

## **INSTRUCTION**

### **on the rules for the usage of the State Automated Information System during elections (referendum)**

Rules for the usage of the State Automated Information System (SAIS) during Presidential Elections of the Republic of Azerbaijan, elections of deputies of the Milli Majlis of the Republic of Azerbaijan, Municipal Elections of the Republic of Azerbaijan and Referendum of the Republic of Azerbaijan shall be defined by Article 110 of the Election Code of the Republic of Azerbaijan (hereafter referred to as- Election Code) and this Instruction.

#### **1. General requirements on the usage of SAIS**

1.1. SAIS implements establishment and management of database in election (referendum) (hereafter referred to as - election) process, structure and members of Constituency and Precinct Election Commissions, boundaries and dislocations of election constituencies and precincts, voters and their lists, voter turnout in elections, process of operatively, directly and secure transmitting information on election results and final returns to lower election commissions, as well as, protection of information in database, re-processing, search and analyze it.

1.2. Information Center of Secretariat of Central Election Commission of the Republic of Azerbaijan ensures incessant, secure and qualified activity of SAIS and shows methodical assistance to Constituency and Precinct Election Commissions to include information in database, its transmitting and maintenance. The operations at Constituency Election Commissions are implemented by a chief advisor (computer operator) of the relevant commission secretariat.

1.3. For eliminating any problem possible to be formed in computers connected to SAIS during the working process and immediately restoring the connection to SAIS, it is planned to have reserve computers fully ready to be connected at the disposal of Constituency Election Commissions.

1.4. After the voter lists are approved by lower election commissions pursuant to Articles 46.11 and 46.12 of Election Code, single voter list on the Republic of Azerbaijan basing on this information is compiled by

Central Election Commission upon using SAIS and it is published (in two versions – for posting on the walls and tables).

## **2. Requirements for the establishment and activity of supervision group, the rights and duties of their members**

2.1. The relevant election commission establishes supervision group comprising of its members with decisive and consultative rights in order to control on the usage of the SAIS and its separate technical means on Election Day. The supervision group inspects the readiness of the automated complexes to the work, accuracy of the information excluded from the protocols of election commissions and entered to the system, as well as the information attached to the protocols and controls the observance of the Instruction, election legislation and other normative documents, documentation of the implied activities to use the SAIS according to the Regulation and the Calendar Plan by the relevant election commission. The supervision group can involve specialists in the field of the automated information system to its work.

2.2. Members of the supervision group shall have the following rights:

2.2.1. to be aware of any information delivered to the election commissions via technical communication means;

2.2.2. to require a comment on the technical documentation of the SAIS and actions of the technical staff of the system;

2.2.3. to compare the information prepared manually and via SAIS;

2.2.4. to report to the chairman of the election commission on one of the personnel of the system or observers if their actions are contrary to the law and make proposals on elimination of these violations or to offer the dismissal of the persons who violated.

2.3. Members of supervision group shall have the following duties:

2.3.1. to function in comply with legislation;

2.3.2. to not obstruct the normal activity of the commissions.

2.4. Results of the examination held by the supervision group should be covered in the current documents of the relevant election commission.

## **3. Inclusion in SAIS, protection, transmission and making public of the information**

3.1. The information got from election precincts related voter turnout and the voting results on the polling stations shall be immediately conveyed to the chief advisor (computer operator) of the relevant Constituency Election Commission in accordance with report hours after being checked .

3.2. The information obtained from election commissions shall be included in SAIS according to Appendix 1 to this Instruction, text and format of voting protocols and this information shall be published and submitted to the supervision group for the official approval of its accuracy.

3.3. After the members of the supervision group and the person (computer operator) responsible for inclusion of information in SAIS verify the accuracy of this information with their signatures, they shall transmit the information to Information Center.

3.4. The information could be transmitted entirely or in parts at the same report hours according to the intensiveness of entrance from polling stations.

3.5. It shall be prohibited to transmit any other information except signals of transmitting information to lower election commissions by superior election commissions through SAIS.

3.6. Members of election commissions, representatives of mass media and observers shall have the right to familiarize themselves with any information conveyed to and obtained from SAIS in a manner defined by law provided that they do not obstruct the activity of the operator. In this case, III part of Article 32 of the Constitution of the Republic of Azerbaijan shall be taken into account.

3.7. The information on voter turnout and the voting results (election returns) conveyed through SAIS shall be considered preliminary information without any legal importance.

3.8. The voting results protocol kept in election commissions shall be attached the text of the printed information included in SAIS.

3.9. Relevant activities are being undertaken for making public the information on voter turnout in elections, preliminary and final results of the voting, included in SAIS.

#### **4. Final provisions**

4.1. Since the enforcement of this Instruction, the "Instruction on the rules for the usage of the State Automated Information System during elections (referendum)" approved by Decision # 15/87 dated July 16, 2003 of the Central Election Commission shall be considered invalid.

<b>(Name of election constituency) time information (hours) of the voting on the election constituency</b>		
Election precincts	Total number of voters on the polling station	Number of voters issued ballot papers
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
<b>Total:</b>		

Person responsible for the information preparation \_\_\_\_\_

\_\_\_\_\_  
(surname, name, patronymic)

\_\_\_\_\_  
(signature)

Members of the supervision group \_\_\_\_\_

\_\_\_\_\_  
(surname, name, patronymic)

\_\_\_\_\_  
(signature)

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(surname, name, patronymic)

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