

## **Check list for assessing system (country), organizational (electoral management body- EMB) and individual capacity**

### ***Assessing Capacity at the Systems Level***

The following are all part of the broad political or enabling environment surrounding the electoral process:

- Political system
- Government
- Political parties
- Election laws, processes, electoral system, voter registration and voting methods
- Law enforcement and security forces
- Public policies related to democratic governance
- Donors
- Civil society and opportunities for public participation in elections
- Legislative bodies
- Judiciary
- Media
- Domestic observer groups

### ***Assessing Capacity at the Organizational (EMB) Level***

The 'organization' involved in capacity development is the EMB, which has its own mandate, mission, goals, culture, structure and competencies. The following are among the numerous different capacities within the EMB that may be developed depending on context, available resources and needs:

- **Mission and strategy.** Role; mandate for conducting elections; legal, political and financial independence; laws and policies that govern the scope of the EMB's operations.
- **Culture, structure and competencies.** Organizational and management style, standards, structure, salaries, core competencies.

- **Processes.** Internal and external processes of the EMB that support planning; research; logistics, operational and financial and human resource management; relationships with other government departments, donors, media and political parties.
- **Human resources.** The most valuable of the organizational resources, upon which capacity development primarily depends.
- **Financial resources.** Operating and capital resources.
- **Information resources.** Technological and other tools used to manage operations, resources and tasks.
- **Infrastructure.** Physical assets such as computers, telecommunication systems, equipment, materials and buildings.
- **Interrelationships.** How the EMB interacts with its stakeholders, the various branches of government (executive, legislative and judicial), political parties, civil society, the media and the international community, among others.

### *Assessing Capacity at the Individual Level*

Capacity assessment at the individual level addresses the individual's capacity to function efficiently and effectively within the EMB and within the broader democratic system. It also must assess the individual's commitment to the core values of the institution. Some of the areas in which capacity can be addressed at the individual level are listed below:

- Required professional skills
- Incentives for career progression
- Professional satisfaction and security
- Compensation
- Professional development