

User's Manual

Electoral Risk Management Tool

February 2016

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1. Installation, User Admin and Help Resources

a. Installation

For the installation of the ERMT, the user would need to get a license. The user may get the license from the IDEA website. After getting the license, the user will be able to download the ERMT installer. Below is the tutorial on how users will be able to install the ERMTool in their system. The ERMT works on a server-client based system. The system requirements for installing ERMT are as follows:

Note: The ERMT can run on a minimal configuration.

System Requirements:

Windows 7 and above (32/64 bit)	
.Net Framework 4.5 (automatically installed by the installer)
Microsoft SQL 2012 (automatically installed by the installer)
Hard disk storage – up to 1 GB	

Steps: To install ERMTool

1. Locate the ERMT Installer (if you downloaded the tool from the Internet, it will be in your **Downloads** folder. If not, it will be on a flash drive or any other location on the computer's hard drive). Users will find the installer as shown below.

Name	Date modified	Туре
👪 ERMTool installer	07-Feb-16 1:13 PM	Application

2. After users have located the installer, double click the **ERMTool installer.** Then, press 'Install'. **Note:** It will extract all the required files to the same location as the installer.

This will take up to a minute to complete.

M	Election Risk Management Tool Installer 🛛 – 🗖	×
	Welcome to the installer for ERM Tool.	^
	Destination folder	~
	EVERMIT V Browse	
	Install Cancel	

3. After the completion of ERMT installer, the Electoral Risk Management Installer (also known as launcher) will open automatically.

Users can select four different languages to install the tool (English, Spanish, French and Arabic) To install the ERMT in a desired language click, the flag.

Electoral Risk Management Tool Installer					
ERMTool					
العربية					
The server version of the tool should be installed before the client. When launching the server installation, this window will remain open and can be used to install the client version once the server setup is complete.					
Please select which version to install. Previous versions and data will be removed.					
SERVER CLIENT					

4. As the ERMT is a Server-Client based system, users need to click 'Server' to initiate the ERMT installation.

Note: If user is using the ERMT on a Server-Client based system, there is no need to install server. After user clicks on 'Server', a new window will pop-up - for user to install SQL Server Express 2012 – Once this occurs, click on 'Accept'.

Note: This installation will take around 10 minutes. Also, if the system asks any further information, please give positive affirmation. (i.e. **either yes or ok**).

The following screen will appear on your desktop:

×	Electoral Risk Management Tool Server Setup	
	Installing SQL Express 2012 IDEA	20-
	Cancel	
	Çancel	

Once the first phase of installation is completed, the ERMT installer will ask to install the server on the system. The following screen will appear on your windows. Press 'Next'.

13 Electoral Has		
Welcome to the Elector Server Setup Wizard	al Risk Management Too	
The installer will guide you through the s Server on your computer.	steps required to install Electoral Risk Mana	agement Tool
WARNING: This computer program is p Unauthorized duplication or distribution or criminal penalties, and will be prosecu	rotected by copyright law and international of this program, or any portion of it, may res uted to the maximum extent possible under	treaties. ult in severe civil the law.
	Cancel < Back	<u>N</u> ext >

Again Press 'Next' (this window will let you know where the ERMT Server will be installed)

😥 Electoral Risk Management Tool Serv	rer – 🗆 🗙
Select Installation Folder	
The installer will install Electoral Risk Management Tool Server to the follow	ing folder.
To install in this folder, click "Next". To install to a different folder, enter it b	elow or click "Browse".
<u>F</u> older:	
C:\Program Files (x86)\IDEA\ERMT.Server\	Browse
	Disk Cost
Install Electoral Risk Management Tool Server for yourself, or for anyone © Everyone	who uses this computer:
⊖ Just me	
Cancel < Back	: Next>

Press 'Next' to continue with the installation.

Electoral Risk Management Tool Server 🗧 🗆 💌	
Confirm Installation	
The installer is ready to install Electoral Risk Management Tool Server on your computer. Click ''Next'' to start the installation.	
Cancel < Back Next >	

Now press 'Next' again to confirm your installation of the ERMT Server. The following screen will appear and the user should give a positive affirmation (asked by operating system) for any information shown in the screen.

Electoral Risk Management Tool Server	– – ×
Installing Electoral Risk Management Tool Server	5
Electoral Risk Management Tool Server is being installed.	
Please wait	
Curred (Bask	Monto
Cancel < Back	Next >

It will take less than a minutes to install the ERMT Server on your system. Once this is done, the following screen will appear, with a confirmation of the successful completion of the installation.



Press 'Close' to finish the ERMT Server installation.

Now it is time to install the client once you finish installing Server.

Press 'Client' on the launcher. Press 'Yes' or 'Ok' (if asked)

Note: If the user system does not have .Net and other necessary components required by the ERMT, the installer will install automatically. If asked, the user should give positive affirmation.

19 Electorarity	isk ivianayem		
Welcome to the Electoral Setup Wizard	Risk Mana	igement Too	I 🔩
The installer will guide you through the step your computer.	is required to insta	l Electoral Risk Man	agement Tool on
WARNING: This computer program is proto Unauthorized duplication or distribution of to or criminal penalties, and will be prosecuted	acted by copyright his program, or any d to the maximum e	law and internationa portion of it, may re- xtent possible under	l treaties. sult in severe civil the law.
[Cancel	< <u>B</u> ack	<u>N</u> ext>

Press 'Next' to proceed. Just as in the Server installation, the installer will show where the ERMT Client will be installed.

B Electoral Risk Management Tool	×			
Select Installation Folder				
The installer will install Electoral Risk Management Tool to the following folde	r.			
To install in this folder, click "Next". To install to a different folder, enter it belo	ow or click "Browse".			
Eolder: CAReceive Files (#20) IDEALERMT Clean	Brauna			
C. YFIOgram Files (xoo) YID CAYE HWIT. Cilemy	BTomse			
L	Disk Cost			
Install Electoral Risk Management Tool for yourself, or for anyone who uses this computer:				
● Everyone				
⊖ Just <u>m</u> e				
Cancel < <u>B</u> ack	<u>N</u> ext >			

Press Next to proceed.

302	Electoral Risk Management T	ool – 🗆 🗙	Í
Confirm Ins	stallation	5	
The installer is reac	ly to install Electoral Risk Management Tool on y	sur computer.	
Again Pre	Cancel Cancel Cancel Cancel	<back next=""></back>	
e	Electoral Risk Management Too	I Server 🗕 🗆 🗙	
Installation	Complete	_	
Electoral Risk Man Click "Close" to ex	agement Tool Server has been successfully insta it.	slled.	
Electoral Risk Man Dlick "Close" to ex Please use Windo	ragement Tool Server has been successfully inst it we Undate to check for any official updates to th	s. NET Framework	
Electoral Risk Man Click "Close" to ex Please use Window	nagement Tool Server has been successfully inst it. ws Update to check for any critical updates to th	alled. 5. NET Framework.	

Once done with the installation. Press 'Close'.

Now, you have successfully installed the ERMTool on the system. After the successful installation of the ERMTool, the user will see the **IDEA ERMT** logo on desktop (as shown below). Double click it to open the **Electoral Risk Management Tool**.



The following screen will appear:

ni Zambia (te	rt model) - Becteral Risk Management Tool	- c	۶×
D A			
maan			
	Username		
	Password		
	avy spyrel n		
	Login		

Enter the **Username** and **Password. (Default username = admin; password = 123456).** After this the following screen will appear:



Note:

- More details will follow in further sessions.
- The ERMTool installer and GIS maps will be given to the participants.

b. User Admin

The user will be able to change account settings, which are designed to increase data security. The user will be able to set privilege settings (reader, data entry, country administrator, super administrator).

Steps:

- 1. To create a new user or modify an existing user (as shown in image below)
 - Go to Admin Menu User Admin Add new user (to add new user) Go to Admin Menu – User Admin – Modify existing user (to update information about the user)

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👬 Zambia (test model) - Electoral Risk Management Tool			-
File Model Knowledge Resources Responses	Admin Help		
Zambia (test model)	Mapping +		
DA Zumbia (test model)	User Admin 🔸	Add New User	
	Data +	Modily Existing User	
	Marker Types		
	Server Address		
	Change Paseword		

2. Once you click 'Add' new user, the following screen will appear:

First Name
Last Namo
Usemame
Password
Confirm Password
Emai
Role Super Administrator ~
Save Cancel

Here you can add the user's First Name, Last Name, desired username and password, email and specific user privileges. After the user has done this, Press **Save**.

3. If you have to modify the user's information, Click on 'Modify Existing' user and the following screen will appear:

Note: (You need to be logged in with Super Administrator to modify user details).

1	Users admin v	
	First Name Admin	
	Last Name Admin	
	Username admin	
	Password	
	Confirm Password	
\sim	Email admin@idea.int	
	Role Super Administrator ~	
	Country Administrator Data Entry Cancel	Delete
	Header	

The user can select the user and change their First Name, Last Name, desired username and password, email and privileges and Press **Save** to modify user settings.

4. To change the current user password:

Go to Admin – Change Password. The following screen will appear. Add the new password and confirm it. Press **Save** to update new password.

	p		_
Confirm new pas	sword	 	

c. Help

The user will be able to access self-help resources such as the help index. The help index covers all of the main tool features and is divided into 6 main folders, namely: models, factors, regions, risk and alert, copying and pasting, users.

Steps:

To access help Go to 'Help' – Index and search for the required help file.

hepal_Test - Electoral Risk Management Tool



A new window will open:

😚 IDEA ERMT Help File	×	
Hide Back Forward Home	E Er- Fret gators	
Contents Search Favorites	Models Oracled with the Personal Edition of Holphilor: <u>Single source OHL RDF, DOC and HTHL Help creation</u>	~
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2. Knowledge Resources

a. Introduction:

Risk factors are any attribute, characteristic or exposure that might affect elections. There are two types of factors in the ERMTool. Internal factors are exclusive to the electoral context. External factors include structural factors (e.g. unemployment, corruption, poverty, etc.) that relate to the context in which elections take place. External factors originate and exist outside of electoral context, but intensify during elections. Knowledge Resource Library (KRL) is a digital library consisting of 26 internal and 10 external factors. KRL also allows users to learn about different electoral risk factors, emphasizing the difference between internal and external factors. Factors included in the KRL are considered when analytical models - country-and elections-specific - are created. All factors in the digital library mirror those that can be found in the internal and external guides. All 36 factors include: The **introduction section** provides a general definition and explanation of the context in which a given factor can trigger or contribute to triggering election-related violence. The empirical cases and interrelated factors section illustrates particular countries and electoral contexts in which a particular factor was identified as a trigger or a factor, that contributed to triggering election-related violence. Interrelated factors point to the context in which violence took place. The observable indicators section points to the observable properties of the different factors. The data collection and analysis section suggests data sources, collection techniques and analysis methods. The software will include pre-packed but editable survey questionnaires (in MSWord format) which will further assist the user(s) with the data collection. Factors presented in the Knowledge Resources module are compiled from different research papers, election reports and other relevant publications. KRL can consist of two kinds of factors i.e. Color coded (marks different features of risk level with different colors) and cumulative factors (numerical representation of the factor) Note: Cumulative Factors will be further discussed in topic 6A in detail. By default, there are only color-coded factors that are included from guides on internal factors and guides on external factors.

Steps:

The user can access KRL from: (highlighted by box below)

- a. The Menu Bar: Knowledge Resources View Factors
- b. The Side Bar
- c. The Module Selection Bar

👬 Zambia (test n	nodel) - Electoral Risk Ma	nagement Tool									-	٥	×
File Model	Knowledge Resources	Responses	Admin H	Help									
IDEA	Add Factor Modify Factor Reorder Factors View Factors	del)											
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1. After clicking KRL, the user will see 26 internal factors and 10 external factors. The user can also see the KRL icon highlighted in the side bar.

File Model Knowledge Resources Response Admin Help Knowledge Resources File Co	^
Knowledge Resources	^
	^
	^
Knowledge Resources	l
Internal Factors External Factors	
Contested electoral alumino de local de	l
Interformation financing and holgeting Gelevances relating to generalized critines against humanity and war critines Inadequate relational scrutz arrangements Human rights violations Poor training for election officials Environmental hazards Lack of training for political parties and media Environmental hazards	
Lack of training of security sector agendes A poor voter information campaign Problematic voter registration Problematic registration of founset: and international observers	l
Unequal media access and favouritism Provocative use of media by political parties Provocative party rallying	
Providencia or and variant accustors of promoted portices Deficit, destruction and loss of sensitive and non-sensitive materials Lack of transparency of special and external voting Deabharait in denicit and accosscillation	
Problematic vote counting and tallying of the results Poor management of he ficial round of electoral anneals	
Rejection of the election results	

2. If the user clicks on a factor (Example: "Contested Electoral Law"), the user will be able to see the introduction, empirical cases and interrelated factors, observable indicators, data collection and analysis methodologies and questionnaires.

	Contested electoral law	
(Introduction The electoral law is made up of one or more pieces of legislation governing all aspects of the process for electing the political institutions defined in a country's constitution or institutional framework. ⁴	
2	sectoral six can excute moving and excert processes by deriving transmission of the excert of the excert as the excert processing of the excert pr	
	4 International IDDA. Electival Vanagement Design. annex 81 (Vicesary, p. 226. accessed 23 September 2011.	- 1
\bowtie	Empirical cases and interrelated factors:	
	-Zmbalme pariametary and presidencial exotions 2008. The selectional law adopted in 2007 did not stips/date the deadine for the zmbalme Earcien Commission (ZEC) to announce the election results. In addition, the tenden for organizing the second round of deads with second round of deads, which was not realistic, tagal incompliance list of law), enter search and of deads with the election results. The election results are additional to the second round of deads with the election results are additional to the election results. The particular deads are additional to the election results are additioned and the election results are additioned and the election results. The additional term is a second round of deads are seen as opposition strongholds. Inhabitants of Manicland Province were interedated by the heavy presence of youth militis and war veterain known for the third tatter bedots.	
	Inter-velocid factors: human rights violations (anterval); unequal media access and favouritiem (interval); presence of non-state armed actors (anterval); poor socio-economic conditions (anterval); poor voter information campaign (interval); and (interval); poor socio-economic conditions (anterval); poor voter information campaign (interval); and (interval); poor voter information (interval); poor voter information (interval); and (interval); poor voter information (
	- Cdx of Traine presidential decision 2010. The presidential decision in Cdte of Trainer adamands for Fabruary 2010 was posteomed by the counsheed, President, Laurent Ghagho. The postponement led to violent demonstrationes throughout the country which results in 14 acausates, Thac 2008 anneaments to the decisional as in ad introduced a provision which object the Lindeparket Electrical Commission (EL) to asso sever the electron results to the Constitutional Council for verification. This provision contributed to the triggering of welsoread post-lectron views, resulting in the deaths of more than 3000 papels. ¹⁴ President Ghagho Used his influence over the Constitutional Council for Verification. This provision contributed to the triggering of welsoread post-lectron. We involve of the munit, as the vinioner of the munit, and this sparket the videorea.	
	Inter-related factors: presence of non-state armed actors (anternal): human rights violations (anternal) ¹⁰ ; grievances relating to crime against humanity and war crimes (anternal) ¹⁰ ; poor socio-economic conditions (anternal) ¹¹ problematic ballet counting and result tallying (internal); problematic election day operations (internal) ¹⁰	
	S IRN Africa, "Zenhabues Post Bestion Welence Increasing" (10 April 2008), available at "Attp://www.increas.org/Report.apr/Report.april/Report.apri	
	8 Oneradoud Cress Toury, Trinsbare Property Roya & Read Bellow, Alex Report 60, 138 (20 Nach 2006), available at http://www.chisaprepa.org/~/web/1661/6661/6661/6661/6661/6661/6661/66	~

	Observable Indicators:
	1) Compliance with regional and international electoral standards and obligations;
	 the adequacy and comprehensiveness of the electoral law in regulating all aspects of the electoral processes;
and the second sec	3) the level of confidence in the electoral law;
	4) the capacity of the electoral law and electoral institutions to protect the integrity of the electoral process; and
\mathbf{v}	5) the record of contestations against the electoral law (official judiciary and unofficial statements).
2	
	Data Collection and Analysis methodologies:
	 Conduct a specialist overview and analysis of the electoral law and its impact on all groups of people. Analyse potential negative impacts in different regions and among different social groups and policial actors. Use maps to point to the regions where the electoral law can lead to heightened risks of violence. Use different markers to distinguish between different categories, e.g. legal provisions of concern, groups and actors affected.
	- Conduct periodic surveys among political actors and the general public targeting both men and women to understand their levels of satisfaction with the electoral law. Chart levels of risk and observe trends.
\sim	 Collect information on efficial complexity and resolute administrative and judical instances relating the dectoral law. Use maps to mark peopsphical areas where most complexity were field and plot charts that releted complexity submits difference the electrative charge instances relating and the complexity area relative and and point of the second sec
20	- Assess the indusiveness and transparency of the legislative processes. Mark critical areas on a map where particular groups are excluded and where processes lack transparency.
	- Consider relevant experiences from past elections,
	Questionnaire:
	Questionnaire INT 1.1 Contested electoral law

Demonstrate the KRL by showing one internal and one external factor in detail (for example unfit electoral systems, gender based discrimination and violence).

b. Add & Modify Factors:

Adding to the flexibility of the customization of the tool, the user will be able to add new factors (color coded factor), modify factors, remove factors and re-order factors. The factor added in the tool will be shown on KRL and Create new model. This feature adds to the tool's flexibility, as analytical models can include country-and elections-specific factors, not originally included in the KRL. All factors in the ERM Tool can be modified or deleted, thus adding to the flexibility of the Tool.

Steps:

- Add New Factors
 - 1. To create a new factor, go to Knowledge Resource Add Factor (as shown below)

 File
 Model
 Knowledge Resources
 Responses
 Admin
 Help

 Add Factor
 Modify Factor
 Modify Factors
 View Factors
 View Factors

2. Clicking 'Add factor' will open a new window (as shown below).

👬 Zambia (test	tmobil-Rectaral Risk Management Tool	-	٥	×
File Model	I Knowledge Resources Responses Admin Help			
IDFA	Add new factor			
maan	Factor Name			
	Factor Type Scale v Internal Factor v			
	Considered Mon 1 2 Interval 10 2 Max 5 2 Factor Tests			
	Select factor description field to edit Introduction v			
	Introduction		,	-
2				
\bowtie				
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	Documents			
	Press Six Dacamer File Sky Charamer File Sky Cha			
	Save Cancel			
		Use	er Admin /	Admin

- 3. Add Factor Name, Factor Type (Scale for color coded factor), Internal/External.
- Select a value for Minimum, Maximum and Interval. Minimum value represents the lowest risk level for that factor. Maximum value represents the highest risk level for that factor. Interval represents the numerical scales in which intervals have the same interpretation throughout.

Zambia (tes	t model - Bentran Risk Management Tool	- 0	×
File Mode	a Monetage Halocide Regiones Admin Hap Add new Factor		
DA			
	Factor Name		
	Factor Type		
	Scale v hateraal Factor v been factor factor		
	Scale Extend Factor Mn 1 20 Interval 10 B Max 5 20		
	Factor Tests		
	Select factor description field to edit Introduction v		
	Introduction		_
0			
$\mathbf{\times}$			
			~
	[소년] 제 년 18년 7년 - 프 두 슈퍼 (제외 147 2년) - 田 孝 王) 14 Doument		
	Unitaries Link Document Add Document to Ideay Desire to Ideay		
	Save Cancel		
		User. /	Admin Admin

5. After the user may add a factor name, factor type, scale. From the dropdown menu under Factor texts, select 'Introduction' and add a brief description about the factor. If the user has some empirical cases on that particular factor, this can be added. If the user has observable indicators, data collection methodology and questionnaires, this too can be added. (Note: The user can use text editors to enhance the text highlighted below).

👬 Zambia (t	mode) - Externi Risk Management Tool	ø ×
File Mod	Knowledge Resources Responses Admin Help	_
IDFA	Add new factor	
	FactorName	
	Factor Type	
	Scale v Internal Factor v	
	Scale	
_	Min 1 2 interval 10 2 Max 5 2	
	Factor Texts	
	Merculaska descupion esta de sur internación de	
	Imercaucition Empirical Cases Observable Indicators	
	Data Collection Destinate	
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	■ · · · · · · · · · · · · · · · · · · ·	
	Documents	
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	Same Correl	
	Carter Carter	
		ker: Admin Admin

- 6. After adding all the inputs, the user can preview the factor by clicking **Preview**.
- 7. To save the factor, press **Save**.

Note:

Add document to Library enables the user to attach documents to the tool;

Link Document creates a hyperlink to the document(s);

Delete documents from Library remove particular documents from the tool.

• Modify (Edit/Remove) Factor

To modify a factor – Go to Knowledge resources – Modify Factor (as shown below)

i Zambia (te	Itest model) - Electoral Rick Management Tool	- ø ×
File Mod	del Knowledge Resources Responses Admin Help	
IDFA	Add Factor Model' Factor	
	Reorder Factors	
	View Factors	
	racon rippe Scale v Internal Factor v	
	Scale	
	Min 1 5 Interval 10 5 Mark 5 6	
	Factor Texts	
	Selectfactor description field to edit Introduction	
	Introduction	
		~
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		4
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	Documents	
	Person Unk Document to Lifery dates Document tour Lifery	
	Save Cancel	

Select the factor to modify from the factor list:

Zambia fest model) - Electral Risk Management Tool File Model Knowledge Resources Responses Admin Help Modify Factor				-	σ×
Factor Name Consisted electoral law Factor Type Factor Type Factor Type Factor Type Factor Tasis Select factor description field to eds Introduction The electoral law is made up of one or more pieces of reg Electoral law is made up of one or more pieces of reg Electoral law is made up of one or more pieces of reg Electoral law is made up of one or more pieces of reg Heterrational IDBs, Buchraf Areagenent Deeps, annee B: General	ontested delectoral law <u>entested delectoral law</u> <u>entested delectoral law</u> a dequate electoral administrativa (Viela a dequate electoral administrativa (Viela a dequate electoral accuty annagements in a dequate electoral accuty annagements in a dequate electoral accuty annagements a dequate electoral accuty accut agencia dequate electoral accuty accut agencia dequate electoral accuty annagements act of a annagements poor viele electoral accuty accut agencia dequate electoral accuty accut agencia dequate electoral accuty accut agencia dequate electoral accuty accut agencia dequate electoral accuty accut poor viele electoral accuty accut poor viele electoral accuty accut poor viele electoral accuty accut violentaric equificant accins by policia partes violentaric viel counting and talying of the esublis violentaric viel counting and talying of the esublis violentaric confidence orden or violentaric viele counting and talying of the esublis violentaric confidence orden or social and optical acclision of optical partes violentaric viele counting and talying of the esublis violentaric viele counting and talying of the esublis violentaric confidence orden or violentaric viele counting and talying of the esublis violentaric confidence orden or violentaric viele counting and talying of the esublis violentaric viele counting and talying of the esublis violentaric orden or aphical accution of the decloren allowers the presence of non etable armed actors wy, p. 1254, Accessed 22 Beptember 2011.	I institutions defined in a country's constitution or in elections. It can also be designed to favour one na yreaort to vident means to communicate their m et means.	nstutional framework. ¹ party over another. Those who feel that they are essage or to prevent elections from taking place		
X時間 のロ BUZ 世際運動 例針田ひ 一間名登 A Documents		unert's Line	Detric Douver films litrey		~
Seve	Cancel	Dolote	0	16	ur binn binn

Once the factor is selected to modify, the user can change the following things:

- Factor Name,
- Factor Type (Internal/External Factor),
- Scale,
- Factor text (Introduction, Empirical Cases, Observable Indicators, Data Collection and Questionnaires).

After modifying the factor, press **Save** to save the changes.

File Mode	et mode) - justical inic wangement loa	-		
IDFA	Modify Factor			
	Factor Name			
	Factor Type Scale External Factor Scale External Factor Min 1 Interval Factor Factor Toxis Scale			
3	Select factor description field to edit Introduction Introduction Introduction		^	
	The electoral law is made up of one or more pieces of legislation governing all aspects of the process for electing the policial institutions defined in a country's constitution or institutional framework. ¹ Electoral law can exclude individuals and groups from electoral processes by denying them the rights to vote or to compete in elections. It can also be designed to favour one party over another. These who feel that they are being denied an opportunity to participate in electoral processes by denying them the rights to vote or to compete in elections. It can also be designed to favour one party over another. These who feel that they are being denied an opportunity to participate in electoral processes or that they will be competing on an universite playing field may report to solvert, means to communicate their message or to prevent elections from taking place at al. Similarly, a poverment or its supporters may also prevent certain groups from participating in electoris through volent means.			
	4 International 1064, Electron Hanagement Design, annex B: Eleasary, p. 336, accased 23 September 2011,			
			~	
	Preven UK Document to Unity Deserved to Unity Deserved to Unity			
	Seve Cancel Delete			
		1	100000	

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		Factor	contested electoral law	~				
Contested electors	al law							
Factor Type								
Scale	Internal Factor	~						
Scale								
Min 1 🐳 Inter	val 1.0 🕆 Max 10 🜩							
Factor Texts								
Select factor descr	ription field to edit	tion v						
Introduction	Introdu	tion						
	Obsen	able Indicators						
	Questi	nnaire						
	10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			6				
	The electoral law is mad	oup of one of more pieces of legi	action governing all aspects of the	e process for electing the political in	stitutions defined in a country s	constitution or institutional frame	EWORK 2	
	Electoral law can exclud being denied an opport	individuals and groups from elec nity to participate in electoral pro	oral processes by denying them t cesses or that they will be compet	the rights to vote or to compete in a ting on an uneven playing field may	lections. It can also be designed resort to violent means to comm	d to favour one party over anoth nunicate their message or to pre-	er. Those who feel that they are vent elections from taking place	
	Electoral law can exclud being denied an opports at all. Similarly, a govern	individuals and groups from electricipate in electoral pro net or its supporters may also p	coral processes by denying them t reseases or that they will be competent revent certain groups from partici	the rights to vote or to compete in e ing on an uneven playing field may pating in elections through violent n	lections. It can also be designed resort to violent means to comm reans.	t to favour one party over anoth nunicate their message or to pre-	er. Those who feel that they are vent elections from taking place	
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	Electoral law can exclud being denied an opport at all. Similarly, a govern 4 International IDEA, Electo	individuals and groups from elec nity to participate in electoral pro- ment or its supporters may also p el Nanagement Design, annex Bi Gloss	oral processes by denying them to resease or that they will be compet revent certain groups from partici ry, p. 326, accessed 23 September 2	he rights to vote or to compete in e ing on an uneven playing field may apating in elections through violent n	lections. It can also be designed resort to violent means to comm leans.	I to favour one party over anoth uunicate their message or to pre	er. Those who feel that they are ent elections from taking place	
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1 B B 9 9	Electoral law can exclude being draw an export at al. Similarly, a govern 4 International IDDA, Elector B B U Z B B B B B A	individual and groups from electral pro- try to participate electral pro- ment or its supporters may also p el Anagement Design, sonex 8: Olice di Terragement Design, sonex 8: Olice	orad processes by deriving them is seense of that they will be competence revent certain groups from partici 	he rights to vete or to compate in a norm of the second field of the second sec	tections. It can also be designed south to soldent means to comm earns.	to forwar one samy over anoth unscale their message or to pre	rr. Those who feel that they are event elections from taking place	
<u>र्रे के कि</u> रा व	Electoral law can exclude an opport of all Semathy a pover d latentiational ISEA, Elector	individual and groups from electraria for to participate in electraria pro- ment or its supporters may also p of Assagement Despin, ennec B. Clear 21 문 12 프 프 관 및 A	orad processes by deriving them is seen or that they will be competitive revent certain groups from partici revent certain groups from partici revent certain groups from partici revent seen and the seen and the seen and the revent seen and the seen and the seen and the revent seen and the seen and the seen and the revent seen and the seen and the seen and the revent seen and the seen and the seen and the revent seen and the seen and the seen and the revent seen and the seen and the seen and the revent seen and the seen and the seen and the revent seen and the seen and the seen and the revent seen and the seen and the seen and the revent seen and the seen and the seen and the revent seen and the seen and the seen and the revent seen and the seen and the seen and the revent seen and the seen and the seen and the revent seen and the seen and the seen and the revent seen and the seen and the seen and the revent seen and the seen and the seen and the revent seen and the seen and the seen and the revent seen and the seen and the seen and the seen and the revent seen and the seen and the seen and the revent seen and the seen and the seen and the seen and the revent seen and the seen and the seen and the revent seen and the seen and the seen and the revent seen and the seen and the seen and the seen and the revent seen and the seen and the seen and the seen and the revent seen and the seen and the seen and the seen and the seen and the revent seen and the se	ha rights to vete or to compati in an ung an un vete or proving field may a pating in elections through volent n	tections. It can also be designed search to sident means to comm earns.	t to favour one party over anoth unicate their message of to pre	rr. Those who feel that they are ent elections from taking place	
法 陶 截 위 여 여 Documents	Electoral law can exclude an export at all Similarly, a govern 4 International IDDA, Elector 9 U 1 R 2 2 3 3	individual and groups from electral pro- tect to participate electral pro- electral pro- el / Rengement Design, ennex B, Clear 計算 (中) 一面 句 堂 体	oral processes by deriving them is seen or that they will be competence revent certain groups from partici- revent certain groups from partici- ry, p. 326, accessed 23 September 2	he rights to vele or to compate in a right ing on an unverse playment field may a aating in elections through violent in 111.	fections. It can also be designed execute to soldent means to comm earns.	I to forcer one party over anoth unscale their message or to pre-	rr. Those who feel that they are event elections from taking place	
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्रे दि कि रू व Documents Peace	Electoral law can exclude an export et al. Semanty, a govern d International ICEA, Elector d International ICEA, Elector	individual and groups from electronal pro- tector participate electronal pro- ment or its supporters may also p of Anagement Design, annex B: Elect 女社 臣 12-1 一 國 名 全 本 16 Document	oral processes by deriving them is esses or that they will be competence revent certain groups from particle revent certain groups from particle ry, p. 326, accessed 23 September 2	the rights to use or to compact in a finge of the region o	iterions. It can also be designed south to soldent means to comm earns.	to favour one party over anoth unscale ther message or to pre-	Proved for the gray	

• Delete Factor

To delete a factor

Go to Knowledge Resource - Modify Factor

Select the factor that you want to delete from the drop down menu Press **Delete** and confirm it.

		actor Contested electoral law		
N		Contested electoral law		
	Factor Name	An untit electoral system		
	Contested electoral law	Inadequate operational planning		
_	Factor Type	Inadequate funding, financing and budgeting		
	Scale v Internal Factor v	An Inadequate system for the resolution of electoral disputes		
-		Poor training for election officials		
-	Scale	Lack of training for political pattes and media		
	Min 1 🔹 Interval 1.0 🛊 Max 10 💠	A poor voter information campaign		
	Factor Taxts	Problematic voter registration		
7		Problematic registration of political parties and candidates Problematic accreditation of domestic and international observer:		
	Select factor description field to edit	Unequal media access and favouritism		
	Introduction	Provocative use of media by political parties Provocative party railying		
		Provocative party rainying Provocative and violent actions by political parties		 -
7		Deficit, destruction and loss of sensitive and non-sensitive materia		
		Lack of transparency of special and external voting		
		Problematic election day operations Problematic vote counting and tallving of the results		
	The electoral law is made up of one or more pie	ces of led Poor management of election results	ical institutions defined in a country's constitution or institutional framework 4	
	whether the second state is the second state of the second state o	Poor management of the final round of electoral appeals		
	being denied an opportunity to participate in el	ectoral or Poor socio-economic conditions	te in elections. It can also be designed to ravour one party over another. Those who feel that they are may resort to violent means to communicate their message or to prevent elections from taking place	
	at all. Similarly, a government or its supporters	may also Social and political exclusion	lent means.	
		Conflicts relating to changing power dynamics		
\mathbf{x}		The presence of non-state armed actors	v	
			-	
	4 International IDEA, Electoral Management Design, and	ex B: Glossary, p. 326, accessed 23 September 2011.		
	- ※哈醌 約○ BUI 主言言言 含針注シー菌-#	9 A		
	Documents			
		CAR - Science and a science of the s		

Reorder Factor:

The user can also rearrange the factors as needed.

Steps:

To reorder factors, go to Knowledge Resources menu – Reorder Factors



A new window will open. On the left side of the window, user/s can see internal factors and on the right side external factors.

Reorder factors	
Internal Factors	External Factors
Contract decident law A wind for decident and an extension when A model and extension of the extension of the extension A model and extension of the extension of the extension A model and extension of the extension of the extension A model and extension A model an	Concrete Street Stre
Save	Cancel

Select the factor to change the order. Press the UP arrow or DOWN arrow, based on the internal or external factors. As an example, **Rejection of the election results** have been selected from internal factors.

Reorder factors

Rejection of the election results Contested electoral law An unfit electoral system Inadequate electoral administrative rules Poor performance of the electoral management bodies An Inadequate system for the resolution of electoral disputes Inadequate operational planning Inadequate source Inadequate operational planning Inadequate source Inadequate operational planning Inadequate source Poor training for electorin officials Lack of training of socurity earnogements Apoor voter information campaign Problematic registration of political parties and candidates Problematic registration of domestic and international observers Unequal media access and favouritism Provocative use of media by political parties <	Inter	nal Factors	
Lack of transparency of special and external voting Problematic election day operations Problematic vote counting and tallying of the results Poor management of election results Poor management of the final round of electoral appeals	Rejection of the election results Contested electoral law An unfit electoral administrative rules Poor performance of the electoral management bodies An Inadequate system for the resolution of electoral disputes Inadequate system for the resolution of electoral disputes Inadequate operational planning Inadequate funding, financing and budgeting Inadequate funding, financing and budgeting Inadequate electoral security arrangements Poor training for pelection officials Lack of training of security sector agencies A poor voter information campaign Problematic coder registration Problematic accreditation of domestic and international observers Unequal media accreditation of domestic and international observers Unequal media accreditation of domestic and international observers Provocative party rallying Provocative party rallying Provocative party rallying Provocative and violent actions by political parties Poficit, destruction and loss of sensitive and non-sensitive materials Lack of transparency of special and external voting Problematic vote counting and tallying of the results Poor management of election results		

Now, press **Save** to save the changes. Go back to KRL and the user will be able to see the factor on the top of the window as changed.

Knowledge Res	ources	
	Knowledge Resources	
	Internal Factors	External Factors
	Rejection of the election results Contested electoral law An unfit electoral system Inadequate electoral administrative rules Poor performance of the electoral management bodies An Inadequate system for the resolution of electoral disputes Inadequate operational planning Inadequate toulding, financing and budgeting Inadequate funding, financing and budgeting Inadequate electoral security arrangements Poor training for election officials Lack of training for political parties and media Lack of training of security sector agencies A poor voter information campaign Problematic registration Problematic registration of political parties and candidates Provocative use of media by political parties Deficit, destruction and favouritim Provocative party rallying Provocative and violent actions by political parties Deficit, destruction and loss of sensitive and non-sensitive materials Lack of transparency of special and external voting Problematic vote counting and taliying of the results Poor management of election results Poor management of the final round of electoral appeals	Complaints Poor socio-economic conditions Social and political exclusion Conflicts relating to changing power dynamics Gender-based discrimination and violence The presence of organized crime Grievances relating to genocide, crimes against humanity and war crimes Human rights violations Environmental hazards Unethical Media Reporting

3. Analytical Instrument Module

a. Introduction

The Analytical Instruments Module allows users to upload and analyze data by drawing risk maps and charting risk trends. Furthermore, users can generate and maintain a risk and action register that details risk alerts issued and actions taken. The ERM Tool allows the user to export, import or delete analytical models. Maps can be saved within the model and exported as high-resolution pictures or KML files, which are Google Earth-compatible.

The Analytical Instruments Module allows users to: create country and election-specific analytical models; upload data in order to generate risk maps and trend charts; and create a register of risks and actions.

b. Map import

The ERMTool typically does not include maps for countries or administrative divisions, provinces, counties and municipalities. Therefore users would need to add these maps manually, immediately after installing the application. The shape maps are typically available with: the Election Management Body boundaries department (cartographer) that makes use of GIS application; on the Internet or; with reputable companies producing digital maps. The loading time is reduced when the number of child regions is limited.

Steps:

Go to Admin Menu - Mapping - Manage Regions

ñi	Nepal_Test -	Electoral	Risk Management Tool	
----	--------------	-----------	----------------------	--

File Model Knowledge Resources	Responses	Admin Help		
Nepal Test		Mapping	•	Manage Regions
DA Repar_rest		User Admin	•	
1851101E FOR DEMOSFACT AND ELECTORAL		Data	•	
		Marker Type:	s	
		Server Addre	SS	
		Change Pass	sword	

The following screen will appear:

legions					
Right click will deplay EDIT options. ⊟ World ⊕ Africa					
Haia Central America Europe North America Oceania					
⊪- South America	D. R.		1 Dan Soft	and the second	
			R. S. S.	S. L.	
		A A A A A A A A A A A A A A A A A A A		S. A.	
			EP 0		

To add the maps of country to lower division.

To add regions:

Upon right clicking, the following menu will appear:

Note: Right click Menu functionality can be used in every level i.e. from country to lower level.



Change regions name: Allows the user to rename the name of region (the user can also use their script as the part of customization)

Add child region: Add new regions to the tool (using .shp file)

Add roads: If the user has a road shp file, the user can attach it to the tool.

Add Point of Interest (POI): If the user has a POI shp file, the user can attach it to the tool. (For example: if you have a POI shp file for polling location you can view it on tool).

Delete Region: Delete a specific region

Delete all child Regions: Delete all the child regions under the parent regions.

For this exercise we will use Nepal as example.

NPL_adm0.shp	02-Apr-09 10:47 AM	SHP File
NPL_adm1.shp	02-Apr-09 9:22 AM	SHP File
NPL_adm2.shp	02-Apr-09 8:51 AM	SHP File
NPL_adm3.shp	02-Apr-09 8:45 AM	SHP File

Note:

Adm0 – country level shape file (boundary level of Nepal)

Adm1 – First administrative level (5 Development region)

Adm2 – Second administrative level (14 Zones)

Adm3 – Third administrative level (75 Districts)

Steps:

Right click on Asia - Add Child Region- Locate the file in your computer. Select the country level shape file.

		Select shape	name column		
	GADMID	ISO	NAME_ENGLI	NAME_ISO	
•	169	NPL	Nepal	NEPAL	
Shane r	ame column				
onapor					
	GADMID			~	
Parent r	name column				
	No operation	L			
	No parent co	lumn		*	
		Select	Cancel		

In this case, select the shape name column from dropdown menu as "Name_Engli". *For this, the user does not need to select **Parent Name Column.**

Then press 'Select'. The user will see Nepal under Asia.

Note: Shape name column may change depending upon the user shape file attributes.

a. Once the user has **Nepal** (Country Name) on the map, right click on Nepal (Country Name) and then select 'Add Child region' – Locate the file and press Ok. Under Shape Name column –

select Name1 and under Parent Column Name select Name0. Press 'Select'. The user will be able to see the next level of the administrative level under country name.

	NAME_0	ID_1	NAME_1	VARNAME_1								
•	Nepal	2106	Central	Madhyamanchal								
	Nepal	2107	East	Eastem Purwanc								
	Nepal	2108	Far-Western	Sudur Pashchima								
	Nepal	2109	Mid-Western	Madhya Pashchi								
	Nepal	2110	West	Westem Pashchi								
Shap	e name column											
NAME_1 V												
			Parent name column									
Parer	t name column											
Paren	t name column			~								
Parer	it name column			~								

Note: Name1 will be the first administrative level and Name0 will be country name.

- b. For the second administrative level, select name_2 under Shape Name column and name_1 under Parent name Column and Press 'Select'.
- c. For the third administrative level select name_3 under Shape Name column and name_2 under Parent name Column and Press Select.



In the above screenshot, you will see four levels of the administrative level from country to third administrative level.

Note: If you have more than 3 administrative levels, continue the procedure until you have imported all the shape files.

Note: For administrative area shp maps please contact your national authorities (such as the geographical institutes, cartographer's office and/or EMB boundary delimitation office) otherwise open source spatial data is available on serval website such as: div-gis.org and gadm.org.

c. Creating Analytical Model

An analytical model is created by selecting factors which are relevant in a given country and electoral context. A model can include several factors. Users can also change the scale range, interval and weight in Create New Model. Users can at any time, add a new factor to the model or remove it. But changing scale, interval or weight of a pre-selected factor in Edit Current Model will result in losing all data added in Table by Factor or Table by Region. The lists are mirrors of factors included in the KRL, including newly added factors from **Add New Factor**, as explained earlier. Users can also edit the model as required.

Steps:

To create new model - Go to Model Menu - Create New Model (Ctrl + N)

File	Model	Knowledge Re	sources	R	esponses	Admin	Help	
	Cre	ate new model	Ctrl+N					
D	Imp	port model						
	Cu	rrent model		۲				
	Zar	mbia (test model))					
	Afri	ca (test model)						
	Ne	pal_Test						
	Tha	ailand						

http://www.comment.com/iteration/files/fil

By clicking 'Create New Model', the following screen will appear:

Add mode	əl						
Name							
Dogion	-						
negion	i⊟ Africa ⊡ Asia ⊡ Neoal	Contested electoral law	Min 1 🗄	Max 10 😨 Interval 1.0 😨 Weight 100 😨 🗅 An unit electral system	Min 1 🗄	Max 10 🛊 Interval 1.0 🛉 Weight 100 🛊	
	⊖-Central ⊕-Bagmati — Bhaktapur	Inadequate electoral administrative rules	Min 1 🕄	Max 10 * Interval 1.0 * Weight 100 * Indequate operational planning	Min 1 😳	Max 10 1 Interval 1.0 1 Weight 100	Test and the second sec
	Uhading Kathmandu KatyrePalan Laitpur	L inadequate funding, financing and budgeting	Min 1 🗄	Max 10 * Interval 1.0 * Weight 100 * Indequate electoral security arrangement	Min 1 🗎	Max 10 + Interval 1.0 + Weight 100 +	1
	- Nuwakot - Rasuwa - Sindhupalol	An inadequate system for the resolution of electoral disputes	Min 1	Max 10 * Interval 1.0 * Weight 100 * Poor training for election officials	Min 1	Max 10 - Interval 1.0 - Weight 100 -	
	- Dharusa - Dolakha - Mahottari	Lack of training for political parties and media	Min 1	Max 10 🔹 Interval 1.0 🔹 Weight 100 🔹 🗆 Lock of training of security sector agencies	Min 1	Max 10 - Interval 1.0 - Weight 100 -	
	Famechna; Satahi Sindhuli D- Narayani	Apoor voter information campaign	Min 1	Max 10 * Interval 1.0 * Weight 100 * Poblematic voter registration	Min 1	Max 10 + Interval 1.0 + Weight 100 +	
	- Bara - Chitwan - Makwanpu - Pansa	Problematic registration of political parties and candidates	Min 1	Max 10 🗧 Interval 1.0 🗧 Weight 100 🗧 🗆 Problematic accreditation of domestic and enternational observers	Min 1	Max 10 1 Interval 1.0 1 Weight 100	1
	Rautahat ⊕-East ⊕-Koshi Bhopur	Unequal media access and favourtism	Min 1	Max 10 * Interval 1.0 * Weight 100 * Provocative use of media by political partie	Min 1 🕄	Max 10 - Interval 1.0 - Weight 100 -	1
	Dhankuta Morang Sankhuwas	Provocative party railying	Min 1 📩	Max 10 + Interval 1.0 + Weight 100 + Provider and volent actions by political parties	Min 1 🕄	Max 10 - Interval 1.0 - Weight 100 -	Test of the second seco
	- Terhathun - Terhathun - Mechi - Ten	Deficit, destruction and loss of sensitive and non-sensitive materials	Min 1 🔹	Max 10 * Interval 1.0 * Weight 100 * Clack of transporting of special and external voting	Min 1 🗄	Max 10 : Interval 1.0 : Weight 100	1
	- Jhapa - Panchthar - Taplejung ⊡-Segamatha	Problematic election day operations	Min 1 📩	Max 10 * Interval 1.0 * Weight 100 * □ Problematic vote counting and tailying of the results	Min 1	Max 10 - Interval 1.0 - Weight 100	}
	- Khotang Okhaldhun; Saptari Siraha	Poor management of election results	Min 1	Max 10 + Interval 1.0 + Weight 100 + Commanagement of the final round of electroni appeals	Min 1	Max 10 1 Interval 1.0 Weight 100]
	C Solution	Rejection of the election results	Min 1 🗧	Max 10 🔹 Interval 1.0 🔹 Weight 100 🔹 🗆 Por socie-economic conditions	Min 1 🔅	Max 10 1 Interval 1.0 Weight 100	

On the left side of the screen the user will see regions and on the right side the user will see factors (scroll down to see the factors the user has created).

Add the title of the model (for this example Nepal Test). Check the box to select your factors including scale, weight and selection of the region (the user can select a particular part of a region or can select whole regions i.e. Nepal).

Note: The user can create a single factor model or multiple factors model depending on requirement.

Press 'Save' to save model.

Add mo	del									
Name	Nepal_Test									
Region	- World									
	(i) Africa (i) Asia (ii) Mobile	Contested electoral law	Min 1	Max 1	10 🗄 Interval 1.0	Weight 100	An unit electoral system	Min 1	Max 10 1 Interval 1.0 Veight	100 :
	E-Central Bagmati Baktapur Dhading	Inadequate electoral administrative rules	Min 1 🗄	Max 1	10 🗧 Interval 1.0	Weight 100	• Inadequate operational planning	Min 1	Max 10 1 Interval 1.0 Weight	100 :
	Kathmandu KavrePalan Laitpur	Inadequate funding, financing and budgeting	Min 1 🔹	Max 1	10 🕴 Interval 1.0	Weight 100	* inadequate electoral security arrangements	Min 1 🔹	Max 10 1 Interval 1.0 1 Weight	100 🗄
	⊢ Nuvekot Rasuwa Sindhupaid ⊡ Janakpur	An inadequate system for the resolution of electoral disputes	Min 1 🔹	Max 1	10 🕄 Interval 1.0	Weight 100	Poor training for election officials	Min 1 🕄	Max 10 + Interval 1.0 + Weight	100 🕄
	- Dhanusa - Dolakha - Mahottan	Lack of training for political parties and media	Min 1 🛟	Max 1	10 🗄 Interval 1.0	Weight 100	Lack of training of security sector agencies	Min 1	Max 10 ÷ Interval 1.0 ÷ Weight	100 🗄
	- Sarahi - Sarahi - Sindhuli - Narayani	A poor voter information campaign	Min 1	Max 1	10 🗧 Interval 1.0	Weight 100	Problematic voter registration	Min 1	Max 10 🔹 Interval 1.0 🐑 Weight	100 🕄
	- Bara - Chitwan - Makwanpus - Pama	Problematic registration of political parties and candidates	Min 1	Max 1	10 🗧 Interval 1.0	Weight 100	Problematic accreditation of domestic and international observers	Min 1	Max 10 1 Interval 1.0 1 Weight	100 🕄
	- Rautahat East - Kashu - Rosinu	Unequal media access and favouritism	Min 1	Max 1	10 🗧 Interval 1.0	Weight 100	Provocative use of media by political parties	Min 1 🕄	Max 10 🔹 Interval 1.0 🐑 Weight	100 🕄
	- Dhankuta - Morang - Sanikhuwas	Provocative party railying	Min 1 🕄	Max 1	10 🗧 Interval 1.0	Weight 100	Provocative and violent actions by political parties	Min 1 🕄	Max 10 1 Interval 1.0 Veight	100 :
	- Sunsan - Terhathum ⊡ Mechi - Iam	Deficit, destruction and loss of sensitive and non-sensitive materials	Min 1	Max 1	10 🗧 Interval 1.0	Weight 100	Lack of transparency of special and estemal voting	Min 1 🕄	Max 10 1 Interval 1.0 1 Weight	100 🕄
	Jhapa Pan chthar Taplejung ⊡ Sagamatha	Problematic election day operations	Min 1	Max 1	10 🗧 Interval 1.0	Weight 100	Problematic vote counting and tallying of the results	Min 1	Max 10 🗧 Interval 1.0 🐑 Weight	100 :
	- Khotang - Okhaldhun; - Saptari	Poor management of election results	Min 1	Max 1	10 🗧 Interval 1.0	Weight 100	Poor management of the final round of electoral appeals	Min 1	Max 10 : Interval 1.0 : Weight	100 :
	Solukhumbr	Belection of the election results	Min 1	Max	10 interval 1 0	Weight 100	Pror socio-economic conditions	Min 1	May 10 A Interval 1 0 A Weight	100 -

Once the user saves the model, they can select the model from:

1. Model Menu

👬 Nepal_Test - Electoral Risk Management Tool

File	Model	Knowledge Resource	s R	esponses	Admin	Help
	Cre	eate new model Ctrl+N	1			
D	Im	port model				
1 8 8 7 1 7 8 7 0 6 8 0 6 8 4 8 4 8 6 7 4 8 8 1 8 7	Cu	rrent model	•			
	Za	mbia (test model)				
	Afr	ica (test model)				
	Ne	pal_Test				
	Th	ailand				

2. Model Dropdown Menu

Zambia (test model) - Electoral Risk Management Tool		- ø ×
The record Konnedge resources relationes Admin resp Data Zambia (test model)		
•		
&		
	Zambia (test model)	
	Latinga (test mode) Africa (test mode) Nopel_rest	

Once the user has selected the model the model name will be visible in the Title Bar and Home Screen.

The user can access the model for analysis. The user can also access the particular model from the Home Screen or Side Bar as shown below.

11					Nepal_Test - E	Electoral Risk Management T	ool		- 0 ×
File Mode	el Knowledge Resources	Responses	Admin	Help					
IDFA	Nepal_Test								
#									
(
2									
$\mathbf{\times}$					Nepa	al_Test	·		

Editing Model:

The user can edit the model, if the user needs to add/remove factor(s) from the model.

To Edit the Model

Go to Model - Current Model - Edit (Ctrl +E)

File	Model	Knowledge Re	esources	R	espo	nses	Admin	Help		
ĨD	Cre	ate new model	Ctrl+N							
	Cu	rrent model		×		Edit	Ctrl+	۰E		
_	Zar	Zambia (test model)					der factor	s		
	Africa (test model)					Expo	rt			
	Ne	Nepal_Test					Delete			
	Tha	ailand								

http://www.commenter.com/initial-commenter.com/initia

A new window will appear:

ii			Nepal_Test - Ele	ectoral Risk Mana	gement Tool		- 8 ×
File Mod	del Knowledge R	esources Responses Admin He	alp				
IDFA	Edit mod	el					
	Name	Nepal_Test					
	Region	ia- नेपाल ⇒ Far-Westem ia- Mahakali → Batadi	✓ Contested electoral law	Min 1	Max 10	 ▲ Interval 1.0 ▲ Weight 100 ▲ 	^
		Dadeldhura Darchula Kanchanpu E Seti	✓ An unfit electoral system	Min 1 🔹	Max 10	★ Interval 1.0 ★ Weight 100 ★	
G		Achham Bajhang Bajura Doti	\checkmark Inadequate electoral administrative rules	Min 1	Max 10	★ Interval 1.0 ★ Weight 100 ★	
2		→ Kailali → Mid-Western → Bheri Panko	Inadequate operational planning	Min 1 🔹	Max 10	Therval 1.0 Veight 100	
		Bardiya Dallekh Jajarkot	Linadequate funding, financing and budgeting	Min 1 🔹	Max 10	Therval 1.0 Veight 100	
		Surkhet Kamali Dolpa Humla	Inadequate electoral security arrangements	Min 1 🝷	Max 10	TINterval 1.0 Veight 100 Veight	
\times		Jumla Kalikot Mugu	An Inadequate system for the resolution of electoral disputes	Min 1 🝷	Max 10	TINterval 1.0 Veight 100 Veight	
		<	Poor training for election officials	Min 1 🗦	Max 10	Interval 1.0	~
			Save	Cancel	Delete	Export	
							User: Admin Admin

The user can edit the title and add or remove factors. The user can also change the scale, interval and weight. However, the user cannot select the regions while editing a model.

Note: While editing, if any factor(s) previously added to the model has data under changing the scale, interval and weight, data will be lost.

After the user clicks on 'Analytical Instrument' (Globe icon) either in the Home Screen or Side Bar, the screen below will appear:

The screen is divided into four sections:

a. Map Settings

This enables the user to select the date, factor/s, region/s, marker/s (if any), color scheme, save/load settings.

B. Tab Bar

This enables the user to switch between different tabs (mapping, charting, table by regions, table by factor, static markers, model in factor and risk & action)

C. Toggle Bar

This enables the user to select the administrative layers (continent to lower division of country), static markers, roads, POI and refresh the map.

d. Map Interface

This interface helps the user view the maps, with the help of the map settings selection and toggle bar.



d. Adding Data:

Users will be able to add data through 'Table by Factor' and 'Table by Region'. The type of data being entered will depend on what factor is being observed. For example, an observable indicator of poor performance of the EMB would be the level of trust and confidence enjoyed by the EMB across the country. For instance, a survey looking at citizens or Political Party trust in EMBs work across the country, could be used as data. Data can be collected on the same observable indicator, over a long period of time. Data relating to trust in the EMB for example, can be collected on separate occasions and can be projected in mapping and trend analysis. For large data sets, it may be worthwhile to add data into an excel sheet, then paste it into the application. Data can also be saved by clicking on 'Export All Tables'.

Users can add data by way of two methods in the ERMT. Users can either go to 'Table by Region' or 'Table by Factor' on Tab Bar.

1. Table by Region

This data entry method is used when data is collected over regions, which helps to enter data for a specific region. Data collected can be for factors or more.



In this method, the user can select a particular region and then after the region is selected, all the factors in the model will be shown on the right side of the window.



To add the date, users need to press 'Add Date', and a line with the current date appears below the factor. Users can add the data for a particular factor. If the user has data for more than one factor, the user can add the data as required. Users can also change the date, if data is available for the previous date.

Note: Once data is added, the tool automatically **saves** the data. As the user will see, there is no save button displayed on the screen.

Note: To edit the value, the user can click on the value below the factor and can make changes.

Note: The user can also delete the values for a particular region/date by pressing Delete Date.

2. Table by Factor:

The second method of data entry on the tool is by selecting the tab 'Table by Factor' from Tab Bar. This will be more useful for the user to enter data if the user has the data for a particular factor/s and for all the regions.

odel Knowledge Resources Responses Admin Help															
Nepal_Test															
Mapping Charling Table By Region Table By Factors Static Markers Fac	tors in Mod	el Risk and Acti	on												
Select a factor	1	Date	Bagmati	Bhet	Dhawalagit	Gandaki	Janakpur	Kamal	Koshi	Lumbini	Mahakali	Mechi	Narayani	Rapt	3
Indequate electronil administrative cles Indequate funding, financing and budgeting				100						100		100	100	NO.	
Select reports															
- Blahotari - Ramothap - Sadah - Sadah - Branu - Disan - Disan - Disan	<														
Cut															

To enter the data, first the user has to select regions, then the factor and then Add Date. The region selected will appear on the right side. The user then can enter the data and it will save automatically, as is done in the 'Table by Region' option.

Note: Right click menu on select regions

Select all child regions - This menu helps to select all the child regions that fall under the selected parent region.

Select all region on this level - This menu helps to select all the regions on the same level.

Deselect all child regions - This menu helps to deselect all the regions that falls under the selected region.

Deselect all regions on this level - This menu helps to deselect all the selected regions on the same level.

Export Table: This function enables users to export the current factor to Excel.

Export All Tables: This function enables users to export all the factors to Excel.

e. Mapping

Once data has been entered into the application then it can be manipulated and viewed in the mapping interface. The different colored regions represent variance in risk. The map is now displaying an average risk level per region. This function is useful when looking at risk over a given time period.

Steps:

Go to Mapping Tab on 'Analytical Instruments'.

Note: User will see the country map only.

Select the date (from and to) (the user can select the dates according to requirements)

Then select the factors.

Then right click on Country name and either select all the regions or select the specific regions to be drawn.

Note: Right click on the regions section – This has the same functionality as in the Table by Regions

Now, in the toggle tab select the layer you want to be drawn (in this case we will select the 1st Administrative Layer)



Note: Users can select regions/ administrative level depending upon the availability of the data.

The user will see a monochrome display of data. If the user would like to change the color scheme, the user can select a color from **Pick a color** or use a default color scheme such as monochrome, traffic light, temperature or the user can select a custom color for each risk level as shown below.



From the dropdown list on the color scheme, select the scheme.



Below is an example of the traffic light color scheme.

Note: Some right click functionality on the maps (Other functionality will be discussed further on other relevant topics)



Right click functionality on Map Interface:

Region Name: Display the names of region selected.

Display data value: Shows the color coded value for each region. (If more than one factor has been selected, the mean value is displayed)

Factor legend: Shows the value and the color representing the value.

Show grid: Displays the geographical grid on the map

Show zoom controls: Displays the zoom controls to help zoom in or out.



f. Settings

Users will be able to use different settings from the tool, which will ease the use of the tool while working on multiple risk alerts. Also, users will be able to connect to the server if lost. Some of the troubleshooting will also be mentioned. Map and chart settings are mostly useful when users are working on more than one map. Users can save the current settings and work on other maps and can alternate between maps as required.

Steps:

To connect to new/other servers:

Go to Admin – Server Address

2					
File Mode	I Knowledge Resources	s Responses	Admin	Help	
	Nepal Test		Ma	pping	- •
IDA	Nepai rest		Us	er Admin	-+
			Da	a	→
	Mapping Charting Ta	able By Region	Ma	rker Types	
			Se	ver Address	
	✓ hasu	upalchok	Ch	ange Password	

A windows opens, the user can provide the **IP address** or **computer name** of the server to get connected to the new server.

Enter server hostname or IP address

local	host	
	Save	Cancel

Change the hostname or IP address of the new server and Save it.

Restart the tool, and you will get connected to the new server.

Note: The local host in the tool refers to where the server and client are both installed in the same system.

Map/Chart Settings:

Steps:

Scroll down to Map Settings on Mapping Tab.

Save
Delete settings

Enter the name to save the current settings and press **Save** and **OK** to confirm saving the setting.



Once saved, the name appears on the saved setting box in the Map Settings Section.

To load the setting saved previously, select the setting, and press Load Settings.

To delete the setting, select the setting, and press Delete Settings.

g. Saving work

Users will be able to save models and databases. The importance of saving work frequently will help to minimize the risk of losing data, if the system becomes unstable. The tool acts as a depository for risk data during elections and between elections, and saving work should become common practice by all users in case the ERM Tool application runs into critical errors or a new version of the Tool requires installation. The main difference between backup and export is, backup will save all the models included in the tool whereas export will only save the current model selected. To save the work, users can either backup or export.

Steps:

Backup and Restore:

To backup the database – Go to Admin menu – Data – Backup. The following screen will appear:



The user can either backup only the database or files added to the tool or shape files (i.e. GIS datasets) or all three of them.

Press OK.

A dialogue box will open and the user may provide a name for the backup file and location on your hard drive. It will take some time to backup the database. After the database backup is completed successfully, information will be shown. **Note: It is recommended to check all three before creating a backup.**

To restore database – Go to Admin – Data – Restore. The following screen will appear:

Restore	×
Rest	ore
Please select what to	include
🗌 Database	
🗌 Files	
Shapefiles	
ОК	Cancel

Users need to remember how the backup was taken previously. If all the three options were checked, check all the options or use the selected option to restore the database.

Press **OK** and locate the previously saved database and wait for a few minutes till the database has been restored.

Note: The user will need the computer's administrative privileges to restore the database.

Import and Export Model:

To export the model: Go to Model Menu - Current - Export



A new dialogue box will appear:

As				×
	Ō	Search Test_Mar	nual_Folder	Q
ze 🔻 New folder				?
his PC ^ Name ^	Dat	te modified	Туре	
Desktop No items match	vour	search.		
Documents				
Downloads				
Music				
Pictures				
Videos				
Local Disk (C				
Local Disk (E				
Local Disk (E				
DIWAS (G:)				
CD Drive (H- 🗸 🔍				>
File <u>n</u> ame: Nepal_Test				~
Save as <u>t</u> ype:				~
e Folders		<u>S</u> ave	Cancel	

Provide a location on your hard drive and press save to export the desired model.

Note: The shape files associated with the model will also be exported in the same location in a folder named "ModelShapeFiles" where the model is exported as shown below.

Help



To Import the model: Go to Model Menu – Import Model

Nepal_Test - Electoral Risk Management Tool File Model Knowledge Resources Responses Admin Create new model Ctrl+N Import model Current model Zambia (test model) Africa (test model)

A new dialogue box will appear

Nepal_Test

				×
« Lo	cal Disk (> Test_Manual_Folder	√ Č	Search Test_Manua	I_Folder 🔎
v folde	er			- 🔳 💡
^	Name		Date modified	Туре
	ModelShapefiles		16-Feb-16 9:44 AM	File folder
	Nepal_Test		16-Feb-16 9:44 AM	XML Document
~	<			
File na	ame: Nepal_Test			~
			Open	Cancel

Locate and select the model that need to be imported and press open. The model will be imported and will be shown on the **Model Selection Drop Down Menu.**

Note:

- If the model you are importing does not have the shape file, you would have to import the shape file first and then import the model.
- If the model with the same file name is imported, the tool will automatically rename the model name by adding a number after the model name.

h. Cumulative Factors:

Cumulative factor(s) are used to present numerical data. For example, a security incident or a complaint. If more than one numerical entry is made for the same factor/region under different dates, numbers are aggregated. Cumulative factor(s) can be combined with color coded factors, providing two levels of information. Several cumulative factors can be displayed in the map at the same time.

Steps:

To create a cumulative factor: Go to Knowledge resources - Add New Factor



A new window open within the tool same as color coded factor.

Add new factor			
Factor Name	1		
Factor Type			
Scale U Hastrair Scale			
Min 1 [5] Interval 1.9 [5] Max 6 [5]			
Factor Tests			
Selectfactor description field to edit	eduction -		
Introduction			
JB-83,00여 프 U 기도 프 프 프	也於曰:> 一面考堂 為		
jk De Bajeonej ⊨ ⊎ z j≊ ⊒ ⊒ ⊒ Documenta	含計註2:1○ 面 #全: 員		
동 만: 원) 이 아 후 명 기 고 프 프 프 Documents	內好日 >) - 王 4 호 (A	Per Namen Lan	Microsofte de
其他 (월) 이 아 (本) (기) 프 프 프 (Decentin	역장표 5-1 - 표 # 호 A		
JB8월) 이 이 보보기로구프 Documents	9.211 등 - 표 4 2 M	The Second Second	Table and the set

Enter the title for the factors (for this example, the title for the cumulative factor will be 'complaints').

Add new factor			
Factor Name Compaints			
Factor Type Scale Scale Convol Data			
Min 1 2 Interval 10 2 Max 5 2			
Select factor description field to edit Introduction			
Introduction			
		^	
(注海鹿)のの(非はど)部署第(合計団ン)一署考望(長		~	
Documents			
Persen	Add Document to Library	Dakte Document from Library	
	Save Cancel		

- 1. Now, select the Factor Type from the drop down menu to Cumulative, and specify the factor to be internal or external.
- 2. The user will be able to select the colors under the Cumulative Factor Colors. Select the Back color and Font Color as required.

Add new factor
Eactor Namo
Compalints
Factor Type
Cumulative v Internal Factor v
Cumulative Factor Colors
Back color Font color Preview: 2
Factor Texts

3. The user can also add an introduction, empirical cases, observable indicators, data collection and questionnaires to the factor, as is done in the color-coded factor.

Factor Name	
Compalints	
Factor Type	
Cumulative v Internal Fac	ctor 🗸
Cumulative Factor Colors	
Back color 📕 Font color 🔲 Prev	view: 2
Back color Font color Prev Factor Texts Select factor description field to edit	Introduction

4. After all the required information is entered, press **Save** to create a new cumulative factor.

Note: The user can also view the cumulative factor/s in the Knowledge Resource Library.

After the user has created the cumulative factor, it is time to add the factor to the model. To add the factor to the model:

Go to Model Menu – Current Model – Edit or Press Ctrl + E.

Add the factor to your current model

A								
Nepal_Test								
-Nepal Central Boldmann	Problematic registration of political parties and candidates	Min 1 🚦	Max 10 🗧 Interval 1.0	Weight 100 - Problemation	tic accreditation of domestic and Min nal observers	1 🕴 Max	10 🔹 Interval 1.0 🔹 Weight	100 🕻
- Dhading - Dhading - Kathmandu - KavrePalan	Unequal media access and favourtism	Min 1 🚦	Max 10 T Interval 1.0	Weight 100 - Provocati	ve use of media by political parties Min	1 🔹 Max	10 🔹 Interval 1.0 🐑 Weight	100 🚦
Lalitpur Nuwakot Rasuwa Sindhupalol	Provocative party railying	Min 1 🚦	Max 10 Tinterval 1.0	• Weight 100 • Provocati	ve and violent actions by political Min	1 🕴 Max	10 🕆 Interval 1.0 🗧 Weight	100 🗧
⊖-Janakpur Dhanusa Dolakha Mahottari	Deficit, destruction and loss of sensitive and non-sensitive materials	Min 1 🚦	Max 10 Tinterval 1.0	• Weight 100 • Lack of tr external v	ansparency of special and Min oting	1 🔹 Max	10 🔹 Interval 1.0 🐳 Weight	100 😳
- Ramechhar - Sarlahi - Sindhul	Problematic election day operations	Min 1 🚦	Max 10 🗧 Interval 1.0	Weight 100 - Problemat	ic vote counting and tallying of Min	1 🗄 Max	10 ÷ Interval 1.0 ÷ Weight	100 🕄
- Bara - Chitwan - Makwanpur	Poor management of election results	Min 1 🕄	Max 10 T Interval 1.0	Weight 100 - Poor man	agement of the final round of Min appeals	1 🗄 Max	10 * Interval 1.0 * Weight	100 😳
Parsa Rautahat ⊖-East ⊖-Koshi	Rejection of the election results	Min 1 🗄	Max 10 T Interval 1.0	Weight 100 🗧 🗆 Poor socia	o-economic conditions Min	1 🗄 Max	10 + Interval 1.0 + Weight	100 :
Bhojpur Dhankuta Morang Sankhuwat	Social and political exclusion	Min 1 🕄	Max 10 Tinterval 1.0	• Weight 100 • Conflicts r dynamics	elating to changing power Min	1 🗄 Max	10 * Interval 1.0 * Weight	100 🗄
- Sunsari - Terhathum ⊖- Mechi	Gender-based discrimination and violence	Min 1 🕄	Max 10 Tinterval 1.0	Weight 100 🗧 🗆 The press	ance of non-state armed actors Min	1 🗄 Max	10 1 Interval 1.0 Weight	100 🗄
-Jhapa Jhapa Panchthar Taplejung	The presence of organized crime	Min 1 🗜	Max 10 Tinterval 1.0	Weight 100 + □ Grievance against h.	es relating to genocide, crimes Min manity and war crimes	1 🕴 Max	10 🕆 Interval 1.0 🗧 Weight	100 😳
 Sagarmatha - Khotang - Okhaldhun; - Saptari 	Human rights violations	Min 1 💼	Max 10 🗄 Interval 1.0	🗘 Weight 100 🗘 🗆 Environme	ertal hazards Min	1 🕴 Max	10 · Interval 1.0 · Weight	100 :
- Siraha - Solukhumbi - Udayapur	Poor performance of the electoral management bodies	Min 1 韋	Max 5 Tr Interval 1.0	Weight 100 - Unethical	Media Reporting Min	1 🔹 Max	5 Thereal 1.0 The Weight	100 🛊

Press **Save** to add the cumulative factor to the model.

Note: Adding data to the Cumulative factor is the same as adding data in the color-coded factor.

Steps:

- 1. Open 'Analytical Instruments'
- 2. Add data by either 'Table by Region' or 'Table by Factor' from Tab Menu
- 3. Select the region/s for the data

- 4. Select the Cumulative factor
- 5. Press Add Date
- 6. Enter the data

			~										
Nepal_Test			2										
Mapping Charting Table By Region Table By Factors Static Markers Factor	rs in Model Risk and A	ction	_										
Select a factor	Date	Bagmati	Bheri	Dhawalagiri	Gandaki	Janakpur	Kamali	Koshi	Lumbini	Mahakali	Mechi N	arayani	Rapti
Select regions Select regions	F602204	F 400.00	100.00	80.00	11.00	<u>6</u>		1.00		90.00	111.50 1		25.00
- Malowanpur - Parsa - Rautahat v	Add Date	5		Delete Date					Export all	I tables			Export Table

After the data has been entered, go back to Mapping Tab.

Select the date, factor and region to be drawn.



Note: The user can add more than one cumulative factor to the model. The user can also show the legends by using right click menu.

Note: The user can also increase the size of cumulative factors by right clicking on the mapping interface and selecting the size as required (Small, Medium, Large or Extra Large).



i. Static Markers

Static markers can be used in a number of ways such as: display location of facility (polling station, police station, and warehouse), events or incidents (political party rally, hate speech, human rights violation, and gender-based violence), material (sensitive or non-sensitive electoral material, small arms) or actor (political party, police, election monitors, and election officials). Also static markers can be used to denote any of the 36 internal or external factors to a particular location. The static marker feature can make use of GPS coordinates.

By default, the tool comes with two static markers, but users can also create a new static marker depending upon their needs. Users can select marker/s from the list or use their own marker (**Note:** The static marker should be in .png image format)

Steps:

To add a new static marker in the tool:

Go to Admin Menu – Marker Types



A new window will open:

Marker types				
- <mark>Constant u.u.a.</mark> L- Soders	Name	Losd an image		
Now		Save	Cancel	Delete

- 1. Name of the marker
- 2. Select Symbol from the drop down menu (There are around 40 static markers to be selected)

	Name	ushne
	Symbol)ispute V
		Vispute
	Size	highting high high high high high high high h
3.	Select	he size (Small, Medium or Large)
	Name	Dispute
	Symbol	Dispute ~
	Size	Large Small Medium Large

- 4. And press Save to add new marker to the tool.
- 5. After saving, the name of the marker will appear on the left side of the window i.e. markers list.

Marker types				
- Gender toues - Solders - Dapate	Name Symbol Load an image file Size Small	Load on image		
New		Save	Cancel	Delete

Note:

- The user can also create their own marker and add to the tool, by using **Load an image** button.
- The user can edit the marker name, symbol and size by selecting the marker on markers list.
- The user can delete the marker/s by selecting the marker and pressing delete.

After creating a new marker, it is time to add the marker on the map. For that, the user would need to go back to Analytical Instruments.

Steps:

Right Click on the area where the user needs to add a marker,

Select Add Marker



A new window will pop up as follows:

Marker	
Title	
Title Col	or
Text	
	^
	~
Select Marker Type	
Gender issues	~ 🛕
From 16/02/2016 To	16/02/2016
Latitude: 28.495358639291 Longi	tude: 83.983672480941
Save	Cancel

- 1. Add the title for the marker.
- 2. If needed, the user can also change the title color by clicking the color.
- 3. Add the description on Text Field.
- 4. Select the marker type.
- 5. Select the date (which enables the user to view the specific marker from that particular date to next particular date).
- 6. Latitude and Longitude are already added (but if the user has specific data of Latitude and Longitude that can also be added)
- 7. Press Save to add the marker to the map.

Marker	
Title	
Dispute Title Color	
Text	
There was a dispute between two parties	
~ · · · · · · · · · · · · · · · · · · ·	
Select Marker Type	
Dispute 🗸 📩	
From 16/02/2016	
Latitude: 28.495358639291 Longitude: 83.983672480941	
Save Cancel	

8. The user will not be able to see marker on the map. For this user needs to enable the marker toggle button on the toggle bar.



9. The user can resize the marker - depending upon the need - from Marker Types in Map settings.

Marker Types	
Dispute	
Resize markers	

Editing Marker/s:

The user can also edit markers if required. To edit a marker the user can right click on the marker and select edit marker.

	Add marker
	Edit marker
	Delete marker
	Marker titles
	Marker legend
~	Region names
	Display data value
	Factor legend
	Cumulative factor legend
	Cumulative factor size
	Save as image
	Save as high resolution image
	Save as KML
	Show grid
	Show zoom controls

A window will open:

Marker	
Title	
Dispute	Title Color
Text	
There was a dispute betw	veen two parties
Select Marker Type	
Dispute	
Disputo	<u>^*</u>
From 16/02/2016	To 16/02/2016
Latitude: 28.495358	63 Longitude: 83.98367248
Save	Cancel

The user can edit title, title color, text, marker type, date and latitude and longitude as needed and save it.

Note:

• The user can also view the legend/s by right clicking and selecting Marker Legend.



- The user can also view the title of marker within the map. Right Click and select Marker Title.
- The user can also see the description (if any) by hovering the mouse over the particular marker.
- The user can also view all the markers, add new ones and edit markers from the **Static Markers** tab on **Tab Bar**, and can also export or copy from an Excel file.

Nepal_Test						
Mapping Charting	Table By Region Table By Factors Static Markers Factors	in Model Risk and Action				
Date From	Date To	Marker Type	Text	Description	Latitude	Longitude
16/02/2016		Dispute	M Dispute			
Add Marker		Delata Mar	ter			Export to Evol
Aug marker		Dalato Mar				CAPONT TO EXCER

• The user can also export the all the markers to Excel and also import from Excel (a simple copy and paste will work).

j. Charting

Risk maps by themselves tend to be static, but combined with charts are more dynamic. Trend analysis allows the user to see factor change over time, for example during and between elections. There are three ways to view the charting in the tool:

- **Resultant value of factor** which shows all data using only one simple graph. The user can deselect geographical regions and get for example, the resultant value of factor for a specific region.
- **Resultant value of region** plots a graph for a particular region, taking into account several factors.
- **Chart resultant value of region** plots a graph for a particular region, taking into account several factors. This feature is only useful when data has been collected for two or more factors. Users can create five types of charts. They are line, fast line, spline, spline area and column.

Steps:

On the Analytical Instrument – Go to Charting Tab from Tab menu

Following screen will appear:

Nepal_Test	
Mapping Ditating Table By Region Table By Factors Static Markers Factors in Model Risk and Action	
Chart settings	
Dates	
From To 02/02/2016 UB/02/2016 UB/02/2010 UB/02/2010 UB/02/2010 UB/02/2000000000000000000000000000000000	
All available dates	
Eactor Combination	
Ohat Each Factor for Each Region	
O Drart Resultant Value of Regions	
C Unan resultant value or ractors	
Factors	
Contested electoral law	
Indequate funding, financing and	
Complaints - Cumulative	
Regions	
Nepal Contral	
Cognet Cognet	
Unading Katimandu	
- Latter action	
- Resume	
⊖Janakour Dhanusa v	
Chart Type	
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Spline Area	
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Confine A	

The user can select the date, Factor combination, Factors, Regions and Chart Type (Fast Line, Line, Spline, Spline Area and Column)

For example: Data has been entered for three dates, the factor combination is **Chart Each Factor for Each Region**, the factor selected is **Contested Electoral law**, **Bagmati** has been selected as the region and Spline is the chart type selection. The following outcome will appear:



Note:

- The user can also see the legend/s for the different types of factor combinations.
- To view the legend, right click on the chart and click show legends.



• The user can also save the chart as image and add it to the report by right clicking on the chart and clicking **save as image** at the desired location. Then, save it or snip it and paste it on the report.

k. Keyhole Markup Language and Google Earth

Color-coded maps and static markers can be saved in KML and uploaded onto Google Earth. Google Earth combined with the ERM Tool maps, is great for presentation purposes. Users will be able to

display the ERMTool maps on Google Earth. Users will need to install Google Earth beforehand, in order to view the KML.

Steps:

Right click on the map and select Save as KML

Add marker
Edit marker
Delete marker
Marker titles
Marker legend
Region names
Display data value
Factor legend
Cumulative factor legend
Cumulative factor size
Save as image
Save as high resolution image
Save as KML
Show grid
Show zoom controls

A new dialogue box will appear and select the location and press save to save the KML.

After the KML has been saved, double click to open the file (in this case Nepal_Test) and the file will be opened in Google Earth.

Name	Date modified	Туре	Size
Images	17-Feb-16 10:52 AM	File folder	
Sepal_Test	17-Feb-16 11:02 AM	KML	581 KB

Google Earth will open the file and the following will be shown



Note:

- By default, the model name is used to save KML but the user can also insert a desired filename.
- Google Earth will show the exact map as seen in the ERMTool i.e. if you have enables region names, it will also show the region names. If static markers are enables, it will show static markers and so on.

Now, we have created maps, chart and also KML, it is now time to store all the information in the depository of the ERMTool for the future reference, so it can be viewed at any given time.

I. Risk and Action Register (RAR)

Risk and Action Register is the institutional depository of the risk alerts created. It enables users to save the information used during the creation of risk alerts. There are two types of RAR i) Model specific RAR and ii) Master RAR. Model specific RAR is used for a single model where the risk alerts created will be stored. Master RAR is the collection of all the model specific RAR created.

Risk alerts are created and saved in the Analytical Instrument module using the 'Risk and Action' tab. These features allow you to systematically document: risk alerts issued; actions taken, and outcomes of actions.

Steps:

Go to Risk and Action tab from Tab Bar in Analytical Instruments.

Nepal_Test						
Mapping Charting Table By Region Table By Factors Static Markers	Factors in Model Flisk and Action					
Salart depley online:	Code	Title	Electoral Phase	Created	Modified	Status
All	▶ 101					Active
C Antice Only	101	Test2	Legal Frameworks	27-Jan-16 12:33:28 PM	27-Jan-16 12:33:28 PM	inactive
) institue Only						
O inactive only						
Select a region						
Bread B						
: :Sraha	Edit	Add Ne		Print		

As we can see, there are already two sets of information in the tool.

To create a new risk register press **Add New**. A new window will popup within the tool as shown below:

Select a region Code	
Title	
Bhaktapı Dhading Electoral phase	
Kathman	
Add	~
SAVE to enable adding attachments.	
Mahottar <	>
Chitwan Action	
ini East	
Sunsari Sunsari Active Active	
Save View Back	

The user would need to add the following:

• Region: From the list on the left, the user has to select at least 1 region for the alert.

- Code: You can use any code for the alert. If you do not want to use anything in particular, then you can just leave the field empty. It will be automatically populated with a number (assigned by the application).
- Title: The title for the alert.
- Date from and to: The date range.
- Electoral Phase: If you click over the "Add" text, a list of electoral phases will be displayed. You need to select at least one.
- Analysis: This allows you to add documents to the alert. You will not be able to add documents until you save the alert for the first time. Then you can edit the alert and add documents to it.
- Risk Description: Written analysis as seen in risk alert.
- Action: Suggested Action of EMBs, SSAs and CSOs
- Result: Actions taken are recorded here.
- Status: Active when the result is not achieved and inactive when the result has been achieved.

After all fields are completed Press Save.

The users can view the risk alert by pressing View.



Master Risk and Action Register (RAR):

Master RAR is a depository of all RAR entry from all models in the tool. Users can only view the RAR entry. Users can view the code, model, title, electoral phase, RAR created date, RAR modified date and status of the RAR entry.

Steps:

To access Master RAR:

Go to Response Menu – Master RAR or click on folder icon on Side bar as highlighted below.

👬 Nepa	I_Test - E	Electoral Risk Management 1	Fool					
File	Model	Knowledge Resources	Responses	Admin Help				
		Nenal Test	Electora	I Cycle Phases				
D	A 🗖	nepui_rest	Modify F	Responses				
	***		Master F	Risk and Action Register				
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The following screen will appear:

Electoral Cycle								
Calend dealers and see		Code	Model	Title	Bectoral Phase	Created	Modified	Status
Select display options:		101	Nepal_Test	Test Risk	Legal Frameworks	27-Jan-16 12:30:14 PM	27-Jan-16 12:30.14 PM	Active
C Anthra Only		101	Nepal_Test	Test2	Legal Frameworks	27-Jan-16 12:33:28 PM	27-Jan-16 12:33:28 PM	hactive
Active Univ		000003	Nepal_Test	a	Legal Frameworks	17-Feb-16 11:52:11 AM	17-Feb-16 11:52:11 AM	Active
O hauve only								
Bohce a region	*	Ver						
								User: Admin Adm

To open a RAR entry

- 1. Click the RAR and press View OR
- 2. Double click to view the RAR entry.

The user can filter the RAR entry based on regions.

The user can filter RAR entry based on status (active/inactive).

4. Prevention and Mitigation

The prevention and mitigation module allows accessing a specific phase of the electoral cycle and learning about possible measures for prevention and mitigation of election-related violence. Comparative action points presented in prevention and mitigation module are developed, implemented and perfected by electoral management bodies, security sector agencies and other state and non-state actors around the world. Presented cases and action points aim to inspire tool users to design prevention and mitigation strategies that are sensitive to specific national and electoral context.

Action points in the prevention and mitigation module or the support document "Action points for the prevention and mitigation of election-related violence" (mirrors the information presented in the prevention and mitigation module) may be useful recommendations that can be included in the action box of the risk and action register. In terms of results, it will depend on which action was implemented and the result of that action. Several action points can be recommended depending on the risk and risk level and that these recommendations can be included in the risk alert.

The Prevention and Mitigation module includes about 100 comparative action points for the prevention and mitigation of election-related violence. Action points present possible approaches, based on empirical cases that can be taken to prevent and mitigate election-related violence throughout the eight phases of the electoral cycle.

The phases are:

- 1) The legal and institutional electoral framework;
- 2) Planning and preparation for the implementation of electoral activities;
- 3) Training and education;
- 4) Registration of voters, political parties and election observers;
- 5) Electoral campaigning;
- 6) Voting operations;
- 7) Election results announcement; and
- 8) The post-electoral phase.

Within each of these sections, three different clusters of prevention and mitigation actions are explored:

- a. Improved electoral management and justice specific measures which relate to electoral planning, implementation, coordination and dispute resolution that can be undertaken to avoid controversies and technical flaws in order to minimize the potential for outbreaks of violence;
- Improved electoral security—specific electoral security measures that can be undertaken by SSAs throughout the electoral cycle to protect electoral actors, events, facilities and materials from violence; and
- c. Improved infrastructure for peace different activities that can be implemented by various state and non-state actors to mobilize and coordinate government agencies, CSOs, traditional and religious leaders, reputable individuals and other organizations and individuals with capacity to contribute in defusing and mitigating election-related tensions and violence.

Steps: There are three ways to access Prevention and mitigation (highlighted by red box):

- a. Responses Menu Electoral Cycle Phases
- b. Side Bar
- c. Module Selection Bar

👬 Nep	al_Test -	Electoral Risk Management	Fool			
File	Model	Knowledge Resources	Responses Admin Help			
ID	 X	Nepal_Test	Electoral Cycle Phases			
	A		Modity Responses			
mm			Master Risk and Action Register			
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After clicking any of the three menu following screen appears showing 8 phases of Election:



a. Use/Add Responses/s

The user will be able to use the prevention and mitigation measures provides in the tool. They can also refer to "Action points for the prevention and mitigation of election-related violence". The responses have been divided into three layers. The user can select one or all the three responses depending upon the risk alerts.

The user will see 8 phases of elections:

Clicking on any of the phases will open the prevention and mitigation measures for that particular phase (in this case we have used **Legal Framework Phase**):

Improved Electoral Management and Justice Improved Electoral Security Improved Electoral Security 12 Advise adoption of a legal framework which will allow for establishment of orediable EMBs. 13 Establish frusted and efficient frameworks for electoral pepertation of detectral deficient security sectoral frameworks for electoral pepertation of detectral deficient security sectoral frameworks for electoral pepertation of detectral deficient security responsibilities to different security sector and responsibilities of political parties in the electoral processes. Improved Electoral Management and Justice 1.10 Formatize collaborative mechanisms for social standant while electoral frameworks for electoral pepertation of detectral deficience. 1.10 Formatize collaborative mechanisms so standant deficient frameworks for electoral prepertation of detectral deficience. 1.10 Formatize adoption of a legal framework. 1.12 Formatize electoral social f	Electoral Cycle	Action Points - Legal Frameworks		
		Improved Electoral Management and Justice	Improved Electoral Security	Improved Infrastructure for Peace

The user can select any mitigation measures for all the three clusters and copy that to risk and action register mention above or to any risk alert reports.

If the user wishes to view the description of that cluster, press **Text** below the each cluster. It will open a new window:

Electoral Cycle	
	Legal Frameworks
	Improved electoral management and justice
	Reformation of the legal and institutional selectoral transvork should draw on the evaluation of previous electoral processes. Such evaluation is conducted in the post-electoral process of the electoral system, (b) the creation of the previous electoral processes. The reform a mono other things, needs to take the consideration (a) the appropriateness of the electoral system, (b) the creation of the previous electoral processes. The reform a mono other things, needs to take the consideration (a) the appropriateness of the electoral system, (b) the creation of the labels of the electoral appearance of the electoral system, (b) the instance of mechanisms for the replacement of electoral system, (b) the instance of mechanisms for the replacement of electoral system, (b) the electoral system, (b) the electoral system, (c) the electoral system,
	1.1 Advise political stakeholders about an appropriate electoral system that takes into consideration the odvantages and disadvantages of different design options
	The specific divices in the electral system may afted participation, representation. The stability of government, the accountability of elected efficials, the company of electronic processes, and policial pursuits in [] in particular, previous relating to the formula to transition government. The second processes and sourcesses and policial pursuits in [] in particular, previous relating to the formula to transition government. The second policy of p
	Gester and minority quotes are introduced in Nepal to detuse tension in 2007. Pulifical and social exclusion is one of the main roots of conflict in Nepal 22 Gender and minority representation was therefore an integral part of the electronal law reform preceding the 2007 Constituent Assembly of Nepal Tas electronal types and indigenous three. based on their representation in the population 2
	1.2 Advise adoption of a legal framework which will allow for the establishment of credible electoral management bodies
	Careful consideration needs to be given to shall be of EUB will perform best in a given country context and what will contribute to its creatibility. Three major arcsinizational modalities satist independent, governmental and mixed.[]] The bogs framework should estate the forget and the function are exceeded and the control of the COM and the control of the control of the COM and the control of the COM and the control of the COM and the control of the control o

After clicking, the user can see the full text and description with some examples.

Note:

- The navigation button will also help the user to navigate forward and back.
- The print button will enable the user to print the currently viewed page.

Demonstrate how to access the prevention and mitigation module and how to find action points relevant to a particular phase in the electoral cycle. Copy and Paste relevant action point into RAR entry.

b. Modify/Remove Response/s

The user will be able to modify/remove the preset presentation and mitigation measures in the tool. As a part of customization, the user can easily modify/remove responses and also add new responses.

To modify Responses:

Go to Responses – Modify Responses

A new window will open:

🚹 Zambia (te	rt mode) - Becteral Rijk Management Tool	o ×
File Mod	Knowledge Resources Responses Admin Help	_
IDA	Modify Phase	
	Phase Legal Frameworks ~	
	Phase Name Lagel Fameworks	
	Column Token Column Token Column Z Token Column Z Token Column Token Token Token Token Column Token Column Token Column Z Token Column Z Token Token Token Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column Token Column To	
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		Liser: Admin Admin

The user can select the phase from drop down menu.

The user can also change the phase name as a part of customization in their own script.

- **Column 1 Bullets** are the mitigation action points for Improved Electoral Management and Justice;
- Column 1 Text is the description for Improved Electoral Management and Justice;
- Column 2 Bullets are the mitigation action points Improved Electoral Security;
- Column 2 Text is the description for Improved Electoral Security;
- Column 3 Bullets are the mitigation action points Improved Infrastructure for Peace;
- Column 3 Text is the description for Improved Infrastructure for Peace;

Add New Action Points:

The user can press the Add button, write in the action points and press Save.

Modify Phase	
Phase Legal Frameworks Phase Legal Frameworks	
Column 18.MHs Column 17.et Column 21.Mets Column 31.met Practicorem Type	
13 Extends back and we have back to be subdate to a back and a post address and backs. 14 Despine the data is and exponsible of a post of the subdate post and the subdate post of the data and exponsible of the data and exponsible of post of the data and exponsible of the da	
The second secon	

To edit any action points, double click on the particular action point, and a window will popup make changes and press **save.**

Column 1 Bullets Column 1 Text Column 2 Bullets Column 2 Text	Column 3 Bullets Column 3 Text Practitioners Tips		
12.2 Advace adoption of a local formework after local allow for language 1.3 Entableh trusted and efficient frameworks for electoral data at 1.4 1.4 Design legal provides which facultate credible processes for 1.5 1.5 Introduce regulations that define the roles and responsibilities	establishment of excision EMBN: ereal-bits and introduce mechanisms to sanction perpetrators of electoral offences. The registration of votem, political parties and candidates. of political parties in the electoral processes.		
	Edit Bullet. X Test: Test: 12 Advase adoption of a legal transmosk which will allow for the establishment of oxidale EMBs. Save Cancel		
		1 Add Semore	
		Save Cancel	

To change the description of any action points, go to the column text and double click and edit the description as required and press **Save**.

To Remove Action Points:

Select the action point which you would like to delete/remove.

Press Remove and confirm it.

The action point will be deleted from the tool.

If the user wants to delete the description, go to column text relevant to action point, locate the description and select it and press **Delete** button on your keyboard.

Note: The user need to press **Save** before exiting the modify responses menu (highlighted in the image above).

Please contact I-IDEA via <u>ermtool@idea.int</u> if you have any questions relating to the ERM Tool.