### **Support to Elections in the Western Balkans**

Funded by the European Union



**EUROPEAN UNION** 



Implemented by the OSCE Office for Democratic Institutions and Human Rights



With funding from the Austrian Development Agency

# ELECTORAL RECOMMENDATIONS DATABASE

## **Manual for Public Users**

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#### 1. What is the Electoral Recommendations Database

This Electoral Recommendations Database was developed as part of the <u>Support to Elections</u> <u>in the Western Balkans</u> project, funded by the European Union and Austrian Development Agency and implemented by the OSCE Office for Democratic Institutions and Human Rights (ODIHR), focusing on election management, voter registration and media conduct during elections.

The project offers assistance to Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Montenegro and Serbia. The project also offers assistance in Kosovo. $^1$ 

The Database provides a centralized and searchable collection of electoral recommendations, as published in the course of prior election observation activities, to support institutions, stakeholders and civil society across the Western Balkans in efforts to follow up on election observation recommendations. The electoral recommendations issued by ODIHR are taken as reference for the implementation of the action. In the case of Kosovo, the recommendations are those made in the course of observation by the European Union.

The evaluation of the extent to which recommendations have been addressed is undertaken in the course of the subsequent election observation activity. Individual recommendations should be read in the context of the full findings and conclusions of the reports following from election observation activities.

In paragraph 25 of the 1999 OSCE Istanbul Document, OSCE participating States committed themselves "to follow up promptly the ODIHR's election assessment and recommendations". ODIHR has a long history of work to support institutions in these efforts and, in 2016, published its <u>Handbook on the Follow-up of Electoral Recommendations</u>.

#### 2. Homepage and beneficiary pages

The homepage of the Electoral Recommendations Database can be found at the following url: <u>http://paragraph25.odihr.pl/</u>

The homepage contains a short introduction to the database and a section with the project beneficiaries:



<sup>&</sup>lt;sup>1</sup> All references to Kosovo, whether to the territory, institutions or population, in this text should be understood in full compliance with United Nations Security Council Resolution 1244.

The link to Kosovo recommendations is on a separate page, under "Other beneficiaries".

Should you wish to display recommendations for a given beneficiary, click on the icon of this beneficiary. After that, you are redirected to the beneficiary page.

The beneficiary page contains:

a) **Search all recommendations** button. After selection of this button, you are redirected to the results page with all the recommendations for the selected beneficiary:

Search all recommendations			
Parliamentary and Presidential Elections 03 Oct 2010 Mission webpage 🗗 Recommendations	Parliamentary and Presidential Elections 12 Oct 2014 Mission webpage C	Media items 29 May 2018 / OSCE Mission to Bosnia and Herzegovina supports workshop on voter register 23 February 2018 / ODIHR provides expertise to Central Election Commissio in Bosnia and Herzegovina	
		17 November 2017 / ODIHR experts vis Bosnia and Herzegovina for discussions on electoral reform as part of Western Balkans election support project	

- b) Blocks with links to the recommendations grouped by election activities and the **webpage** link for a particular activity.
  - If you click on the **Recommendations** button, you are redirected to the result page, where recommendations for given election activities are shown:

Search all recommendations			
Parliamentary and Presidential Elections 03 Oct 2010 Mission webpage 🖸	Parliamentary and Presidential Elections 12 Oct 2014 Mission webpage	Media items 29 May 2018 / OSCE Mission to Bosnia and Herzegovina supports workshop on voter register	
Recommendations	Recommendations	23 February 2018 / ODIHR provides expertise to Central Election Commission in Bosnia and Herzegovina	
		17 November 2017 / ODIHR experts visit Bosnia and Herzegovina for discussions on electoral reform as part of Western Balkans election support project	

- If you click on **web-page** link for a particular election activity, you are redirected to the external ODIHR website with information about the respective activity:

3osnia and Herzegovina	Search all recommendations	
Parliamentary and Presidential Elections 03 Oct 2010 Mission webpage	Parliamentary and Presidential Elections 12 Oct 2014 Mission webpage ♂ Recommendations	Media items 29 May 2018 / OSCE Mission to Bosnia and Herzegovina supports workshop on voter register 23 February 2018 / ODIHR provides expertise to Central Election Commission in Bosnia and Herzegovina 17 November 2017 / ODIHR experts visit Bosnia and Herzegovina for discussions on electoral reform as part of Western Balkans election support project

c) This section contains related media items, with links to the articles on the ODIHR website.

Bosnia and Herzegovina

Search all recommendations				
Parliamentary and Presidential Elections 03 Oct 2010 Mission webpage 🖓 Recommendations	Parliamentary and Presidential Elections 12 Oct 2014 Mission webpage	Media items 29 May 2018 / OSCE Mission to Bosnia and Herzegovina supports workshop on voter register 23 February 2018 / ODIHR provides expertise to Central Election Commission in Bosnia and Herzegovina 17 November 2017 / ODIHR experts visit Bosnia and Herzegovina for discussions on electoral reform as part of Western Balkans election support project		

#### 3. Searching for recommendations

#### 3.1. Quick search

If you want to perform a quick search, you can use the search box that is displayed above the menu on each page.

To find a recommendation:

1. Enter the search text into the search field

	Support to Elections in the Western		legal		Q
OSCC ODIHR	Balkans Project	Home	Search	Help	Staff Login

2. Select Enter from keyboard or click the magnifying glass icon.

Once this is done, a page is shown with results that match the text you entered.



If any of the categories contains the searched text, the recommendation is displayed in the search results.

If the returned results are too general, use the advanced search option, described in the next section.

#### 3.2. Advanced search

The advanced search option allows you to specify search criteria in detail.

If you want to perform an advanced search:

1. Select the **Search** option from menu. Once this is done, a search panel is displayed: Search Recommendation

*	Type of recommendation: Secondary thematic area:	- Select -	•	
	Secondary thematic area:	- Select -	•	
<b>~</b>	Text of the recommendation:	Enter searched text		
~	Status of implementation:	- Select -	-	
65450U				
		Status of implementation: SEARCH	Status of implementation: - Select -	

The search panel allows you to filter recommendations by the following categories:

- Project beneficiary;
- Year of election;
- Type of election;
- Thematic area;

- Secondary thematic area;
- Recommendation part of the thematic areas under the Support to Elections in Western Balkans project (election management, voter registration and media conduct during elections);
- Text of the recommendation;
- Type of change required; and
- Status of implementation
- 2. Choose the categories you want to filter. Note that you can select more than one value for each category.
- 3. Select the Search button, After selecting the Search button, the results page is displayed.

#### 4. The results page

After performing a search, as described in point 3, a results page is displayed with the following elements:

- Search criteria section: where selected filtering options are shown with the Change search criteria button;

—	Search criteria:		
	Project beneficiary: Bosnia and Herzegovina, Serbia	Year of election: 2008 - 2018	Change search critera 🧭

- **Print** button;
- **Export** button with CSV and PDF options available;
- Sort by button, which allows you to sort results by following categories:
  - a) Project beneficiary;
  - b) Year of election;
  - c) Type of election;
  - d) Thematic area;
  - e) Secondary thematic area;
  - f) Type of change required;
  - g) Recommendation part of the thematic areas under the Support to Elections in Western Balkans project (election management, voter registration and media conduct during elections); or
  - h) Status of implementation;
- Summary of the recommendations that are the result of a search.

If you want to see all of the details of a particular recommendation, click on the arrow:



After, clicking on the arrow, the details of recommendation are shown:



#### 4.1. Sorting results

By default, search results are ordered by year, with the most recent result at the top.

If you want to sort the results:

- 1. Click the Sort By button;
- 2. Select the category by which the results are to be sorted.

Once this is done, the page will reload and the results will be ordered according to the newly selected category.

#### **4.2.** Printing results

If you want to print the recommendations found during the search, click the Print button.

Search results	Print 🖨 Export 🗸
Search Chierla. Sort by: Thematic area Project beneficiary: Bosnia and Herzegovina, Serbia Year of election: 2008 - 2018	Change search critera 🧭

After that, the standard printer dialogue box is displayed.

#### 4.3. Exporting results to a PDF file

If you want to export results to the PDF file, click the **Export** icon and select PDF option:

Search results	Print 🖨 Export 🔨
Search criteria:	CSV 🗅
Sort by: Thematic area Project beneficiary: Bosnia and Herzegovina, Serbia	Change search cri e PDF 🖻
Year of election: 2008 - 2018	

The results will then be exported to a PDF file.

#### 4.4. Exporting results to a CSV file

If you want to export results to a CSV file, click the **Export** icon and select CSV option:

Search results	Print 🖨	Export ^
Search criteria:		csv 🗅
Sort by: Thematic area Project beneficiary: Bosnia and Herzegovina, Serbia Year of election: 2008 - 2018	Change search crite	PDF 🛆

The results will then be exported to a CSV file.

End.