LEGISLATIVE GUIDANCE TOOL FOR EFFECTIVE OVERSIGHT OF INCLUSIVITY

(Revised)

Legislative Guidance Tool for Effective Oversight of Inclusivity

Preface

Inclusivity is a key element of a developed democracy.

In Nigeria, women, youths, children and physically challenged persons, even minorities constantly raise questions regarding exclusion from the different levels of decisioning and participation. PLAC has worked in the last several years to improve the levels of citizen participation in the country's democracy including their access to policy making arenas, development and resources.

In this **Legislative Guidance Tool for Effective Oversight of Inclusivity,** PLAC advocates strengthening the National Assembly to better carry out oversight of all issues affecting different sectors and groups of the country's citizenry. This task becomes even more needed in the light of the recent COVID-19 pandemic. With different state institutions devising response to health emergencies, the need for legislators at all levels to better carry out oversight becomes even more imperative.

PLAC expects that its **Legislative Guidance Tool for Effective Oversight of Inclusivity** would help legislators to deliver on expectations or fulfilment of their legislative functions.

PRE-ELECTION PERIOD			
	Registration	**Yes**	**No**
1	Did INEC conduct mapping of registration procedures?		
2	Did INEC collect disaggregated registration data?		
3	Did INEC ensure that barrier posed by need for proof of identity is minimized?		
4	Did INEC consider need for flexibility in regulations for special groups such as People with Disability and displaced persons?		
5	Did INEC utilize mobile registration units to cater for hard to reach areas?		
6	Did INEC implement voter education programmes targeted at addressing issues of inclusivity?		
7	Did INEC emphasize issues of inclusivity in training of registration officers?		
8	Did INEC publicize the provisional voter register before election day, by posting them in local public spaces, to allow voters the opportunity to correct any errors?		
9	Did INEC conduct automatic registration (drawing voters' list from national civil registry or other data-sharing arrangements between government agencies) or door-to-door registration?		

		Yes	No
10	Are registration centres accessible?		
11	Do registration centres have ample hours of operation?		
12	Did INEC allow for mail and/or online registration?		
13	Can voters complete the registration process (including obtaining the voter card) in one step?		
14	Did INEC conduct mapping of registration procedures?		
15	Did registration close within one week of election day?		
16	Can voters transfer registration automatically when they change residence?		
17	Did INEC distribute provisional voter register to parties for review and correction of errors?		

	Nomination of candidates	**Yes**	**No**
1	Did INEC ensure the enforcement of nomination rules		
2	Did INEC ensure enforcement of campaign finance rules		

	Voter education	Yes	No
1	Did INEC tailor voter education programmes (in terms of message, audience and method of delivery) to address issues of inclusivity?		
2	Did INEC work with media on creating awareness about barriers to voting?		
3	Did INEC work with civil society organizations on addressing barriers to voting?		

	Inclusiveness of INEC	Yes	No
1	Did INEC Conduct Situation Analysis on the issue of inclusivity?		
2	Did INEC institute process of collecting disaggregated data?		
3	Did INEC commit to citizens' inclusiveness by developing a policy and action plan?		
4	Did INEC provide training on awareness of inclusivity issues and implementation of best practices to all staff?		

5	Did INEC utilize the recruitment and promotion process to demonstrate commitment to inclusion of all groups?		
6	Did INEC appoint focal persons to monitor implementation of inclusivity policies and action plans?		

ELECTION-DAY PERIOD

Planning for Election-Day		Yes	No
1	Did INEC conduct a mapping of polling procedures?		
2	Did INEC consider inclusivity issues in the location of polling units and provision of equipment?		
3	Did INEC consider need for special queues and/or voting points within a polling unit to serve people with peculiar needs, for example women-only queues/voting point?		
4	Did INEC emphasize inclusivity in ad hoc staff recruitment?		
5	Did INEC conduct training on the issue of inclusivity for poll staff?		
6	Did INEC ensure that ballot paper and instructions are made accessible for people who cannot read?		
7	Did INEC consider the need for flexibility in regulations for people with special needs?		

	Polling unit management	Yes	No
1	Did INEC ensure the safety of polling station staff and voters by adopting appropriate measures?		
2	Did INEC deliver priority in queue for PWDs, the aged, pregnant women, mothers, and other persons who require such assistance?		
3	Did INEC organize special queues and/or voting points within the polling unit (where appropriate)		
4	Did INEC deliver mobile polling units (where needed)?		
5	Did INEC make arrangements for collecting disaggregated data?		
6	Are polling places are generally located in a short distance from voters' residences?		
7	Was public transportation available on election day (where needed)?		
8	Were mobile voting units used for remote areas?		
9	Are voters assigned to the polling place closest to their residence?		

10	Is convenience voting measures (such as early voting, absentee voting, and voting by mail) available?		
11	Is voting held on a weekend or holiday during a time of year when travel to the polls is not unduly Burdensome?		
12	Are voters required to provide identification cards in order to vote?		
13	Are many types of identification documents or witnesses are accepted as proof of identity?		
14	Is waiting time for most voters minimal (less than 30 minutes)?		
15	Did most polling units open on time?		
16	Are provisional or tendered ballots available for all or most voters whose information on the voter register appears to contain errors?		
17	Are ballots available in major local languages and include party symbols or pictures of candidates?		
18	Do voting mechanics include measures to assist disabled voters in casting a ballot?		

	Voter education	Yes	No
1	Did INEC deliver voter outreach about election day (planned and designed in pre-election period)?		
2	Did INEC give consideration to best delivery methods?		
3	Did INEC make extensive efforts to inform voters of electoral procedures?		
4	Did INEC voter education campaigns cover extensive territorial reach?		
5	Did INEC conduct its voter education campaigns in all major languages?		
6	Did INEC carry out its voter education campaigns through diverse media appropriate for local conditions?		
7	Did INEC carry out its voter education campaigns for a significant period of time before key deadlines (e.g., registration closing date or election day)?		

POST-ELECTION PERIOD

	Post-election assessment	Yes	No
1	Did INEC include inclusivity issues in the assessment of the past election?		

2	Did INEC review operations manuals and outreach materials with emphasis on inclusivity?		
3	Did INEC include disaggregated data in election review and analysis?		

	Recommendations for regulatory framework	**Yes**	**No**
1	Did INEC assess whether any regulations require revision, including to ensure enforcement?		
2	Did INEC assess whether any regulations or processes require review to produce disaggregated data?		

	Strategic and action plan	**Yes**	**No**
1	Did INEC conduct a mapping of its policies and processes to identify any inequalities?		
2	Did INEC set targets for inclusivity in registration and voting?		
3	Did INEC set voter education policy and goals?		
4	Did INEC appoint focal persons to monitor implementation of inclusivity policy?		

ADDENDUM

	ADMINISTERING ELECTIONS DURING COVID-19		
	Assessment of INEC's Policy on Conducting Election in the Context of COVID-19	Yes	No
1	Did INEC develop and enforce its Voters Code of Conduct on how voters are expected to act and conduct themselves in the light of COVID-19?		
2	Did INEC mainstream COVID-19 in its election risk mapping tools like the Election Risk Management (ERM) and Election Violence Mitigation Tool (EVMAT)?		
3	Are voters able to check their registration status online?		
4	Was INEC able to track the reporting of campaigns and campaign finance by/for Candidates and political parties online?		
5	Was INEC able to create a platform for the submission of nomination forms by political parties for candidates online?		
6	Did INEC implement voter education programmes targeted at new and young voters, women and persons with disability to ensure a more inclusive electoral process?		

7	Did INEC ensure that safety instruments such as sanitizers were made accessible for people with special needs?		
8	Did INEC ensure that Personal Protective Equipment (PPE) and other safety materials were provided for its polling staff?		
9	Did INEC enforce the use of all safety precautions against COVID 19 such as the use of thermometers, face masks, hand sanitisers and physical distancing at registration units?		
10	Did INEC make extensive efforts to inform voters of electoral procedures through radio and television broadcasts following its policy of conducting elections during COVID-19?		
11	Did INEC review all election information kits to include COVID-19 information in line with its policy of conducting elections during the epidemic?		

About PLAC

Policy and Legal Advocacy Centre (PLAC) is a non-governmental organization committed to strengthening democratic governance and citizens' participation in Nigeria. PLAC works to enhance citizens' engagement with state institutions, and to promote transparency and accountability in policy and decision-making processes.

The main focus of PLAC's intervention in the democratic governance process is on building the capacity of the legislature and reforming the electoral process. Since its establishment, PLAC has grown into a leading institution with capacity to deliver cutting-edge research, policy analysis and advocacy. PLAC receives funding support from donors and other philanthropic sources.

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