

CALENDAR PLAN
FOR MAIN ACTIVITIES AND MEASURES ON PREPARATION AND CONDUCT OF PRESIDENTIAL ELECTIONS
IN THE REPUBLIC OF AZERBAIJAN TO BE CONDUCTED ON OCTOBER 9, 2013

Raw number	Basic activities and measures	Executors	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 (passive) suffrage, initiative groups of voters, political parties, blocs of political parties	After the decision on announcement of Election Day is officially 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 voters' signatures in support of candidates to the post of the President of the Republic of Azerbaijan	Citizen aged 18, having active suffrage, of the Republic of Azerbaijan, Presidential candidate, political party, blocs 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 observers and submission of badges in a format designed by the Central Election Commission	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 : 25.2.20, 40.6, 40.7, 44	
6 (15)	Opening special election account for formation of candidate's election fund	Presidential candidate or his/her authorized representative, political party, blocs of political parties	At least 5 days prior to the day of submission of appropriate documents for registration of candidates to the Central Election Commission; at least 24 hours prior to the collection of necessary number of support signatures for registration Articles : 91.1, 91.2, 190.1	Regularly
7 (17)	First financial report	Candidate or his/her authorized	Along with documents necessary for registration the report shall contain	

		representative, authorized representative on financial issues of political parties, blocs of political parties	information for the period 2 days prior to the date indicated in report Article 94.3.1	
8 (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 7 days after receipt of documents Articles : 60, 182.1	
9 (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	
10 (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	
11 (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 of the Republic of Azerbaijan	Heads of relevant diplomatic representations or consulates of the Republic of Azerbaijan	After the creation of polling stations and conduction of voting Article: 35.8	
12 (50)	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	
13 (51)	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	
14 (53)	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	Within 10 days after completion of the protocol Article: 107.7	
15 (54)	Publication of preliminary election results by the Central Election Commission in the form of summarizing table on election constituencies and locating the information on web-page of the Central Election Commission	Central Election Commission	Immediately after the Constituency Election Commission submits the protocols on voting results to the Central Election Commission Article: 109.1	
16 (58)	Submission of final financial report (by attaching preliminary financial documents approving entrance and expenditure of funding in election funds)	Candidate or his/her authorized representative, authorized representatives on financial issues of political parties, blocs of political	At latest 10 days after the official publication of election results Article : 94.3.3	

		parties		
17 (60)	<p>Providing the President of the Republic of Azerbaijan, Milli Majlis of the Republic of Azerbaijan and mass media with the information on use of state funds, expenditure of election funds of candidates, registered candidates, political parties and blocks of political parties</p> <p>Publication of the above mentioned financial report and information in the official press office of the Central Election Commission</p>	<p>Central Election Commission</p> <p>Central Election Commission</p>	<p>Within 3 months after the official publication of general election results Article: 96.9.</p> <p>Within 1 month starting from the submission of financial report and information to the President of the Republic of Azerbaijan, Milli Majlis of the Republic of Azerbaijan</p> <p>Article : 96.9</p>	

Regularly

1 (11)	Conduct of professional courses on electoral rights for election officials	Central Election Commission, constituency election commissions	Paragraph 3.10 of the Order of the President of the Republic of Azerbaijan on "the National Program for Action to Raise Effectiveness of the Protection of Human Rights and Freedoms in the Republic of Azerbaijan" dated December 27, 2011	Regularly
2 (12)	Organization of trainings for members of constituency and precinct election commissions and providing conduction of other programs for increasing professional preparation	Training groups of the CEC	Article: 25.2.7	Regularly
3 (13)	Conduct of trainings for the computer specialists of Constituency Election Commissions	Information Center of CEC Secretariat	Article: 25.2.10	Regularly
4 (21)	Posting voters' lists on CEC website	Central Election Commission	After CEC approves it Article: 46.1	Regularly
5 (38)	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 round tables), preparation and exhibition of election-related materials (videos, posters, leaflets, etc.)	Central Election Commission	Articles : 25.2.7, 26.2.10	Regularly

August

1 (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	Central Election Commission	At least 60 days prior to Election Day (taking into account requirements of Article 178.3) Articles: 8.1, 178.1, 178.2	Until August 10, 2013
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	the Presidential Election Day			
2 (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 12, 2013
3 (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 50 and at least 30 days, until 18.00 prior to the Voting Day Articles : 58.1 , 94.3.1	Starting August 20 until 18:00 of September 9, 2013
4 (22)	Approval of requirements for preparation rules and number of de-registration (voting) cards	Central Election Commission	At least 45 days prior to Voting Day Article: 101.1	Until August 25, 2013
5 (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 commissions	De-registration cards shall be transferred from the Central Election Commission to the ConEC at least 45 days prior to Voting Day; from ConEC to PEC – 25 days prior to Voting Day Articles: 101.1, 101.2	Starting August 25 until September 14, 2013
6 (26)	Establishment of election precincts immediately before the elections: a) in military units located outside of residential settlements; b) in those places in exceptional cases	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; Heads of relevant bodies in conformity with the decision of relevant Constituency Election Commission	At least 50 days prior to Voting Day Articles : 35.2, 35.4, 35.5 At least 5 days prior to Voting Day Article: 35.5	Until August 20, 2013 Until October 4, 2013
7 (27)	a) Creation of polling stations on ships sailing under the flag of the Republic of Azerbaijan, on oil and gas production platforms located in the Azerbaijani sector of the Caspian Sea, ships sailing under State Flag of the Republic of Azerbaijan (when	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 20, 2013

	the number of voters is more than 50), hospitals, sanatoriums, rest homes, institutions of confinement and in the investigatory isolation wards, places temporarily settled by voters in conformity with the rules defined by the Central Election Commission			
	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 4, 2013
7 (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 commission	At least 45 days prior to Voting Day Article: 35.7	Until August 25, 2013
8 (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	Until August 25, 2013
9 (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 25 to September 14, 2013 From September 14 to October 6, 2013

1 (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 the announcement of Election Day until 10 days prior to Voting Day. Articles: 1.1.19, 40.5, 40.6, 44	Until October 29, 2013
2 (9)	Appeal to the Central Election Commission for special permission to observe sessions of election commissions 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 conduction of Voting Day Articles : 1.1.19, 40.4, 40.5, 40.13, 44	Until September 29, 2013
3 (14)	The entries of the voters who live outside the borders of the Republic of Azerbaijan, in the voters' lists, 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 in the voters' list (based on the information of the voters' number) and update of these lists, as well as, the approval of the lists of these election constituencies	Central Election Commission based on submission of the Ministry of Foreign Affairs of the Republic of Azerbaijan	At least 25 days prior to Voting Day Articles: 29.2, 46.1	Until September 14, 2013
4 (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 50 and at least 30 days, until 18.00 prior to the Voting Day Articles : 58.1 , 94.3.1	Starting August 20 until 18:00 of September 9, 2013
5 (20)	Display of voter list for voters to become familiar with it and to	Precinct Election Commissions	At least 35 days prior to Voting	Until September 4, 2013

	make it more accurate		Day Article: 48.1	
6 (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 commissions	De-registration cards shall be transferred from the Central Election Commission to the ConEC at least 45 days prior to Voting Day; from ConEC to PEC – 25 days prior to Voting Day Articles: 101.1, 101.2	Starting August 25 until September 14, 2013
7 (24)	Publication of the list of registered candidates	Central Election Commission	At least 20 days prior to Voting Day Article : 182.3	Until September 19, 2013
8 (25)	Conduct of pre-election campaign	Registered candidates, their authorised representatives and agents, political parties, bloc of political parties that have registered candidates and their authorised representatives and agents	Starts 23 days prior to Voting Day and ends 24 hours prior to start of Voting Day Article : 75	Starts September 16, 2013, ends October 8, 8.00 am
9 (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 25 to September 14, 2013 From September 15 to October 6, 2013
10 (33)	Update of voters' list approved for every polling station: 1. Update of voter list for polling stations created in remote and almost impassable distant places;	Constituency and precinct election commissions	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 14, 2013 Until September 14, 2013
	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	Precinct election commissions on the basis of information regarding the voters provided by commanders of military units, heads of investigative facilities and penitentiary establishments	At least 20 days prior to Voting Day; Article : 46.6 If the polling station has not been created in the military unit, commanders of military units, heads of 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 at least 35 days prior to Voting Day, unless defined otherwise by the Election	Until September 19, 2013 Until September

			Code. Articles : 46.6, 46.9	4, 2013
11 (34)	Receipt of documents for accreditation submitted by the organizations willing to conduct "exit-poll"	Central Election Commission	At least 20 days prior to voting day, in accordance with relevant Instruction of the Central Election Commission Article: 25.2.23	Until September 19, 2013
12 (35)	Making a decision on accreditation of organizations applied for conduct of "exit-poll"	Central Election Commission	At least 10 days prior to voting day, in accordance with relevant Instruction of the Central Election Commission Article: 25.2.23	Until September 29, 2013
13 (36)	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 of the Republic of Azerbaijan where relevant voters reside	At least 30 days prior to Voting Day Article: 35.6	Until September 9, 2013
14 (37)	Approval of requirements on text and layout, quantity, and requirements for preparation of the election ballots	Central Election Commission	At least 35 days prior to Voting Day Articles : 99.1–99.4, 199	Until September 4, 2013
15 (39)	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 M a d d ə : 87.6	Until September 9, 2013
16 (40)	Allocation of relevant places for the conduction of pre-election campaign	Local executive power offices and municipalities upon proposals from constituency election commissions	At least 23 days prior to Voting Day Articles : 11, 75.2, 86.3, 86.7	Until September 16, 2013
17 (41)	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 19, 2013 Until October 5, 2013
18 (42)	Informing the voters about the place and time of elections through mass media means and notice boards on Voting Day	Central Election Commission	At least 25 days prior to Voting Day Article: 104.1	Until September 14, 2013
19 (43)	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 19 to September 29, 2013
20 (44)	Preparation of ballot papers	Central Election Commission	At least 10 days prior to Voting Day Article: 99.4	Until September 29, 2013

October

1 (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 conduction of Voting Articles : 1.1.19, 40.5, 40.7	Until October 4, 2013
2 (25)	Conduct of pre-election campaign	Registered candidates, their authorised representatives and agents, political parties, bloc of political parties that have registered candidates and their authorised representatives and agents	Starts 23 days prior to Voting Day and ends 24 hours prior to start of Voting Day Article : 75	Starts September 16, 2013, ends October 8, 8.00 am
3 (26)	Establishment of election precincts immediately before the elections: a) in military units located outside of residential settlements; b) in those places in exceptional cases	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; Heads of relevant bodies in conformity with the decision of relevant Constituency Election Commission	At least 50 days prior to Voting Day Articles : 35.2, 35.4, 35.5 At least 5 days prior to Voting Day Article: 35.5	Until August 20, 2013 Until October 4, 2013
4 (27)	a) Creation of polling stations on ships sailing under the flag of the Republic of Azerbaijan, on oil and gas production platforms located in the Azerbaijani sector of the Caspian Sea, ships sailing under State Flag of the Republic of Azerbaijan (when the number of voters is more than 50), hospitals, sanatoriums, rest homes, institutions of confinement and in the investigatory isolation wards, places temporarily settled by voters 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 20, 2013
	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 4, 2013
5 (32)	Issuing of de-registration (voting) card for the voter by relevant constituency and precinct election commissions	Constituency election commission	45-25 days prior to Voting Day;	From August 25 to September

		Precinct election commission	24–3 days prior to Voting Day Articles : 101.2 – 101.4	14, 2013 From September 15 to October 6, 2013
6 (41)	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 19, 2013 Until October 5, 2013
7 (45)	Distribution of notifications with the date, time, and place (address) of elections to the voters	Central Election Commission	Until 7 days prior to Voting Day	Until October 2, 2013
8 (46)	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 commissions	At least 5 days prior to Voting Day Article: 99.6 At least 3 days prior to Voting Day Article: 99.6	Until October 4, 2013 Until October 6, 2013
9 (47)	Conduction of voting: a) Announce polling stations open locking the ballot boxes; b) Announce the start of the of voting; c) Announce stoping to enter the polling station	Precinct election commissions a,b,c), chairpersons of the precinct election commissions	a) voting day – 7.50 hrs; b) voting day – 8.00 hrs; c) Voting day – 19.00 hrs. Articles : 104 – 105, 200	October 9, 2013
10 (52)	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	No later than 2 days after Voting Day Articles : 107.1–107.4, 203	No later than October 11, 2013
11 (55)	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	Within 5 days after Voting Day Article: 96.6	Until October 15, 2013
12 (56)	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	Within 10 days after Voting Day Article : 96.7	Until October 20, 2013
13 (57)	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 19, 2013

Voting day

1 (48)	Submission of initial information about the participation of voters	Precinct and constituency election	Relevant election commissions shall use the State computerized	Voting Day: 10.00 hrs;
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	in the voting process and voters' turnout (5 times a day)	commissions, Information Center of CEC Secretariat	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	12.00 hrs; 15.00 hrs; 17.00 hrs; 19.00 hrs.
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Voting day and next day

1 (49)	Locating the data reflected in the precinct and constituency election commissions' final protocols on voting results on web site of the Central Election Commission	Information Center of CEC Secretariat	Articles : 110.5, 110.6	on Voting Day and the following day
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November

1 (59)	Publication of complete constituency election commission protocols (The same information may also be posted on the CEC web site)	Central Election Commission	45 days after Voting Day Articles: 109.2, 208	Until November 24, 2013
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April

1 (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 10, 2014
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