

The Registration Campaign for PNC Elections



Registration Handbook for Organizers

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This is a guide on how to organize a voter registration drive in eight steps. The Facilitation Office will provide organizers with all necessary support and assistance throughout.

Registration drives around the world are organized by many kinds of civic associations, and are often run by volunteers. People cannot vote unless they are registered, and this civic voter registration campaign aims to register all Palestinians to make sure everyone can participate in PNC elections. Registering and voting are voluntary activities of course, but all Palestinians have a right to know about possibilities of registering, and all Palestinians over eighteen have a right to vote.

The main steps are:

1. **Make a plan for registration & outreach** to Palestinians in your area
2. **Locate supervisors** that can give suggestions on the registration plan
3. Build volunteer **registration teams** so the drive is done collectively
4. Distribute the **materials and resources** you will receive
5. Outreach to the community to make sure they are **informed of the registration**
6. **Work with others** on the registration so you can reach as many Palestinians as possible



“Palestine for us is not just a country on the political map. For us, Palestine is a history, identity, life texture, living, breathing; it is absolutely unique.”

Cairo, Egypt



Stage I. Making a Plan, Locating People, Outreach

Step 1: Develop a Plan of Action

- This drive is collective, so first **get a working committee or group** of active members from associations to meet, and plan these steps together.
- Start identifying helpful **supervisors**. Supervisors are key Palestinian figures, involved in camp or community work, from the relevant parties, association heads, and independent figures. Their role is to look over the registration plan after it is made, and suggest any improvements, so the drive **reaches all sectors of the community or camp**. It is good to get in touch with key people soon, so they are aware and involved, and can review the plan once it is made.
- Begin to locate volunteers for the **registration team**. Registration teams include volunteers who will register Palestinians, volunteers who will oversee the work at the registration centre, and volunteers who welcome people coming to register, and can direct them to the right desk at the center or unit.
- Consider people's **availability** to run registration events. Registration should take place at suitable times for association heads and university student volunteers in the main locations Palestinians live. Ask whether some of them might also be able to travel to other towns to help people register there.
- **Volunteers are needed for outreach & media**. One of the first things volunteers can work on is media to inform all Palestinians in the area of the registration drive. They can create posters, stories, videos, or organize awareness-raising events.
- **Vouchers**. You also need “vouchers”. Vouchers are used in elections where refugees register to vote, as many do not have IDs stating their own nationality. During registration vouchers ask prepared questions to verify Palestinians’ nationality. They are an essential part of the registration, and are people who know the community or camp very well. If the working committee knows of specific sectors of undocumented Palestinians, it's important to factor their vouching needs into the registration plan.
- **Start a plan of the locations and times of the registration**. See how future meetings, speaker tours, large family gatherings and festivals can be used as an opportunity to register Palestinians.
- **Look for translators** to prepare leaflets and other literature in the local language if needed. The Facilitation Office provides all registration material in Arabic and English, and will assist with edits, formatting, and design.

“The PLO is the only legitimate representative for us, and its institutions should be rebuilt on democratic foundations based on elections.”

Jaramana camp, Syria



Step 2: Preparing Outreach and Supervisors' Role

- **Brainstorm a plan for informing the community.** See what resources, mailing lists, journalists, and forums are available so that as **many Palestinians as possible can hear about the registration.** The plan should be creative, reaching Palestinians inside and outside of associations: student groups, restaurants, cafes, shops, places of worship, events, and all forms of media, including social and mainstream. Get in touch with the FO, as they will be happy to assist in making the outreach plan.
- Give a briefing to **the supervisor** to explain what will be needed from them. The list of supervisors does not need to be complete, but discuss registration plans with those who have already agreed. This briefing will help them review the registration plan later on, when their input can be most valuable.
- **Agree on the time & place of the workshop for registration trainers** two weeks before registration opens in coordination with the Facilitation Office. The FO will send trainers to show volunteers how to register, which takes just a few hours.
- Get in touch with credible organizations who would be interested in **observing** the registration. Solidarity or supportive local or municipal officials, trade unions, human rights bodies can be ideal observers for voter registration.
- Set up or use an existing **local space with a telephone line or a mobile** number, allowing those wishing to find out more about registration, the documents they need to bring, or times and locations of registration.

Step 3: Finalizing the Plan and Organizing the Drive

- **Finalise the registration plan,** on where and when you aim to hold registrations, in coordination with the Facilitation Office. The FO will provide a template, and assist in making the plan.
- The FO provides **fundraising assistance and a financial support system** to help with local requirements for the drive, such as renting space for trainings and registration centres; transport costs for mobile registration units; printing and advertising costs; a bureau telephone, either landline or mobile. Rely on Palestinian associations, clubs, libraries, or any municipal centre offering free space as much as possible.
- **Decide and reserve locations** for registration centres and events.

“We are part of this Palestinian nation, and part of this cause, we feel its pains and suffering, like millions of our fellow citizens. It is our duty to answer this call.”

Stavanger, Norway

Stage II. Start the Outreach Plan

Step 4: Publicize Registration Events

- Discuss with volunteers the plan for **informing Palestinians** about the upcoming registration such as:
 - **Events** and places to be leafleted or flyered.
 - **Mailing lists and forums** that will be used.
 - A **social media** strategy.
 - **Local media** contacted and key advertisements placed.
 - **Coverage:** arrange photos and short videos so the registration itself is documented by volunteers.
- It is recommended that **outreach begins around four weeks before the registration opens**, so people have a chance to hear about it, and are sure to have the necessary documents ready. The Facilitation & Campaign offices provide videos and literature in Arabic and English to adapt and translate if needed. These are:
 - The **call for registration**, an advertisement announcing the registration drive and dates. This is simple, factual, and inviting, calling all Palestinians to register themselves.
 - A short **leaflet** that explains: Who can register? What IDs do you need to register? Relevant documents shown in a simple graphic. The times and locations of registration, with a website address including them.
 - A **short video** showing how to bring the right documents to register.
- The FO will place all times and places of the registration on its website, and ensure that the **information is distributed** throughout embassies, official networks and the media.





Stage III. Review, Training and Preparing to open

Step 5: Coordinating Volunteers: Two weeks before registration opens.

- Once the plan is finalized, it can be given to the **supervisors for review**. This is an outline of the registration plan, describing the outreach steps taken, and where and when registrations will be held. The plan is presented with **a cover sheet** which the supervisor can review and sign, confirming their agreement with the plan to register voters. Copies of the plan and the cover sheet need to be scanned and sent to the FO for safekeeping.
- **Workshop for registration**. The FO provides registration experts that will show volunteers how to use the system, and how to train others. There will also be a short session dedicated to vouchers to go over their role in vouching.
- Have a **public awareness push** with the literature provided to “bring suitable IDs to register” including:
 - A chart of useful documents to register
 - A diagram of the registration centres

Step 6: Final Preparations

- Have **final checks** on the setup of the registration centres, and arrange a training venue that has internet connection.
- Hold a short session with **observers to outline their role** and provide them with the observers leaflet.
- **Training of registration volunteers** are best to be done just before registration opens. A **final list of all volunteers** is drawn up and sent

to the FO. The FO will then ensure that volunteers are registered in the system and assigned a number.

“We have the right to participate in any decision taken from inside Palestine. And we have the right to participate in any political decision and in its institutions. The Palestinian people must be considered as a united nation who exists in more than one place, but who participates in everything as a united nation.”

Ein el-Hilweh camp, Lebanon

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Step 7: Activities During the Civic Registration Drive

- **The day before:** Go through the provided checklist: laptops and technical issues; printed material; local bureau and technical support phone numbers; volunteers and their contact details.
- **On the day** registration opens, set up the centre and get the machines working with the volunteers.

Step 8: After the Drive

- One to three days after a registration event is completed, you will need to send the book of registration receipts to the FO.
- Send any post-registration media coverage to the Facilitation or Campaign office, as the success of the registration event helps to mobilize other communities, and they need to be informed.



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Literature that the FO will provide during the Registration Drive

- **On the different roles** needed in the registration drive, and **the Honour Pledges** that will be signed for vouchers, supervisors; observers.
- List of the main points to include in **an outreach plan**
- The **outreach literature and videos** for the registration drive
- Template form of the **registration plan**
- Literature for training **the registration team.**
- **List** of steps for setting up and closing down a registration center

The FO will also provide drafts of any extra literature that may be needed by organisers and associations.

“Even if I don’t have any documents; I still have the Right to Return. I came here to ensure that my desire to return is guaranteed and I will preserve it and fight for it, and I want to make sure that my voice is conveyed.”

Dammam, Saudi Arabia