

# Report of the Centre for Continuous Electoral Training on the activities carried out during 2020

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## List of acronyms and terms

LPAs – Local Public Authorities

PEB – Precinct Electoral Bureau

Blended training – English term that signifies the mixed training that combines the remote training with face-to-face seminars

CEC – Central Election Commission

DEC – District Electoral Council

CICDE – Centre for Continuous Electoral Training

CNTM – National Youth Council of Moldova

CoE – Council of Europe

e-learning – remote learning

IDEA – Institute for Democracy and Electoral Assistance

IFES – International Foundation for Electoral Systems

GPI – General Police Inspectorate

IPA CIS IIMDD – International Institute for Monitoring Democracy Development, Parliamentarianism and Suffrage Protection of Citizens of Parliament Assembly of Commonwealth of Independent States Member Nations

MECR – Ministry of Education, Culture and Research

UNDP – United Nations Development Programme

REO – Register of Electoral Officials

SVR – State Voter Register

SAISE – State Automated Information System ‘Elections’

## Executive Summary

The activity of the Centre for Continuous Electoral Training for 2020, conducted on the basis of the annual activity plan, approved by Decisions of Central Electoral Commission No 3795 of 6 March 2020, was focused on the achievement of objectives that targeted the strategic directions for the development of the institutions and on the conduct of training for electoral subjects during elections.

During 2020, the following electoral events took place:

- New Parliamentary Elections in the single-member constituency No 38 Hancesti, on 15 March 2020;
- New Local Elections in 2 settlements, conducted on 6 September 2020;
- Presidential Elections of 1/15 November 2020;
- New Local Elections in 4 settlements, conducted at the same time with the Presidential elections of 1/15 November 2020.

The biggest constraint of 2020, which affected the planned activities was the COVID-19 pandemic and the declaration of the state of emergency, followed by the state of emergency in public health. This determined the delay and/or the cancellation of a range of events and the change in the format of other events.

CICDE efforts targeted the digitalisation of electoral trainings, training of electoral officials and of other key electoral subjects for the conducted elections, remodelling the activities of civic education and information of voters and of other electoral subjects as well as the research of certain topics of interest in the context of the conduct of elections during the pandemic.

In 2020, CICDE conducted 245 face-to-face training seminars, 127 webinars and 6 videoconferences for 17 categories of beneficiaries: electoral officials, observers, SVR registrars, judges, prosecutors, policemen, representatives with the right to consultative vote, etc. A total number of 13919 people were trained. Despite all the efforts, on average, 30% of the members of each electoral body were trained for the electoral processes of 2020. Lack of compulsory training for electoral officials on one hand, increases the risk of errors and of uneven application of electoral legislation and on the other hand, results into poor planning in terms of cost-efficiency, financial, time and human resources. In this regard it is necessary to make legislative amendments that would regulate the training as a precondition for being included in the electoral body and creating permanent regional centres/branches of CEC (objective set in 2020-2023 CEC Strategic Plan). It would also be appropriate to direct, on compulsory basis, a share of the state subsidies received by the political parties from the state for the electoral training of members and supporters of parties through CICDE.

Outside the electoral period, CICDE conducted a series of civic and electoral education activities aimed to improve the level of knowledge about the electoral process and to extend the network of libraries-information points. 19701 people of different ages benefited directly from civic education activities and electoral training and about 140 000 viewed and interacted with products developed by CICDE and placed on its official website, on YouTube and on social media. In terms of civic education, CICDE came with a series of novel activities such as early electoral education program, electoral puppet theatre, contest of electoral vlogging, electoral board games and electoral podcasts.

As regards the research component, in 2021, CICDE maintained several activities that were

previously carried out – research scholarship programs and publication of the ‘Electoral Digest’ Electoral Analysis, Theory and Research Magazine and at the same time, it brought new products – policy briefs, analytical notes and Facebook lives with professionals from different countries.

Out of 48 activities included in the Annual Activity Plan of CICDE for 2020, 41 were fully carried out (85.4%), 5 – were partially carried out (10.4%) and 2 (4.2%) were not carried out and are to be transferred for 2021.

## Degree of implementation of activities included in CICDE Annual Plan

PILLAR 1 MODERN AND QUALITY SERVICES				
<i>Purpose: Provide modernised, continuous training, civic education and research services tailored to the needs of beneficiaries</i>				
Goal 1.1 Modernise and ensure permanence of training and civic education services				
No of strategic activity <sup>1</sup>	Strategic activities	Tasks	Performance indicators	Degree of implementation
1.1.1	Improve training courses for electoral officials and other electoral stakeholders that exist on the platform <a href="http://www.e-learning.cicde.md">www.e-learning.cicde.md</a>	Update the training courses remotely depending on amendments to the electoral law	Updated course for presidential elections	<i>Implemented</i> Training courses for level-two DEC, PEBs, PEBs from outside the country, collectors, registrars, persons delegated by contenders, updated in compliance with the law in force. <sup>2</sup>
1.1.1	Develop the CICDE Regulation on remote training	Establish a set of rules on organising the remote training of electoral officials and other electoral stakeholders	CICDE Regulation developed	<i>Implemented</i> Regulation approved by Order of the Director No 38 of 15.12.2020
1.1.1	Conduct training of electoral officials and other stakeholders on the platform <a href="http://www.e-learning.cicde.md">www.e-learning.cicde.md</a>	Monitor how beneficiaries go through the remote training courses	At least 2,000 people trained via the platform <a href="http://www.e-learning.cicde.md">www.e-learning.cicde.md</a>	<i>Implemented<sup>3</sup></i> Remote trainings on zoom platform integrated of the site <a href="http://www.e-learning.cicde.md">www.e-learning.cicde.md</a> were carried out for

<sup>1</sup> Number of strategic activity in CICDE Strategic Plan approved by CEC Decisions No 3668 of 4 February 2020

<sup>2</sup> <https://e-learning.cicde.md/courses>

<sup>3</sup> [https://www.cicde.md/media/files/files/raport\\_apr\\_2020\\_cicde\\_final\\_3136623.pdf](https://www.cicde.md/media/files/files/raport_apr_2020_cicde_final_3136623.pdf)

	<a href="http://learning.cicde.md">learning.cicde.md</a>		Increase by 10% in the number of electoral officials trained via the platform <a href="http://www.e-learning.cicde.md">www.e-learning.cicde.md</a>	<p>the following categories of beneficiaries:</p> <ul style="list-style-type: none"> <li>- LPAs representatives;</li> <li>- SVR responsables;</li> <li>- Judges;</li> <li>- GPI representatives;</li> <li>- Prosecutors;</li> <li>- Level-two DEC members;</li> <li>- PEB members from abroad.</li> </ul> <p>A total number of 127 webinars were carried out for 2088 persons</p>
1.1.1	Implement the concept of blended learning and conduct trainings on the basis of this concept	<p>Adapt a training program in a blended learning format</p> <p>Organise training courses in 2 stages: face-to-face and remote trainings</p>	<p>No of trainings organised in blended learning format</p> <p>No of people trained based on this concept</p>	<p><i>Implemented</i></p> <p>The training program for PEB members was adapted according to the format of blended training in 3 thematic stages:</p> <ol style="list-style-type: none"> <li>1. Live videoconference on the YouTube channel - 2108 participants</li> <li>2. 231 offline seminars for PEB members - 4668 trained persons</li> <li>3. Session recorded on YouTube - 3738 views</li> </ol>
1.1.1	Promoting training modules on the platform <a href="http://www.e-learning.cicde.md">www.e-learning.cicde.md</a>	<p>Include the 'promote the e-learning platform' section in the 2020 CICDE communication plan</p> <p>Organise promotion activities according to the plan</p> <p>Include them in CICDE</p>	<p>Plan developed and promoted</p> <p>No of organised promotion activities</p> <p>No of disseminated information materials</p>	<p><i>Implemented</i></p> <p>Section integrated in the Annual Communication Plan</p> <p>Platform promoted via the official page of social networks, during the conducted training seminars (358 seminars), through offers transmitted directly to potential beneficiaries (46 political parties) and by including the references</p>

		information and teaching materials in order to promote the platform		in all the textbooks printed for presidential elections (10 600 copies).
1.1.2	Update/improve the existing education products (training and civic education programs)	Amend education products in line with changes in the electoral legislation, but also on the basis of recommendations from reports developed by CICDE coordinators as a result of training and civic education programs	Updated training programs for the new parliament election Improved civic education programs for librarians and civic education teachers	<i>Implemented</i> The training programs for New Parliamentary Elections were updated. Civic education programs for librarians and civic education teachers were upgraded. Eight educational videos <sup>4</sup> were developed for the training of student councils and the Guidelines on the Election of Pupil's Councils was reviewed. <sup>5</sup>
1.1.2	Develop content and conduct trainings for various electoral stakeholders remotely in real time (webinar)	Assess the needs and develop a new education product (training program)  Organise and conduct webinars on the basis of the developed program	An education program developed  At least one electoral webinar per semester	<i>Implemented</i> Three new educational products: - Duties of police officers during the electoral process - Integrity of the electoral process - Continuous training module for trainers in the area of digitalisation of electoral trainings.  As many as 14 webinars were conducted based on them.
1.1.2	Develop the content of and conduct electoral	Develop civic education programs depending on the needs of various online	At least one electoral education activity	<i>Implemented</i> The content of electoral intellectual

<sup>4</sup> <https://cicde.md/index.php?pag=news&id=1260&rid=2207&l=ro>

<sup>5</sup> <https://www.youtube.com/channel/UCjowoMOWA3toB12m9ntEi3A/videos>

	education programs on various online platforms	platforms Publish civic education programs on various online platforms Inform various beneficiaries about the courses	carried out online every semester	game What? Where? When? was adapted for the online environment Five games were developed on CICDE YouTube channel. The page cuc.cicde.md – an intellectual quiz for knowledge testing (over 1000 views) was created and launched The contest of electoral vlogging for children aged 7-11 years was conceptualised. Two editions were conducted. The training program for the election of the Pupils' Council was transposed in video format and placed on the YouTube channel of CICDE
1.1.2	Transform CICDE website into an electoral education tool	Develop and publish on the website information products that promote electoral education Promote the website during all training and civic education activities carried out by CICDE	No of CICDE website visitors	<i>Implemented</i> According to the data registered by Google Analytics, the site www.cicde.md was visited by 39 819 people in 2020
1.1.3	Provide continuous training to potential electoral officials: LPA representatives, representatives of political parties, teachers, librarians, etc.	Identify potential electoral officials Organise and conduct trainings for potential electoral officials	No of trainings held No of beneficiaries of training services	<i>Implemented</i> – 2 videoconferences for potential members of PEBs from Chisinau – 140 people – 40 webinars for potential members of PEBs from abroad – 795 persons

1.1.3	Carry out all procedures regarding the accreditation of training courses for potential electoral officials	Identify courses that need accreditation  Prepare and submit the set of documents for accreditation	At least one accredited training program (e.g. Introduction to electoral work)	<i>Partially implemented</i>  The internal documents of CICDE were analysed in line with the requirements for the authorisation and accreditation of courses. The analytical-informative note about the current situation and the recommendations concerning the measures that are necessary for the authorisation and accreditation of courses for electoral officials were developed.
1.1.3	Promote the idea of including CICDE courses on the training package of civil servants and other categories of potential electoral officials	Submit request to the Academy of Public Administration	Request submitted	<i>Implemented</i>  The offer was formulated and the request was sent to the Academy of Public Administration concerning the inclusion of specialised courses in the electoral field in the continuous training programs for public officials.
1.1.3	Train electoral officials designated to be part of electoral bodies, as well as of representatives of CEC staff	Organise and conduct training workshops for designated electoral officials and representatives of CEC staff	No of trainings held  No of beneficiaries of training services  Beneficiary profile	<i>Implemented</i>  The following events were held for the new parliamentary elections of 15 March: <ul style="list-style-type: none"> <li>- a seminar for DEC members - 9 persons;</li> <li>- 6 seminars for PEB members - 186 persons;</li> <li>- 2 seminars for registrars - 28 persons;</li> <li>- 6 seminars for operators - 102 persons;</li> </ul>



				<p>The following were conducted for the New Local Elections of 2020:</p> <ul style="list-style-type: none"> <li>- 4 seminars for level-one DEC members - 34 persons;</li> <li>- 2 seminars for PEB members - 23 persons;</li> </ul> <p>The following events were held for the presidential elections of 1/15 November 2020<sup>6</sup>:</p> <ul style="list-style-type: none"> <li>- 54 webinars for level-two DEC members - 213 persons;</li> <li>- 2 videoconferences for potential members from Chisinau - 140 pers.</li> <li>- one videoconference for PEB members - 2018 pers.</li> <li>- 231 seminars for PEB members (face-to-face) 4668 pers.</li> <li>- 40 webinars for potential members of PEB from abroad - 795 pers.</li> <li>- 22 webinars for members of PEB from abroad - 627 pers.</li> <li>- 3 videoconferences for PEB operators - 3338 pers.</li> <li>4 webinars for registrars -48 pers.</li> <li>- 3 seminars for registrars (face-to-face) - 25 pers.</li> <li>- 2 webinars for judges - 58 pers.</li> <li>- 2 webinars for GPI employees - 296 pers.</li> <li>- 2 webinars for prosecutors - 51 pers.</li> </ul>
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<sup>6</sup> <https://cicde.md/index.php?pag=news&id=1082&rid=2424&l=ro>

1.1.4.	Develop and implement mechanisms for interested people to apply for the courses	Develop the course sign-up application  Promote the ways to apply for the courses among the potential participants	No of people who signed up for the courses using the application	<i>Implemented</i>  Application form developed, available on the website <sup>7</sup>  Promoted through general educational offer and for the presidential elections through social media  156 registered by applying for the courses included in the general offer  35 persons registered for the courses included in the offer for presidential elections
1.1.4	Carry out all procedures regarding the accreditation of training courses for other categories of beneficiaries than potential electoral officials	Identify courses that can be accredited  Prepare and submit the set of documents for accreditation	At least one accredited training course	<i>Partially implemented</i>  According to the conclusions made following the analysis of the legislation and of internal regulations, in order to perform the accreditation and authorisation, first it is necessary to amend CICDE and after that – launch the self-assessment and authorisation of courses.
1.1.4	Conduct continuous training and civic education activities for various categories	Develop and implement the annual initial and continuous training plan	No of trainings/ activities held  No of beneficiaries of training/	<i>Implemented</i>  The annual plan on the conduct of civic education activities and events <sup>8</sup> was implemented in proportion of 90%:

<sup>7</sup> <https://cicde.md/index.php?pag=page&id=1183&l=ro>

<sup>8</sup>Plan of Civic and Electoral Education Activities of the Centre for Continuous Electoral Training under the Central Electoral Commission for 2020

<https://cicde.md/index.php?pag=news&id=1196&rid=2443&l=ro>

Report on the Implementation of the Plan of Civic and Electoral Education Activities of the Centre for Continuous Electoral Training under the Central Electoral Commission for 2020 <https://cicde.md/index.php?pag=news&id=1291&rid=2452&l=ro>

	of beneficiaries (representatives of political parties, treasurers, judges, media, prosecutors, criminal investigation officers)		civic education services  Annual plan implemented to an extent of at least 90%	– 489 civic education activities (webinars, seminars, contests, information campaigns) – 19701 direct beneficiaries of the conducted activities
<b>Goal 1.2 Strengthen CICDE’s methodological framework</b>				
<b>No of the strategic activity</b>	<b>Strategic activities</b>	<b>Tasks</b>	<b>Performance indicators</b>	<b>Degree of implementation</b>
1.2.1	Improve the system of standardising training and civic education programs at CICDE	Update the CICDE instruction on standardising training and civic education programs	Updated CICDE instruction	<i>Implemented</i>  The Instruction on the unified system for development and encryption of methodological-didactic materials developed within the Centre for Continuous Electoral Training under the Central Electoral Commission was updated within the set deadline  By Order of the Director No 20 <sup>1</sup> of 9 March 2020, the Instruction on the standardisation of the organisation of CICDE civic education activities was developed and approved
1.2.1	Update and adjust the training and civic education programs in line with the updated instruction	Amend the structure and content of training and civic education programs in line with the new rules on the development thereof	Programs adjusted to the developed standardisation system	<i>Implemented</i>  The civic education and training programs were adjusted accordingly

1.2.1	Develop the portfolio of CICDE training and civic education programs	Create a database of the existing training and civic education programs	Portfolio of CICDE training and civic education programs (booklet)	<i>Implemented</i> <sup>9</sup>
1.2.2	Develop an instruction on the quality control system of training and civic education services at CICDE	Set internal rules regarding the quality control system of training and civic education services at CICDE	Instruction developed	<i>Partially implemented</i>  During the presidential elections there were tested certain control mechanisms, which were structured in a draft Instruction on the control system of the quality of civic education and training services under OSCE.
1.2.2	Monitor training and civic education activities and develop monitoring reports	Develop the monitoring component under each training program  Develop monitoring-related materials (questionnaires, templates, reports) in line with rules set in the instruction on the quality control system of training and civic education services at CICDE	Monitoring reports developed	<i>Implemented</i>  Internal monitoring of trainings carried out in order to prepare the presidential elections performed. Report developed.  External monitoring of CICDE training activities performed during 2020 Presidential Elections by a contracted sociological company. Report developed.
1.2.2	Assess the impact of training and civic education programs and provide	Survey beneficiaries of training and civic education services provided by CICDE and	Assessment reports developed	<i>Implemented</i>  The beneficiaries were questioned after each training and the answers were

<sup>9</sup> <https://cicde.md/index.php?pag=news&id=1286&rid=2453&l=ro>

	recommendations regarding them	systematise the answers Formulate conclusions and recommendations	Recommendations formulated	analysed and systematised in technical reports.  After the event, a company was contracted to assess the impact of the training of electoral officials, the activity of the information line of voters and the performance of CICDE as a whole.
1.2.3	Classify and archive the existing training and civic education programs	Classify programs by their context  Carry out the physical and digital archiving of the existing training and civic education programs	Training and civic education programs are classified and archived appropriately, as hard and soft copies	<i>Implemented</i>  The didactic programs and materials of the trainings are archived and stored on paper and in electronic format.
1.2.3	Develop CICDE's service offer	Identify training and civic education programs that can be provided on demand by CICDE to various beneficiaries  Include them in CICDE's training offer (a menu of training and civic education programs)	Service offer developed and published on the website	<i>Implemented</i>  The service offer for 2020 included 6 courses for different categories of beneficiaries. It <sup>10</sup> has been drafted, posted on the website and distributed to potential interested parties.
<b>Goal 1.3 Assert CICDE as a scientific and practical research and advisory institution</b>				
<b>No of the strategic activity</b>	<b>Strategic activities</b>	<b>Tasks</b>	<b>Performance indicators</b>	<b>Degree of implementation</b>

<sup>10</sup> <https://cicde.md/index.php?pag=news&id=1286&rid=2315&l=ro>

1.3.1	Develop and approve the annual research activity plan	Identify topics of researches that CICDE will carry out Draft the research plan Approve the plan	Annual plan developed and approved	<i>Implemented</i> Approved by Order of the Director No 22 <sup>1</sup> of 25 March 2020
1.3.1	Perform research activities as part of 'CICDE research lab'	Perform research activities Publish and present electoral research works	Electoral research works developed, published and presented  Level of achievement of the annual plan	<i>Implemented</i> 2 policy briefs developed, printed and presented to the public 5 researches carried out under the research grant program 2 thematic analytical notes developed Series of 4 lives about the experience of four countries that carried out elections in conditions of pandemic
1.3.2	Publish and promote CICDE electoral research magazine	Develop articles for the magazine Publish, present, and disseminate the magazine	CICDE electoral research magazine developed and published once a semester	<i>Partially implemented</i> June 2020 edition dedicated to alternative voting methods December 2020 edition dedicated to judicial accountability in the electoral area (is being printed)
1.3.4	Purchase subject matter literature for CICDE library	Identify subject matter publications Perform procurement procedures	At least 10 subject matter works purchased per year  Increase by 10% the number of	<i>Implemented</i> 15 works purchased Due to the pandemic, the access of visitors to CICDE library was limited.

			users of CICDE library	
1.3.4	Subscribe to online scientific libraries	Identify online resources Perform procurement procedures (subscription to libraries that have a subscription fee)	Subscribed to at least 2 new online resources	<i>Implemented</i> The annual subscription to REM Consortium was extended with 3 resources.
<b>PILLAR 2 INSTITUTIONAL AND FUNCTIONAL STRENGTHENING</b>				
<i>Purpose: Perform all internal measures needed to ensure CICDE's capacity to carry out planned training, civic education, and research activities</i>				
<b>2.1 Organisational streamlining</b>				
No of strategic activity	Strategic activities	Tasks	Performance indicators	Degree of implementation
2.1.1	Carry out an organisational analysis and provide recommendations on a new organisational chart and number of employees for CICDE	Analyse job descriptions of CICDE staff Study the latest legal amendments regarding the remuneration of budgetary sector staff Provide recommendations regarding the development of a new organisational chart	Analysis carried out and recommendations provided	<i>Implemented</i> The analysis and the recommendations included in letter No CICDE-1036 of 30.07.2020 sent to Central Electoral Commission
2.1.1	Perform an analysis of the status of CICDE/staff of CICDE, as well as regarding	Analyse the current status of CICDE/staff of CICDE	Analysis carried out and recommendati	<i>Implemented</i> The analysis and the recommendations included in letter No CICDE-1036 of

	the increase in the number of staff and provide recommendations	Identify deficiencies in the current status of CICDE/staff of CICDE  Provide recommendations aimed at improving the status of CICDE/staff of CICDE	ons provided	30.07.2020 sent to Central Electoral Commission
2.1.1	Develop the new organisational chart and submit it for approval	Develop the organisational chart  Submit it to CEC for approval	CICDE organisational chart developed and submitted for approval	<i>Implemented</i>  By Decision of Central Electoral Commission No 4262 of 18.09.2020 the limited number of employees of the Centre for Continuous Electoral Training increased by two positions and the new organisational chart was approved.
2.1.2	Update/revise the register of trainers (initially trained in ToT)	Improve the structure of the register  Ensure that information is up-to-date	Updated/revise register of trainers	<i>Implemented</i>  The Regulation on the employment, accreditation and initial and continuous training of trainers was developed and approved by Order of the Director No 30 <sup>1</sup> of 17 July 2020. It contains a section about record keeping of trainers in the Register.  At the same time the trainers were assessed and the information included in the Register was updated. Out of 208 persons included in the Registry following the initial training of trainers, only 56 trainers remained after the assessment.



2.1.2	Create the register of external employees involved in other activities than training (which are not included in the trainers' register)	Develop the register (in digital format) and fill it out subsequently	Register developed	<i>Implemented</i> Electronic register developed
2.1.2	Develop and implement a new system for the recruitment, accreditation, and training of trainers (initial and continuous)	Develop and approve the Regulation on the employment, accreditation, and training of trainers	Regulation developed and approved	<i>Implemented</i> The Regulation on the employment, accreditation and initial and continuous training of trainers was developed and approved by Order of the Director No 301 of 17 July 2020. It contains the description of the method of employment, accreditation and training of trainers.
2.1.2	Identify and implement tools for retention/loyalty of trained trainers	Create trainer motivation mechanisms Apply the tools for retention/loyalty of trained trainers	Number of permanently active trainers vs. total number of trained and accredited trainers	<i>Implemented</i> The Regulation on the employment, accreditation and initial and continuous training of trainers was developed and approved by Order of the Director No 301 of 17 July 2020. It contains a section about the retention of trainers  Loyalty mechanisms were applied for 22 trainers out of 56 included in the updated Register of Trainers.

**Goal 2.2 Create a favourable financial environment for the development of CICDE**

<b>No of strategic activity</b>	<b>Strategic activities</b>	<b>Tasks</b>	<b>Performance indicators</b>	<b>Degree of implementation</b>
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2.2.1	Develop projects and implement them	Develop and apply with project proposals  Carry out activities under projects financed by development partners	Number of activities carried out in the projects	<i>Implemented</i>  3 projects submitted, 1 project won: <i>Education of Electoral Stakeholders for the Presidential Election of November 2020</i> worth USD 50 000, funded by the USA Department of State.  Activities <sup>11</sup> carried out by the Centre for Continuous Electoral Training under the project are:  <ul style="list-style-type: none"> <li>- 5 series of memes;</li> <li>- 5 podscasts;</li> <li>- 5 short video spots entitled ‘The Expert Answers’;</li> <li>- 4 videographics for the training of electoral officials;</li> <li>- Sociological study on the impact of trainings carried out by CICDE;</li> <li>- Electronic brochure ‘Electoral Cycle For All’.</li> </ul>
2.2.1	Develop the portfolio of CICDE programs/ courses and services provided against payment	Identify and describe training programs/courses that can be performed on demand and included in CICDE portfolio	Portfolio of CICDE programs/course s developed and published	<i>Implemented</i>  <a href="https://cicde.md/index.php?pag=news&amp;id=1286&amp;rid=2315&amp;l=ro">https://cicde.md/index.php?pag=news&amp;id=1286&amp;rid=2315&amp;l=ro</a>
2.2.1	Promote the CICDE program menu and provide training	Publish the service offer and send it to all electoral	At least one service provided against payment	<i>Implemented</i>

<sup>11</sup> <https://cicde.md/index.php?pag=news&id=1288&l=ro>

	services to all interested subjects	stakeholders Conclude service provision agreements and implement them	annually	Offer sent via email. Contract for the provision of training services No 09/28.09.2020 concluded with INFONET Alliance
2.2.1	Create optimal conditions for the efficient management of additional funds	Establish a set of rules regarding the activities funded from the additional financial resources	Regulation developed	<i>Not implemented</i> It needs a more profound analysis of the legal framework and consultation with the possible donors. It will be transferred for 2021

**PILLAR 3 PROACTIVE ORGANISATIONAL COMMUNICATION**

*Purpose: Enhance the visibility of the institution and establish strategic partnerships*

**Goal 3.1 Promote the image of CICDE as a modern and innovative institution**

<b>No of the strategic activity</b>	<b>Strategic activities</b>	<b>Tasks</b>	<b>Performance indicators</b>	<b>Degree of implementation</b>
3.1.1.	Develop and implement the annual plan of conferences, round table discussions, civic education	Develop and approve the plan Organise the events (event logistics) Develop scientific and	Plan developed and approved  At least on electoral education/scientific and practical	<i>Implemented</i> Plan approved on 1 February 2020 by Order of the Director <sup>12</sup> . The following activities were organised:

<sup>12</sup>Plan of Civic and Electoral Education Activities of the Centre for Continuous Electoral Training under the Central Electoral Commission for 2020  
<https://cicde.md/index.php?pag=news&id=1196&rid=2443&l=ro>  
 Report on Civic and Electoral Education Activities of the Centre for Continuous Electoral Training under the Central Electoral Commission for 2020  
<https://cicde.md/index.php?pag=news&id=1291&rid=2452&l=ro>

	events organised by CICDE	practical, as well as electoral products for such events	conference held At least 6 electoral education events held Scientific and practical, as well as civic education products developed	<ul style="list-style-type: none"> <li>- Annual CICDE Open Talks Conference</li> <li>- 7 offline activities</li> <li>- 4 live broadcasts on the CICDE Facebook page entitled 'Elections During the Pandemic' attended by guests from Poland, Romania, Ukraine, Kyrgyzstan.</li> <li>- 7 electoral podcasts<sup>13</sup></li> <li>- 5 informative videos about elections</li> <li>- 1 electronic brochure 'Electoral Cycle For All'</li> </ul>
3.1.2	Develop and create key-messages regarding the mission, vision, and strategic goals of CICDE for the events where representatives of the institution take part (inside the country and abroad)	Develop key-messages Develop scientific and practical, as well as electoral products that can be presented during events	Take part in at least 10 events  Take part and make presentations in at least 5 events  Scientific and practical, as well as civic education products developed	<i>Implemented</i>  CICDE representatives participated in events organised by national and international institutions such as: CoE, IDEA, IFES, MECR, CNTM, INFONET, Chisinau branch of IPA CIS IIMDD, LID Moldova, Platform for Gender Equality, Green Ecologist Party, etc. including with presentations and interventions.
3.1.3	Create information products for the website and social media pages, as well	Edit information materials meant for the online space	Website updated regularly	<i>Implemented</i>  The CICDE Facebook page saw an increase of about 21.13% in likes

<sup>13</sup> <https://anchor.fm/cicde/episodes/CICDE-podcast-3-Opiuni-de-participare-la-alegeri-pentru-cei-care-doresc-s-voteze-ntr-o-alt-localitate-sau-nu-se-pot-deplasa-la-secia-de-votare-ek21p6>

	as publish them	Post information materials on the website and on social media pages	Number of website views increased by 20% per year Number of followers on social media increased by 20% per year At least one product published per week	compared to the same period of the previous year. The CICDE's YouTube channel has seen a 85% increase in subscribers compared with 2019. Number of visitors of the site www.cicde.md slightly decreased by about 4.9% compared with 2019 when those two national elections attracted more visitors. The official website and the social media accounts are regularly updated, the news and events being available including in Russian and English.
3.1.3	Create products for offline promotion and information	Develop information materials meant for the offline environment (booklets, leaflets, posters, etc.)	CICDE promotion and information materials	<i>Implemented</i>
3.1.3	Collaborate permanently with local media	Take part in TV and radio programs Invite journalists to CICDE events	Number of participations, media coverage, media publications	<i>Implemented</i> CICDE representatives had 10 interviews or participate in TV and radio shows on: ProTV Chisinau, TVR Moldova, Moldova 1, Radio Free Europe, Radio Moldova Tineret, etc. <sup>14</sup>
3.1.4	Establish partnerships with governmental organisations, civil	Conclude collaboration	Collaboration agreements signed	<i>Partially implemented</i> A number of activities have been carried

<sup>14</sup> Appearances of CICDE in the media <https://cicde.md/index.php?pag=news&id=1064&l=ro>

	society organisations (CSOs), international organisations	agreements Identify areas for collaboration; plan and implement joint actions	Number of implemented/proposed joint activities/initiatives	out in partnership with the State University of Moldova (master's program), the Chisinau Municipal Youth Center (information campaign), INFONET Alliance and Public Organisation Center for Consultancy and Civic Education (electoral internship program), National Institute of Justice (training of judges), 'Alexei Mateevici' College from Chisinau, TL 'Mihai Eminescu', Sudarca v., TL 'Alexandru cel Bun', Singera t. (voting simulation workshops) etc.  At the same time the agreement with the State University of Moldova was renewed and the text of the agreement with the Police Academy 'Stefan cel Mare' was negotiated.
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**Goal 3.2 Develop the CEC/CICDE strategic partnership**

<b>No of the strategic activity</b>	<b>Strategic activities</b>	<b>Tasks</b>	<b>Performance indicators</b>	<b>Degree of implementation</b>
3.2.1	Assess the CEC/CICDE partnership 1. in terms of duties/competences 2. in terms of inter-institutional, personal communication 3. in terms of	Perform the analysis Identify overlapping competences Provide recommendations to improve communication and relationships between the institutions	Analysis report drafted  No of identified overlapping areas of activity  No of provided recommendations	<i>Implemented</i>  Analysis conducted. The recommendations formulated for the activity areas where overlapping was identified: information, electoral education, research.

	subordination and reporting lines			
3.2.2	Eliminate overlapping competences and activities of CEC and CICDE subdivisions	Delimit areas of activity Eliminate overlapping of activities	% of implemented recommendations out of total provided recommendations	<i>Not implemented</i> The recommendations made are to be submitted as proposals for the amendment of Regulation on the Activity of Central Electoral Commission and the Regulation on the Activity of the Centre for Continuous Electoral Training.

## Monitoring the CICDE Budget Execution

The 2020 budget of the Centre for Continuous Electoral Training amounted to MDL 8,396,075 (allocations from the state budget and allocations from external funding sources), which is MDL 4,022,705 less than in 2019.

### Expenditure under the activity 00408 'Basic Activity'

The structure of expenditures approved and executed for activity 'Basic Activity', according to the budget breakdown, is shown in the following table:

Expenditures according to budget breakdown	Expenditures approved and planned for 2020	Expenditure executed in 2020	Unused sources and % of execution
Work remuneration according to the number of staff	675500.00	652228.76	29821.94
Compulsory state social insurance contributions	155400.00	149798.19	
Mandatory health insurance contributions paid by the employer throughout the country	30300.00	29351.11	
<b>Total expenditures for staff</b>	<b>861200.00</b>	<b>831378.06</b>	<b>96.5%</b>
Information services	66500.00	55987.76	221852.02
Telecommunication services	19700.00	19699.92	
Rental services	5000.00	4800.00	
Transport services	69200.00	41870.14	
Current repair services	37700.00	35307.50	
Professional training	73000.00	53837.50	
Business trips abroad	71800.00	31104.20	
Security services	1800.00	1249.00	
Banking services	3500.00	3294.88	
Postal services and distribution of social rights	1800.00	1794.00	
Services that were not assessed to any paragraph	840200.00	720376.70	
Allowance for temporary incapacity for work	2000.00	1026.38	
<b>Total expenditures for services</b>	<b>1192200</b>	<b>970347.98</b>	
Procurement of machinery and equipment	61100.00	61072.00	2052.65
Procurement of non-material assets	87400.00	85375.35	
<b>Total fixed assets</b>	<b>148500.00</b>	<b>146447.35</b>	<b>98.6%</b>
Procurement of fuels, lubricants	7000.00	7000.00	1909.69
Procurement of spare parts	10000.00	9900.00	
Procurement of household and office supplies	77700.00	77700.00	
Procurement of other materials	111100.00	109290.31	
<b>Total of goods and reserves of circulating assets</b>	<b>205800.00</b>	<b>203890.31</b>	<b>99.1%</b>
<b>TOTAL</b>	<b>2407700.00</b>	<b>2152063.70</b>	<b>89.4%</b>

Of the total current expenditure for the maintenance of the Centre for Electoral Training, 38.6% is expenditure for the remuneration of staff, for the payment of mandatory state social security contributions mandatory health insurance premiums payable by the employer. Thus, the amount



of MDL 652,228.76 was intended for the remuneration of work, the amount of MDL 149,798.19 – for the payment of mandatory state social security contributions and the amount of MDL 29,351.11 – for the payment of mandatory health insurance contributions. The execution in this respect is 96.5%.

The amount of expenditure for services is MDL 970,347.98, which is 45.1% of the total expenditure under ‘Current Expenditure’. Under this category, expenditure for information services amounted to MDL 55,987.76, which includes payments for telephone and internet services, technical servicing and maintenance services, public key certification services for electronic signature, maintenance services for the ‘Activity Report’ module, installation, administration, configuration of nomenclatures and maintenance of 1C IS, Zoom subscription services during COVID-19 pandemic. Under the category ‘Transport Services’, the amount of MDL 41,870.14 comprises the expenditure for car insurance and testing, as well as the toll for the use of roads for the car owned by CICDE.

Under the budget line ‘Current Repair Services’, the amount of MDL 35,307.50 includes the expenditure for printer and car repair services, as well as furniture repair services.

Under the budget line ‘In-service Training’, the amount of MDL 53,837.50 includes the costs for the training of CICDE employees.

For business trips abroad, the amount of MDL 31,104.20 includes payment of daily allowance and purchase of plane tickets.

Under the heading ‘Services not assigned to other categories’, the amount of MDL 720,376.70 includes the cost of cleaning services, translation services (RO-ENG/ENG-RO, RO-RU/RU-RO) training and coordination services for training seminars, as well as the payment of mandatory state social security contributions and of mandatory health insurance contributions payable by the employer related to these contracts.

During the year, funds amounting to MDL 203,890.31 were spent on the purchase of reserves of circulating assets. This category reflect the expenditures for the procurement of fuel in the amount of MDL 7,000.00. The funds allocated in 2020 for the purchase of household materials (including disinfectants and masks) and office supplies amounted to MDL 77,700.00, and MDL 109,290.31 were used for printing teaching materials, brochures, purchasing board games and drinking water.

#### Expenditure under the activity 00062 ‘New Parliamentary Elections’

The structure of expenditure approved and executed for the organisation and conduct of the parliamentary elections, according to the budget breakdown, is shown in the following table:

Expenditures according to budget breakdown	Expenditure approved and planned for 2020	Expenditure executed in 2020	% of execution	Unused sources
Work remuneration according to the number of staff	43338.00	43337.99	100%	
Compulsory state social insurance contributions	9968.00	9967.74	100%	
Mandatory health insurance contributions paid by the employer throughout the country	1951.00	1950.21	100%	
<b>Total expenditures for staff</b>	<b>55257.00</b>	<b>55255.94</b>	<b>100%</b>	<b>1.06</b>

Transport services	6960.00	6960.00	100%	
Services that were not assessed to any paragraph	65701.00	65700.10	100%	
<b>Total expenditures for services</b>	<b>72661.00</b>	<b>72660.10</b>	<b>100%</b>	<b>0.90</b>
Procurement of household and office supplies	7145.00	7144.40	100%	
Procurement of other materials	54412.00	54411.50	100%	
<b>Total of reserves of circulating assets</b>	<b>61557.00</b>	<b>61555.90</b>	<b>100%</b>	<b>1.10</b>
<b>TOTAL</b>	<b>189475.00</b>	<b>189471.94</b>	<b>100%</b>	<b>3.06</b>

Of the total expenditure on services, the largest share is represented by 'Services not assigned to other categories' in the amount of MDL 65,700.00 , comprising payments for training and coordination services in training seminars, including payment for mandatory state security contributions and mandatory health insurance premiums payable by the employer.

The amount of MDL 54,411.50 includes the cost of printing products for training seminars.

#### Expenditure under the activity 00063 'Local Government Elections'

The structure of expenditure approved and executed for the organisation and conduct of the new local elections of 6 September 2020, according to the budget breakdown, is shown in the following table:

Expenditures according to budget breakdown	Expenditure approved and planned for 2020	Expenditure executed in 2020	% of execution	Unused sources
Work remuneration according to the number of staff	30200.00	30110.76	99.7%	
Compulsory state social insurance contributions	6900.00	6900.00	100%	
Mandatory health insurance contributions paid by the employer throughout the country	1400.00	1354.98	96.8%	
<b>Total expenditures for staff</b>	<b>38500.00</b>	<b>38365.74</b>	<b>99.7%</b>	<b>134.26</b>
Transport services	4800.00	4800.00	100%	
Banking services	200.00	150.55	75.2%	
<b>Total expenditures for services</b>	<b>5000.00</b>	<b>4950.55</b>	<b>99.01%</b>	<b>49.45</b>
Procurement of food products	800.00	800.00	100%	
Procurement of household and office supplies	1800.00	1800.00	100%	
Procurement of other materials	2300.00	2250.00	97.8%	
<b>Total of reserves of circulating assets</b>	<b>4900.00</b>	<b>4850.00</b>	<b>99.0%</b>	<b>50.00</b>
<b>TOTAL</b>	<b>48400.00</b>	<b>48166.29</b>	<b>99.5%</b>	<b>233.71</b>

The table shows that the expenses were executed at about 100%.

Expenditures for the activity 00439 'Organisation and Conduct of RM Presidential Elections'

The structure of expenditure approved and executed for the organisation and conduct of the presidential elections of 1/15 November 2020, according to the budget breakdown, is shown in the following table:

Expenditures according to budget breakdown	Expenditure approved and planned for 2020	Expenditure executed in 2020	% of execution	Unused sources
Work remuneration according to the number of staff	136400.00	112448.75	82.4%	
Compulsory state social insurance contributions	31400.00	25888.69	82.4%	
Mandatory health insurance contributions paid by the employer throughout the country	6200.00	5060.20	81.6%	
<b>Total expenditures for staff</b>	<b>174000.00</b>	<b>143397.64</b>	<b>82.4%</b>	<b>30602.36</b>
Information services	1209000.00	994126.27	82.2%	
Rental services	93600.00	34233.00	36.6%	
Transport services	189000.00	89100.00	47.1%	
Banking services	700.00	443.27	63.3%	
Services that were not assessed to any paragraph	1755800.00	856055.05	48.7%	
<b>Total expenditures for services</b>	<b>3248100.00</b>	<b>1973957.59</b>	<b>60.8%</b>	<b>1274142.41</b>
Fuel procurement	2600.00	-	0%	
Procurement of food products	60000.00	21357.00	35.6%	
Procurement of household and office supplies	228700.00	37022.40	16.2%	
Procurement of other materials	1190800.00	370573.00	31.1%	
<b>Total of reserves of circulating assets</b>	<b>1482100.00</b>	<b>428952.40</b>	<b>28.9%</b>	<b>1053147.60</b>
<b>TOTAL</b>	<b>4904200.00</b>	<b>2546307.63</b>	<b>51.9%</b>	<b>2357892.37</b>

Of the total personnel expenses, MDL 143,397.64 were allocated for the payment of overtime hours and for the work on the weekly rest days, including the contributions payable by the employer.

Of the total expenditures for services, the largest share is represented by information services in the amount of MDL 994126.27 (services for the organisation of phone lines for the information of voters). The section 'Services not assigned to other categories' in the amount of MDL 856,055.05, comprising payments for training and coordination services in training seminars, including payment for mandatory state security contributions and mandatory health insurance premiums payable by the employer.

The amount of MDL 370,573.00 includes the cost of printing products for training seminars (brochures, certificates, participant's kits).

The budget was not executed in proportion of 100% because the training strategy was adapted to the requirements imposed by the COVID-19 pandemic: a series of trainings was transferred in the online environment, which allowed to save a substantial share of resources that were used

for transportation, trainers' remuneration, procurements of office supplies, rent, procurement of food products.

Expenditures of the Centre for Electoral Training under the activity 70312 'Education of electoral actors for presidential elections'

The structure of expenditures approved and executed in order to implement the activities under the mentioned project, according to the budget breakdown, is shown in the following table:

Expenditures according to budget breakdown	Expenditures approved and planned for 2020	Expenditure executed in 2020	Unused sources and % of execution
Services that were not assessed to any paragraph	661100.00	661100.00	
Other expenditures based on contracts with individuals	140900.00	140900.00	
<b>Total expenditures for services</b>	<b>802000.00</b>	<b>802000.00</b>	<b>100%</b>
Procurement of machinery and equipment	44300.00	44300.00	
<b>Total fixed assets</b>	<b>44300.00</b>	<b>44300.00</b>	<b>100%</b>
<b>TOTAL</b>	<b>846300.00</b>	<b>846300.00</b>	<b>100%</b>

## Prepare the documentation that is necessary for the development of procedures related to public procurements of goods and services.

The public procurement of goods and services from the CICDE's financial resources was carried out in accordance with the procurement plan, approved by the CICDE Director on 13 January 2020 and subsequently amended on 22 July and 2020 August, with the arrival of additional financial resources in the institution's budget for the conduct of presidential elections of 1 November 2020 and on 21 September 2020 following financial allocation under the project financed from external sources 'Education of Electoral Contenders for Presidential Elections' by the United States Department of State.

The last modification in the 2020 procurement plan was made in November, with the reallocation of financial sources from one expenditure item to another.

Most of the public procurements made were of low value, on the basis of the Regulation on Low-Value Public Procurement No 665 of 27.05.2017.

One public procurement procedure was organised through 'open tender' method, 3 procedures – through the method 'demand for price offers'. All these procedures were organised in compliance with the Article 5(r), of Law No. 131 of 03.07.2015 on public procurement (exception to the application of the provisions of the said law).

For all the public procurement procedures, excepted from the provisions of the Law on Public Procurement, minutes of the meetings of the working group were prepared (decision on the assignment of public procurement contracts and the report on the assignment of public procurement contracts). According to the Law No 131/2015 on Public Procurement, by Law No 169 of 26.07.2018 Article 5(2) (Official Gazette No 321-332/527 of 24.08.2018) the table with the contracts concluded was sent to Public Procurement Agency via email on 20.09.2019.

During 2020, 394 contracts for the purchase of goods and services were concluded with both legal entities and individuals. The concluded contracts were registered with the State Treasury within the deadline set by the law.