

*Approved by the decision # 1/2  
of the Central Election Commission  
of the Republic of Azerbaijan  
dated February 6, 2018*

**CALENDAR PLAN**  
**ON BASIC ACTIVITIES AND MEASURES FOR PREPARATION AND**  
**CONDUCT OF THE EARLY PRESIDENTIAL ELECTIONS IN THE REPUBLIC OF AZERBAIJAN**  
**(APRIL 11, 2018)**

#	Basic activities and measures	Executors	Timeframe	
			Established by the Election Code of the Republic of Azerbaijan and other legal acts	Recommended timeframe
1	2	3	4	5
1	The adoption of the decision of the Central Election Commission of the Republic of Azerbaijan (hereinafter referred to as – Central Election Commission) on the appointment of the early Presidential Elections	Central Election Commission	At least 60 days prior to the voting day  Articles: 8.1, 179.2, 207	Up to February 8, 2018
2	The publication of the decision of the Central Election Commission ) on the appointment of the early Presidential Elections of the Republic of Azerbaijan in mass media	Central Election Commission	At latest within 2 days after the adoption of the decision on the appointment of the elections  Article: 178.3	Up to February 10, 2018
3	Nomination of candidates to presidency of the Republic of Azerbaijan	Eligible citizens, voters' initiative groups, political parties, blocs of political parties	After the official publication of the decision on the appointment of elections  Articles: 3, 53, 54, 180	

4	Adoption of the grounded decision on the approval or refusal from the candidate nomination	Central Election Commission	Within 5 days after providing the election commission with relevant documents  Articles: 53.6, 54.9	
5	Submission of signature sheets to a candidate to presidency of the Republic of Azerbaijan or his/her authorized representative, as well as, to the authorized representatives of political parties and blocs of political parties	Central Election Commission	Since the day of making a decision verifying the nomination of a candidate  Articles: 53.6, 54.9	
6	Collection of voters signatures in support of candidates to presidency of the Republic of Azerbaijan	The citizen of the Republic of Azerbaijan aged 18 who have active suffrage , candidate to presidency, political parties, political party blocs	After the adoption of a decision of the Central Election Commission on the approval of the candidate nomination  Articles: 56 , 57, 181	
7	Apply to the Central Election Commission to conduct observation within the whole territory of the Republic of Azerbaijan	Citizen of the Republic of Azerbaijan who has an active suffrage ( <i>on own initiative, or by the registered candidate, political party, political party bloc, as well as, non-governmental organization functioning in the field of elections</i> ); International (foreign) observers ( <i>with registration by the Central Election Commission upon arrival in the Republic of Azerbaijan in accordance with the relevant invitation in a manner as defined by law</i> )	10 days prior to the conduct of elections since the day of appointing elections  Articles: 1.1.19, 1.1.20, 40.4, 40.5, 40.6, 44	Up to April 1, 2018

8	Submission of the applications on observation within the territory of the Con.EC to the relevant Constituency Election Commission	Citizen of the Republic of Azerbaijan who has an active suffrage ( <i>on own initiative, or by the registered candidate, political party, political party bloc, as well as, non-governmental organization functioning in the field of elections</i> )	5 days prior to the conduct of elections since the day of appointing elections  Articles: 1.1.19, 40.4, 40.5, 40.7	Up to April 6, 2018
9	Apply to the Central Election Commission to get a specific permission upon registration to observe sessions of election commissions up to the voting day	Citizen of the Republic of Azerbaijan who has an active suffrage ( <i>on own initiative, or by the registered candidate, political party, political party bloc, as well as, non-governmental organization functioning in the field of elections</i> ); International (foreign) observers ( <i>with registration by the Central Election Commission upon arrival in the Republic of Azerbaijan in accordance with the relevant invitation in a manner as defined by law</i> )	10 days prior to the conduct of elections since the day of appointing elections  Articles: 1.1.19, 40.4, 40.5, 40.13, 44	Up to April 1, 2018
10	Accreditation of observers and providing them with badges in a format designed by the Central Election Commission	Central Election Commission  Constituency Election Commissions	Decision on the application for observation is made by the Central Election Commission within 3 days after the submission of the application.  Within 2 days by the Constituency Election Commission.  Articles: 25.2.20, 40.6, 40.7, 44	

11	Conduct of professional courses on election right for the election officials	Central Election Commission, Constituency Election Commissions	Pursuant to the item # 3.10 of “National Activity Program on the increase of efficiency of protecting human rights and freedoms in the Republic of Azerbaijan”, approved by the Order of President of the Republic of Azerbaijan, dated December 27, 2011	Regular
12	Organization of trainings for the awareness-raising of Con.EC and PEC members and implementation of other programs to increase their professional skills	CEC Training Groups	Article 25.2.7	Regular
13	Conduct of trainings for computer operators of Con.ECs who deal with the work of the State Automated Information System at Con.ECs	Information Centre of the CEC Secretariat	Article 25.2.10	Regular
14	Comments on election legislation on TV programs and other broadcasting organizations, ensure the increase of law-based knowledge of election stakeholders (speeches, interviews, round tables), preparation and display of visual aids (video clips, posters, booklets and so on)	Central Election Commission	Articles: 25.2.7, 25.2.10	Regular
15	Inclusion of voters in voters’ lists who reside outside the borders of the Republic of Azerbaijan or who are on long-term trip to a foreign country and voters registered by the diplomatic representations or consulate offices of the Republic of Azerbaijan (basing	Central Election Commission  <i>(basing on the presentation by the Ministry of Foreign affairs of the Republic of Azerbaijan)</i>	At least 25 days prior to the voting day  Articles: 29.2, 46.8	Up to March 17, 2018

	on the information on voters' number) and the update of the lists, thereby the approval of the lists of those election constituencies			
16	Opening special election accounts for the formation of election fund of a candidate	A candidate to presidency or his/her authorized representative, authorized representatives of political parties, blocs of political parties	At least 5 days prior to the submission of the relevant election documents to the Central Election Commission, at least 24 hours prior to the collection of voters' signatures as necessary for the registration  Articles: 91.1, 91.2, 190.1	
17	Submission of the election documents necessary for the candidate registration to the Central Election Commission	A candidate to presidency, authorized representatives of political parties, blocs of political parties	At most 50 and at least 30 days, till 18.00 prior to the voting day  Article 58.1	From February 20, 2018 to March 12, 2018 until 18.00
18	First preliminary financial report	A candidate or his/her authorized representative, authorized representatives on financial issues of political parties, blocs of political parties	The information for the period of two days prior to the date indicated in the report together with the documents necessary for registration shall be included  Article 94.3.1	
19	Checking the accuracy of the information included in signature sheets and other documents submitted and the adoption of a decision on registration or refusal from registration of a candidate	Central Election Commission	Within 7 days after receipt of the documents  Articles: 59, 60, 182.1	

20	Registration of agents appointed by the candidate to presidency, political party or bloc of political parties and providing them with badges	Central Election Commission	<p>Within 3 days after receipt of the candidate's written application on the appointment of agents, or submission of the presentation by political party, bloc of political parties, as well as application on consent of a citizen to be an agent</p> <p>Articles: 72.1, 72.2, 186.1</p>	
21	To make additional updates to the voters' lists submitted for voters familiar with	Precinct Election Commissions	<p>At least 35 days prior to the voting day</p> <p>Article 48.1</p>	Up to March 7, 2018
22	Posting voters' lists on the CEC website	Central Election Commission	<p>After the approval in a manner defined by the Central Election Commission</p> <p>Article 46.1</p>	Regular
23	Approval of requirements for preparation rules and number of de-registration (voting) cards for voting	Central Election Commission	<p>At least 45 days to the voting day</p> <p>Article 101.1</p>	Up to February 25, 2018
24	Delivery of de-registration (voting) cards from the Central Election Commission to Constituency Election Commissions and from Constituency Election commissions to Precinct Election Commissions	<p>Central Election Commission</p> <p>Constituency Election Commissions</p>	<p>De-registration cards shall be delivered from the Central Election Commission to the Constituency Election Commissions at least 45 days prior to voting day;</p> <p>from Constituency Election Commissions to Precinct Election Commissions – at least 25 days prior to the voting day</p> <p>Articles: 101.1, 101.2</p>	<p>Up to February 25, 2018</p> <p>Up to March 17, 2018</p>

25	Publication of the registered candidates' list	Central Election Commission	At least 20 days prior to the voting day  Article 182.3	Up to March 22, 2018
26	Conduct of pre-election campaign	Registered candidates, their authorized representatives and agents, political parties, blocs of political parties that have registered candidates, their authorized representatives and agents	Starts 23 days prior to the voting day and ends 24 hours prior to start of voting day  Article 75, 189	Starts on March 19, 2018, ends at 8.00 a.m. on April 10, 2018
27	Establishment of election precincts directly before the elections: a) in military units located outside of residential settlements;	Constituency Election Commissions <i>(relevant executive authority in the areas settled by voters (with the Ministry of Interior Affairs, Ministry of Justice of the Republic of Azerbaijan and the heads of municipalities))</i>	At least 50 days prior to the voting day  Articles: 35.2, 35.4, 35.5	Up to February 20, 2018
	b) in the same places in exceptional cases	Heads of relevant bodies in accordance with a decision of the relevant Constituency Election Commission	At least 5 days prior to the voting day  Article 35.5	Up to April 6, 2018
28	Establishment of election precincts in ships sailing under the state flag on the voting day, oil and gas platforms located in the Azerbaijani sector of the Caspian Sea (provided the number of voters is more than 50) and in facilities settled by voters temporarily (hospitals, sanatoriums, rest homes, prisons and detention places) in conformity with the rules defined by the	Constituency Election Commissions  <i>(upon the agreement with the relevant executive authority and municipalities)</i>	At least 50 days prior to the voting day Articles: 35. 2, 35.4	Up to February 20, 2018

	Central Election Commission;  establishment of election precincts in above-mentioned places in exceptional cases specified by the Central Election Commission		At least 5 days prior to the voting day Article 35.4	Up to April 6, 2018
29	Publication of the list of polling stations with numbers and boundaries indicated (if the polling station covers a part of the residence), the list of residences (if a polling station is established in several residences), as well as, information on the contact numbers and locations (addresses) of the voting rooms and precinct election commissions	Constituency Election Commission	At least 45 days prior to the voting day  Article 35.7	Up to February 25, 2018
30	Publication of the information on election precincts established in exceptional cases indicated in Articles 35.4 and 35.5 of the Election Code	According to the rule defined by the Central Election Commission	At latest 2 days from the day of the establishment of the polling stations  Article 35.7	
31	Publication of the information on election precincts established outside the territory of the Republic of Azerbaijan, indicated in Articles 35.7 and 109 of the Election Code of the Republic of Azerbaijan	Heads of relevant diplomatic representations or consulates of the Republic of Azerbaijan	After the establishment of election precincts and also after the conduct of voting  Article 35.8	
32	Approval of the requirements for preparation, text, format and number of voting protocols of election commissions	Central Election Commission	At latest 45 days prior to the voting day  Articles: 100.1–100.6	Up to February 25, 2018



33	Issuing of de-registration (voting) cards to the voter by relevant Constituency or Precinct Election Commission	Constituency Election Commissions  Precinct Election Commissions	45-25 days prior to the voting day  24-3 days prior to the voting day  Articles: 101.2 – 101.4	From February 25, 2018 to March 17, 2018  From March 18, 2018 to April 8, 2018
34	Update of the verified voters' lists on every polling station;  a) Update of voters' lists for polling stations established in remote and distant places;  b) Update of voters' lists on the polling stations established within the military units, investigative isolators, detention places (lists of military personnel of military units, 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)	Constituency and Precinct Election Commissions          Precinct Election Commissions <i>(basing on the information about voters submitted by the commanders of military units, investigative facilities and penitentiary establishments)</i>	At least 25 days prior to the voting day  At least 25 days prior to the voting day, in exceptional cases 2 days after the establishment of the Precinct Election Commission Articles:46.1, 46.5  At least 20 days prior to the voting day; Articles : 46.6	Up to March 17, 2018  Up to March 17, 2018  Up to March 22, 2018
35	Receiving the accreditation documents submitted by the organizations that intend to conduct "exit-poll"	Central Election Commission	Article: 25.2.23  At least 20 days prior to the voting day  Item # 2.1 of the "Rules for the accreditation of the organizations"	Up to March 22, 2018

			conducting “exit-poll” in elections of the Republic of Azerbaijan	
36	Adoption of a decision on the accreditation of the organizations which have applied to conduct “exit-poll”	Central Election Commission	Article: 25.2.23  At least 10 days prior to the voting day  Item #2.3 of the “Rules for the accreditation of the organizations conducting “exit-poll” in elections of the Republic of Azerbaijan	Up to April 1, 2018
37	Establishment of election precincts for voters who are in the foreign states and registered by consulates	Heads of diplomatic representations and consulates of the Republic of Azerbaijan in the area settled by voters	At least 30 days prior to the voting day  Article 35.6	Up to March 12, 2018
38	Approval of the requirements for preparation, the text and format and the number of ballot papers	Central Election Commission	At least 35 days prior to the voting day  Articles : 99.1–99.4, 199	Up to March 7, 2018
39	Determination of relevant places for posting pre-election campaign materials on boards within the territory of election precincts	Local executive authorities and municipalities with proposal of Constituency Election Commissions	At least 30 days prior to the voting day  Article 87.6	Up to March 12, 2018
40	Allocation of relevant venues for conduct of pre-election campaign	Local executive authorities and municipalities with proposal of Constituency Election Commissions	At least 23 days prior to the voting day  Articles : 11, 86.3	Up to March 19, 2018
41	Providing the Constituency Election Commission with voting protocols by the Central Election Commission	Central Election Commission	At least 20 days prior to the voting day	Up to March 22, 2018

			Article 100.8	
42	Providing the Precinct Election Commission with voting protocols by Constituency Election Commission	Constituency Election Commissions	At least 4 days prior to the voting day  Article 100.8	Up to April 7, 2018
43	Informing the voters about the date and place of elections on E-day through mass media or notice boards	Precinct Election Commissions	At least 25 days prior to the voting day  Article 104.1	Up to March 17, 2018
44	Submission of second preliminary financial report	Candidate or his/her authorized representative, authorized representative on financial issues of political parties, blocs of political parties	At earliest 20 and at latest 10 days prior to the voting day  Article 94.3.2	From March 22, 2018 to April 1, 2018
45	Preparation of ballot papers	Central Election Commission	At least 10 days prior to the voting day  Article 99.4	Up to April 1, 2018
46	Distribution of notifications with the date, time and place (address) of the voting to the voters	Precinct Election Commissions	7 days prior to the voting day  Item # 3.1 of the "Rules for the distribution (deliverance) of notifications on time and place of the voting to citizens in elections (referendum) conducted in the Republic of Azerbaijan"	Up to April 4, 2018
47	Providing the Constituency Election Commissions with ballot papers by Central Election Commission	Central Election Commission	At least 5 days prior to the voting day  Article 99.6	Up to April 6, 2018

48	Providing the Precinct Election Commissions with ballot papers by Constituency Election Commission	Constituency Election Commissions	At least 3 days prior to the voting day  Article 99.6	Up to April 8, 2018
49	Conduct of voting:  a) Starting the preparational works for the voting in the polling station on that day; b) Declaring the polling stations open and locking ballot boxes; c) Announcement of starting the voting; d) Announcement of ending the entrance of voters into the polling station	Precinct Election Commissions  <i>a) Precinct Election Commissions</i>  <i>b, c, d) – chairmen of the Precinct Election Commissions</i>	Articles : 104, 105, 200	April 11, 2018  As usual a) at 7.30 a.m.; b) at 7.50 a.m. c) at 8.00 a.m.; d) 7.00 p.m.
50	Providing preliminary information on the voting process, voters' turnout (5 times during the day)	Precinct and Constituency Election Commissions, Information Centre of CEC Secretariat	Articles : 110.5, 110.6	Election Day: 10.00 a.m. 12.00 a.m. 3.00 p.m. 5.00 p.m. 7.00 p.m.
51	Posting information included in Con.EC and PEC final voting results protocols on the CEC website as the preliminary information	Information Centre of CEC Secretariat	Articles: 110.5, 110.6	Election Day and afterwards
52	Sending the first copy of the PEC final voting results protocols together with the attached documents to the Con.EC	Precinct Election Commission	Immediately but not later than 24 hours after ending the vote counting  Article 106.5, 106.7	
53	Posting the third copy of the PEC final protocol on the voting results on notice	Precinct Election Commission	After the compilation of the protocol (displaying for 5 days)	

	board		Article 106.11	
54	Determination of voting results on the election constituency, compile of the Con.EC protocol and submission of the first copy of the protocol with the attached documents to the Central Election Commission	Constituency Election Commission	At latest 2 days since the voting day  Articles: 107.1–107.4, 202.1	No later than April 13, 2018
55	Posting the third copy of the Con.EC final protocol on the voting results and copies of the relevant PEC protocols on notice board	Constituency Election Commission	After the compilation of the protocol (displaying for 10 days) Article 107.7	
56	Publication of preliminary voting results in the form of a summarizing table on election constituencies and posting the information on the CEC website by the Central Election Commission	Central Election Commission	Immediately after the protocols on the voting results on election constituencies are submitted to the Central Election Commission  Article 109.1	
57	Submission of the PEC financial report on receiving and spending of the funding allocated by state budget to the Con.EC	Precinct Election Commissions	Within 5 days after the voting day  Article 96.6	Up to April 17, 2018

58	Submission of the Con.EC financial report on receiving and spending of the funding allocated by state budget to the Central Election Commission	Constituency Election Commissions	Within 10 days after the voting day  Article 96.7	Up to April 22, 2018
59	Finalization of the Presidential Elections and sending the outcomes of the elections to the Constitutional Court of the Republic of Azerbaijan to be approved	Central Election Commission	Within 10 days since the voting day  Article: 203	Up to April 21, 2018
60	Submission of the final financial report (attaching the preliminary financial documents that verify on receiving and spending of the allowances in the election fund)	Candidate or his/her authorized representative, authorized representatives on financial issues of political parties, blocs of political parties	At latest 10 days after the official publication of election returns  Article 94.3.3	
61	Full publication of the information included in Con.EC voting results protocols (the information can be posted on the CEC website)	Central Election Commission	Within 45 days after the voting day  Articles : 109.2, 208	Up to May 27, 2018
62	Submission of the information on the usage of budget allowances and spending of the election funds of candidates, registered candidates and funding of political parties, political party blocs to President of the Republic of Azerbaijan, Milli Majlis of the	Central Election Commission	Within 3 months after the official publication of general election returns  Article 96.9	

	Republic of Azerbaijan and mass media  Publication of the foregoing financial report and information on the official CEC press office	Central Election Commission	Within a month since the submission of the reports and information to President of the Republic of Azerbaijan and Milli Majlis of the Republic of Azerbaijan  Article 96.9	
63	Full publication of the information included in PEC and Con.EC voting results protocols on the CEC official edition	Central Election Commission	Within 6 months after the Election Day Article 109.5	Up to October 12, 2018

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