters served by the TPS, plus two Security Officials.

1. Head of KPPS – Manages polling and counting at the TPS; signs ballots, receives notification letters and ID cards from voters, issues ballots to voters.
2. Voting List Officer – Checks the voters name on voting list.
3. Ballot Officer – Prepares ballots for the Head’s signature.
4. Recording Officer – Controls entry to TPS, checks and numbers sequentially the voter’s notification letters, checks for signs of ink on the voter’s fingers, then directs the voter to a seat inside the TPS.
5. Voter Control Officer – Controls voters waiting inside the TPS, and directs voter to empty voting compartments.
6. Ballot Box Controller – ensures that voters have re-folded their ballots correctly and that they place them in the ballot box;
7. Inking Officer – marks the voter’s left little finger with indelible ink and ensures they leave the TPS after voting.
8. Security Officials - are stationed at the entrance and exit of the TPS to ensure safety and security.

Below is a diagram of a typical set-up for a TPS.



If the KPPS has only six members the sixth will also carry out the tasks of the seventh member, and if it has only five members the fifth will also carry out the tasks of the sixth and the seventh members.

5.3 Election Materials

The KPU should provide the following materials for each TPS:

- Ballot papers in quantities equal to the number of voters registered for the TPS, plus 2.5%;
- Two bottles of indelible ink;
- One copy of the final voters list for the TPS;
- 1 ballot box;
- 1 key in a transparent plastic pouch.

- 4 voting compartments;
- Punching tools and pads to perforate the ballot paper (one set for every voting compartment);
- Forms for official reports;
- ID cards for KPPS members and security officials;
- 1 poster showing the candidate pairs.
- Other materials consisting of glue, string, labels, black markers, covering letter, paper envelopes, plastic pouches and ballpoints;
- A copy of the official oath, and a manual describing the procedures for voting and vote counting at the TPS;

The first three materials listed, the correct ballot papers, indelible ink, and the voters list, are essential to the process. If any of these materials are missing, the polling should be postponed until they are available. The other materials are non-critical, and can be replaced by locally made equivalents without seriously damaging the credibility of the process.

6 OBSERVING THE ENVIRONMENT ON ELECTION DAY

6.1 Stationary vs. Mobile

On election day, most domestic observers will be *stationary observers*, meaning that they will stay in one polling station throughout the entire day, observing and reporting on the process from beginning to end. This is an important role, and the only way there can be any certainty about the process *inside* the station. But events can occur *outside* the station (either close to the station or far away) that the stationary observer cannot see, but which can directly affect the fairness of the process. Monitoring the environment outside the polling stations, and in the villages and towns between stations, is the responsibility of *mobile observers*. Most international observers will be mobile observers, and for that reason, this manual and report forms have been developed specifically for mobile observers.

6.2 Election Day Environment Concerns

Activities that occur outside the polling station or between stations can directly block access to the polling stations, or can contribute to an environment of insecurity and fear that convinces some voters that the effort to cast their ballot is simply not worth the risk involved. Denial of access to stations can be accomplished through physical force, for example, by setting up a roadblock between a village and a polling station, or through more general intimidation and threats. Voters can also be prevented from casting their ballots through confiscation of identification documents or inking of fingers to prevent voting.

Other environmental concerns that can affect the fairness of the process outside the polling stations include election day vote-buying and illegal campaigning.

Observer Note: Near the polling station look for groups of men, armed or not, who might be intimidating voters. Talk to people and try to determine if local officials or party representatives are loitering near the station. Look for people recording names or passing money or pre-marked ballots, or other objects to voters. It is also important to be alert when traveling between stations. Stop and talk to people and ask them about the election process, if

there are any problems, and if they feel free to participate. Look for groups of men who might be preventing voters from leaving a particular area, confiscating cards, or campaigning illegally.

7 THE POLLING PROCESS

7.1 Before Polling Begins

The KPPS will arrive with the polling materials at the TPS at least one hour before the commencement of polling. They will ensure the equipment and voting compartments are set up, then will place the ballot box on the KPPS table, and invite any voters who are waiting to sit on the seats provided.

At 07:00 local time the Head will lead an oath taking ceremony for the KPPS members and security officials of the TPS. He will then open the ballot box, take out all the contents, and place them on the table in an orderly manner. Next the Head will show the voters and party witnesses present that the ballot box is really empty, then will close and lock it and place it on a table near the exit.

After showing voters and party witnesses that the envelope containing the ballot papers is still sealed, the Head will open the envelope, count the ballots, and then record the number received on the official form. The Head will then confirm that the voter's list is the correct list for the TPS, and that indelible ink has been provided.

When everything is prepared the Head will announce to the assembled voters, party representatives and observers the quantity of ballot papers received; the number of voters listed in the voters list for the TPS; and the voters who are eligible to vote at the TPS who are not listed on the voters list. Next he will show the voters the ballot paper, explain how it is marked, and describe how the count will be conducted.

Observer Note: You should arrive at your first TPS by 6:00 AM on Election Day, so that you can observe preparations and the opening of the poll. Make sure you bring your accreditation card, and if you have an organization hat or t-shirt you may want to wear that as well. You should also remember to bring this manual and a pen.

Record the number and location of the TPS on your observation form. Check to make sure that all of the required polling materials are present at the TPS. The most important are the voter's list, the ballot papers, and the indelible ink. Make a note of the total number of ballot papers received. Ensure the ballot box is empty before locking, that it is sealed securely, and placed so that the slot in the top of the box is clearly visible. Before polling begins you should check inside the voting compartments to ensure that no campaign literature or posters have been placed inside, and ensure that the compartment has been erected so that no TPS staff, party witnesses, observers, voters, or other people can see a voter mark their ballots.

During the legislative election some TPS had all of their voting screens set up on a single

table, meaning that to reach a screen in the center of a table a voter would have to walk behind other voters marking their ballots. To ensure secrecy there should be no more than two voting screens on any table, so that voters never have to walk behind another voter to reach a voting screen.

7.2 The Polling Process

The Identification Process – When voters arrive at the entrance to the TPS they will show their notification letter to the Recording Officer who will confirm that they are at the correct TPS, number their notification letter by order of appearance, and check their fingers for signs of ink. The voter will then be directed to take a seat inside the TPS.

When the voter's number is called the voter will approach the table and give the notification letter to the Head, who will announce the voter's name. The voter will then give their ID card to the Voter List Officer, who will check the name and number on the ID card against the voters list and make a check mark next to the voter's name.

Observer Note: Position yourself so that you have a clear view of the entire TPS, including the ballot box. Note if voter's fingers are being checked for signs of ink when they enter the TPS (if ink is present it is an indication that the voter has already voted somewhere else). When a voter presents their ID card, the Head should announce their name clearly. Confirm that the Voter List Officer carefully checks the name and number on the voter's ID card against the voter's list, and then makes a check next to the same name on the list to prevent double voting. Also note if people without proper ID or with ink on their fingers are allowed to vote, or if eligible voters who are on the list are turned away.

If a Voter is Not on the List – Some eligible voters may not be on the list because they registered in different place and then moved. They will be able to vote if they registered their move by obtaining a letter from their previous PPS and submitting it to their new PPS at least fourteen days before the polling day. In that case the Head will have a copy of their authorization letter.

Also, a registered voter who cannot vote at their assigned TPS for an unavoidable reason may do so at another TPS by presenting their voters card. Unavoidable reason is defined as the unavoidable public service on polling day (including election observation), being an in-patient at a hospital, in care due to illness, incarceration in a house of correction/prison, natural catastrophe or for other reasons that are beyond the ability of the voter to circumvent. The voters who cast their ballot through this process will have their name, number, and home TPS recorded on KPU Form C-8.

Casting the Ballot – The Head will then fold and sign a ballot and hand it to the voter and direct the voter to an empty voting compartment. The voter will mark the ballot by punching inside one of the boxes on the ballot paper containing the photographs and names of a candidate pair.

Any voter who is blind, physically disabled or suffering from other physical impairments may ask for assistance from a KPPS official or another person.

After punching each ballot paper the voter will refold the ballot paper in the same way as it was received, with the signature of the Head visible and the punch mark hidden, and proceed to the ballot box. The voter will show the Ballot Box Controller that the signature is visible on the ballot, and then insert the ballot into the ballot box.

The Inking Officer will then mark the voter's left little finger with the special indelible ink and then instruct the voter to immediately leave the TPS. (The ink is most effective if applied in the space where the nail and cuticle meet.)

Observer Note: Make sure that the Head is signing the ballots for every voter, because an unsigned ballot will be ruled invalid during the count. Note if any of the TPS staff are trying to influence voters, either verbally or by pointing to a particular candidate pair when instructing the voter how to mark the ballot. Check if voter's little finger is being marked with ink before they leave the station, so they cannot vote again elsewhere. Confirm that the ballot voters are putting in the box has been signed by the chairperson, and that they are only putting one ballot in the box.

Stay at least twenty minutes after the opening of the poll, so that you will have a sense of how the process is going, before moving to another polling station. You can get a relative assessment of the efficiency of the process by counting the number of voters who finish the process in one minute (count for five minutes then divide by five), and then comparing the results with those you obtain from other polling stations, or from your colleagues in other regions.

7.3 Closing the TPS

The TPS will close at 13:00 local time. If any voters are still waiting they will be allowed to vote but no other voters will be allowed to join the queue. Members of the KPPS, observers, party witnesses and security officials of the TPS may also vote at this time. After the last ballot is cast the Head will announce that voting is complete, and that it will be followed by vote counting at the TPS.

Observer Note: Please ensure that you arrive at a polling station *before* 13:00, so you can observe the entire closing process. If your observation route is a loop, you may consider returning to the polling station you opened in the morning to observe the closing and the beginning of the count. Confirm that voters who were in the queue at 13:00 are allowed to vote.

8 THE COUNTING PROCESS

8.1 Preparing to Count

The KPPS may not close the TPS and begin counting before 13:00 local time. First the KPPS will rearrange the TPS for vote counting by affixing the large form for recording votes on one wall, and arranging the seating for observers and party witnesses so they can observe all aspects of the counting process. The other forms and materials will be laid out and the ballot box will be moved to the KPPS table.

Next, the KPPS will determine the total number of voters who voted at the TPS by first counting the checked names on the voters list, and the number of voters from other TPS, then adding these together. These numbers will be announced to the party witnesses and observers, and will be recorded on the appropriate form.

The KPPS will then count the unused ballot papers and the spoiled ballot papers, and announce and record these numbers. The total voters for the TPS, plus the unused and spoiled ballots for each level of election, should equal the number of ballots received at the TPS.

Observer Note: Record the total number of voters for the TPS. Confirm that the sum of voters, spoiled ballots and unused ballots equals the total number of ballots received. If the number is off by one or two, it may just be a counting error, but a difference of much more than that would be a serious irregularity, and the circumstances should be recorded in detail.

8.2 Counting the Ballots

The Head will unlock the ballot box, take out the ballots and count them, without unfolding them. The total, which should equal the number of voters who cast ballots, will be announced and recorded on the appropriate forms.

The Head will then unfold each ballot paper and hold it up so it is visible to observers and party witnesses, then decide if it is a valid ballot. If it is, the Head will announce the name of the candidate marked on the ballot. One member of the KPPS will then record the vote for the candidate on the large counting form on the wall, while another KPPS member sorts the counted ballots into piles according to candidate.

If the ballot is determined to be invalid, it will be placed in a separate pile for invalid ballots. If a party agent disagrees with the determination of the validity of a ballot or on which party or candidate has been selected, this can be discussed, but the Head will make the final decision.

When all the ballots have been counted the results will be announced and recorded on the Vote Count Certificate, and the counted ballots will be sealed in a special envelope. Invalid ballots will be counted and that sum will also be announced and recorded, and the invalid ballots sealed in a special envelope.

8.3 Valid and Invalid Ballots

A ballot is valid if it meets the following conditions:

- It is not a counterfeit ballot paper.
- It has been signed by the Head of the KPPS.
- The punched mark was made with the tool provided.
- It has been marked inside the box or on the line for only one candidate pair only (multiple marks are allowed if they are all in the same box).
- The ballot paper contains no other marks or notes.

Any ballot not meeting these conditions is considered invalid.

Observer Note: Observers and party witnesses should be able to see the ballots as they are counted and displayed, and to see the KPPS member recording the votes on the large counting form. Confirm that the total number of ballots in the ballot box equals the number of ballots received, minus the unused and spoiled ballots. Watch carefully as the validity of ballots is being determined to ensure that the same evaluation criteria are used for each candidate pair. Ensure that the candidate announced by the Head is the same as that which is marked on the ballot, and that the KPPS member marking the large counting form are actually marking their form for the candidate announced. Make sure that the ballots being counted have been signed by the TPS Head.

8.4 Completion of the Counting Process

Immediately upon the completion of the counting of votes the Official Report on the polling and counting processes, and the vote count result certificate for the TPS will be prepared. The forms will be signed by the Head and at least two members of the KPPS, and may be signed by any party witnesses who are present (but they are not required to sign). One copy each of the Official Report and vote count result certificate will be given to one witness for each contesting candidate pair present. They may be photocopies or handwritten copies. Observers should also be allowed to copy these forms, and a copy for the public should be posted outside the TPS.

The Official Report, certified results of the vote counting and the notes on the process of the vote counting will then be sealed in separate envelopes, which will then be locked, with the used ballots, un-used ballots, and other election materials in the ballot box. Then everything will be transported to the PPS by the Head, escorted by the Security Officers, not later than one day after the vote count is completed.

Observer Note: Ensure that the forms are filled in accurately, and that observers and party witnesses are allowed to record the results. Record the results of the count on your observation form. Please complete the overall evaluation section of your observation form and deliver it to your coordinator as soon as possible. The election day observation is now complete.

*Thank you for your contribution and
commitment to democracy in Indonesia!*