**Camp Elections in Kharaz: Rules and regulations** *(draft)*

Main aim of the elections of Block leaders and Executive Committee is to facilitate extensive refugee participation and representation and to promote transparency and accountability in decision-making and in provision of humanitarian assistance and protection.

1. **Procedures**

Each block[[1]](#footnote-1)of the camp elects two block leaders: one woman, one man.

The system of Refugee representation through election of Block Leaders should be truly representative and include both women and men. Culture and traditions cannot be used as reasons to exclude refugee women from participation in decision-making.

The voting procedure is implemented with secret ballots. Each ballot contains the pictures of the candidates and the voter circles 1 woman candidate and 1 man candidate.

Prior to the Election Day, community mobilizers of ADRA with the support of UNHCR register the voter according to the below criteria. The registration is taking place at the level of the blocks to facilitate access to vote for everybody and mainly person with special needs who could not walk to the compound.

The refuges willing to declare as candidate have to register at the level of the Electoral Office at the humanitarian compound during the given period for candidacies application.

ADRA and UNHCR screen the applications and disqualify candidates if they do not match the criteria.

After publication of the official candidacies in each block, candidates have a special time to do campaign if they wish.

On the Election Day, the process takes place in each block and a team of at least two humanitarian staff manages the poll.

Refugees can assign observers in order to preserve transparency of the process and avoid any fraud.

Later, the newly- elected Block Leaders vote to select an Executive Committee of 11 members. Reserved positions for Women and the Ethiopian minority are mandatory in order to have a minimum of 2 Ethiopian (one being designated as a Vice-Chair) and 3 women.

The electoral process will take place every 2 years.

If one Block Leaders needs to be replaced during the course of the mandate (sickness, resettlement, resignation …), new elections have to be organised at the level of this particular block.

UNHCR, based on investigation and evidence of misbehaviour or if a Block Leader does not afford his/her obligations, can decide to remove one Block Leader and re-organise elections to replace this particular block leader.

1. **Eligibility Criteria**

* ***To be a voter***

Every refugee aged of 18 years old and above has the right to vote for his/her block leaders.

The voter has to be resident in the block s/he votes.

The voter has to be registered as a voter by UNHCR/ADRA prior to the Election.

* ***To be a candidate***

Every refugee aged of 25 years old and above has the right to apply to be a candidate at the Electoral Office.

Candidates have to be resident in the Block they want to represent.

There is no reason that a refugee could not be a Block Leader because s/he does not speak English or Arabic. Translations are always provided during meetings with NGOs, UNHCR, WFP or Local Authorities.

There is no reason that a refugee could not be a Block Leader because s/he is not able to write.

No discrimination based on tribe, sex or age is accepted.

UNHCR and ADRA can decide to disqualify an application if:

* + - Attempt of bribery during the election process
    - Applicant committed a serious crime in the past
    - Applicant committed previous acts of misbehaviour such as corruption, exploitation, disturbance of public order.

1. **Role, Rights and Duties of a Block Leader**
   * ***Role of the Block Leaders***

Block Leaders liaise with the relevant authorities and agencies to coordinate the day-to-day management of the camp. Block Leaders provide the main link between camp population, NGOs, WFP and UNHCR and advocate, on behalf of the camp residents, to the humanitarian community and the local authorities.

Block Leaders voice and peacefully channel concerns of the refugee population directly with UNHCR, WFP and implementing partners in order to reduce misunderstanding and to avoid tensions and violence.

Block Leaders provide a medium for information dissemination and relay key information to the entire camp population.

Block Leaders, knowing the Protection and SGBV referral system, properly orientate survivors of violence to the relevant partners.

Block Leaders provide help in the identification of refugees with special needs.

Block Leaders are responsible for intervening in, reconciling and arbitrating over conflict through a fair and due process. Block leaders has to play a role of mediator among the community.

Block leaders have to collaborate with UNHCR and Police for special cases.

Block Leaders ‘activity is on a volunteer basis meaning they will not receive any incentive but also that humanitarian stakeholders will not request them to carry out extra –workload not in line with their mandate.

* ***Rights of the Block Leaders***
* Refugee Block Leaders have the right to be kept informed of actions taken based on consultation. UNHCR, WFP and the IPs have to inform Block Leaders about their activities and programming.
* ???
  + ***Obligations / Duties of the Block Leaders***

Block leaders are duty-bearers and then answerable for observance of all human rights. They have to comply with the Yemeni Law and International Legal Standards.

Block Leaders should represent all the persons of his/her block whatever the sex, age and tribe.

Block Leaders have the obligation to consult on a regular basis with the population of his/her block to assess properly the needs, views and concerns in order to report adequately to UNHCR and its partners during consultation.

Block Leaders have to give feedback and inform his/her population about the outcome of meeting with Humanitarian community and transmit key messages properly without any bias.

Block Leaders have to attend the meeting with the Humanitarian Community.

1. **Role of the Grand Council**

Main purpose of the Grand Council is to increase transparency in decision-making process.

Members of the Executive Committee should attend the camp coordination meeting.

The Grand Council will interact and coordinate with other relevant committees such as Women Committee or Youth Committee[[2]](#footnote-2), and sub-committees such as Health Sub-Committee or Watsan Sub-Committee

The Grand Council is coordinating activities with the Humanitarian stakeholders, host communities and local authorities.

The Grand Council transmits messages to the Assembly of Block Leaders.

*It is worth mentioning that even once new block leaders will be elected contact between UNHCR, WFP and NGOS and the refugee community will not be confined to these representatives.*

**ANNEX 1**: TIMEFRAME

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| **Timeframe** | **Activities** |
| 7th to 18th of September | Awareness Raising Campaign  Registration of the candidates in each block by ADRA Community mobilizers with UNHCR support |
| 21st, 22nd, 23rd of September | Opening of the electoral Office  Registration of the candidates  (name, pictures, and validation/checking/disqualifications of any needed) |
| 25th of September | Advertising of the official candidacies for each block |
| 5th of October | Election day with the support of all humanitarian staff |
| 6th of October | Proclamation of the results |
| 12th of October | Election of the Executive Council |

**ANNEX 2**: Needs

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| **Items** | **Budget** / *Who affords UNHCR? ADRA?* |
| 46 note books for the registration voters by Blocks and candidates |  |
| 1 box of pens |  |
| Paper |  |
| Cameras (at least 2) | NA |
| 5 ballot boxes with locks |  |
| Human resources: at least 11 teams of 2 staff for the D Day - Each team has to cover 4 blocks | NA |
| Reproduction of the awareness-raising placards |  |
| Printing of the ballots |  |

1. 43 Blocks, the Tent area and the Bush area [↑](#footnote-ref-1)
2. the future security watch committee [↑](#footnote-ref-2)