

THE ELECTORAL COMMISSION

REPUBLIC OF FIJI

59 - 63 High Street, Toorak, Suva. P. O. Box 2528, Government Buildings, Suva.
Phone: +679 331 0255 Fax: +679 331 9513 Website: www.feo.org.fj

*Ref: Meeting Number 07/2018
Decision Number 05/2018*

The Electoral Commission, having held a meeting on 17th May 2018 has approved the following:-

- 1) Guidelines for Application under s115 of the Electoral Act, 2014
- 2) Appeals to the Electoral Commission
- 3) Application Form for Approval under s115 of Electoral Act, 2014
- 4) Appeal Form on Application for Approval under s115 of Electoral Act, 2014

Dated this 17th day of May 2018



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SURESH CHANDRA

Chairperson of the Electoral Commission

Guidelines for Applications under s115 of the Electoral Act

1. Pursuant to section 115 of the Electoral Act 2014, any person, entity or organization (including any person employed or engaged by any such person, entity or organization) [**Applicant**] that receives any funding or assistance from a foreign government, inter-governmental or non governmental organization or multilateral agency to engage in, participate in or conduct any campaign (including organizing debates, public forum, meetings, interviews, panel discussions, or publishing any material) [**Activity**] that is related to the election or any election issue or matter will be required to seek approval from the Supervisor of Elections prior to undertaking the Activity.
2. Applicants must submit a completed 'Application for Approval under s115 of the Electoral Act Form' to the Fijian Elections Office [**FEO**] no later than 14 days before the proposed commencement of the Activity.
3. Application forms must accompany any content/ material or prop and particulars of the Activity in sufficient quantity and form to allow the FEO to make the necessary compliance checks prior to granting approval.
4. The FEO may peruse materials submitted to it, and in-order to facilitate approval, may require for revision or amendment of particular portions of the materials in the case of publications.
5. The FEO will give regard to the accuracy of the description of election procedures explained in the materials to be utilized in the Activity when considering approvals. Depending on the nature of the materials submitted to the FEO, decisions will ideally be made known to the Applicant within 24 hours of the receipt of the application.
6. Applications can be submitted by Email to csoinfo@feo.org.fj or Hand delivered to: Fijian Elections Office, 59-63 High Street, Toorak, Suva.

Appeals to the Electoral Commission

In accordance with section 155 of the Electoral Act 2014, the Electoral Commission makes the following rules with respect to an Appeal against the decision of the Supervisor of Elections [**SoE**] to reject an Application for Approval under section 115 of the Electoral Act, 2014.

Appeal Rules

- 1) An Applicant who had applied for approval and whose application was not approved by the SoE can appeal to the Electoral Commission.
- 2) The Appeal to the Electoral Commission must be made using the Appeal Form. An Appeal must be lodged within 24 hours of receipt of rejection of Application decision by the SoE.
- 3) The ground(s) for an Appeal must directly relate to the decision of the SoE and to no other matter. The appellant may provide such statements or materials as they wish, but this must directly relate to the decision of the SoE.
- 4) The Electoral Commission will decide the Appeal within three (3) days of the receipt of the application for Appeal.
- 5) The decision of the Commission will be notified to both the appellant and the Supervisor of Elections as soon as possible but no later than 12.00pm on the day following its decision.

FIJIAN ELECTIONS OFFICE

59 - 63 High Street, Toorak
P. O. Box 2528, Government Buildings, Suva

Phone : 3316 225
Fax : 3316 026

www.feo.org.fj

APPLICATION FOR APPROVAL UNDER SECTION 115 OF ELECTORAL ACT 2014

Instructions

- Use a tick (✓) where appropriate
- Use **BLOCK LETTERS** to complete the form
- Use Black or Blue pen **ONLY**
- Approvals only required following announcement of Election date.

PART A: DETAILS OF APPLICANT

Name of Organisation:

Source of Funding:

☐ Foreign Government ☐ Inter-Governmental ☐ Non-Governmental Organisation ☐ Multilateral Organisation

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(Name of Source)

Address of the Organisation:

Name of Liaison Officer: Designation:.....

Phone Contact of Liaison Officer:

Email Address of Liaison Officer:

PART B: ACTIVITY DETAILS

The Applicant is organising the following activity:

☐ Debate ☐ Public Forum ☐ Meeting ☐ Interview
☐ Panel Discussion ☐ Publication of Materials ☐ Others

Please explain briefly details about your activity. *Use extra sheet if necessary*

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NOTE: Supporting documents to be attached to this form. (Please refer to instructions)

Name of Liaison Officer:..... Signed: Date:

FOR OFFICIAL USE

Date of Application:

Application Number:

Form Completed:

Supporting Documents Submitted:

Decision Provided:

INSTRUCTIONS

1. How to Apply

To apply you need to submit the following to us:

- A completed form.
- Supporting document of proposed activity. Please refer to table below:

Detail of Activity	Supporting Documents
Debate	<input type="checkbox"/> Participants resume <input type="checkbox"/> Topic to be debated <input type="checkbox"/> Program
Public Forum/Panel Discussion	<input type="checkbox"/> Speakers resume <input type="checkbox"/> Topic to be discussed <input type="checkbox"/> Program
Meeting	<input type="checkbox"/> Participants resume <input type="checkbox"/> Agenda
Interview	<input type="checkbox"/> Interviewer's resume <input type="checkbox"/> Interviewee's resume <input type="checkbox"/> Interview questions <input type="checkbox"/> Date, Time and Venue of Interview
Publication of Materials	<input type="checkbox"/> Copy of the materials to be published <input type="checkbox"/> Brief summary of publishing the materials

2. When to submit

Once the Election Date is announced you are required to apply to FEO when organising the activity that you have specified in this form.

The form is to be submitted no later than fourteen (14) days before the initial date of the activity that has been specified in this form.

3. Where to submit

This form can be submitted to the following:

Email: csoinfo@feo.org.fj

Hand Delivered: 59-63 High Street Toorak, Suva.

For any further queries please do not hesitate to contact Melvish Kumar on 3316225 or email to csoinfo@feo.org.fj

To the Electoral Commission
59-63 High Street
TOORAK

INSTRUCTION

1. Write in **BLOCK LETTERS**
2. Place a tick (✓) in a box when required

Appeal on Application for Approval under Section 115 of Electoral Act 2014

I appeal against the decision of the Supervisor of Elections to not approve our application.

1. Details of Decision

2. In support of our appeal we provide the following information and or documents (if insufficient space attach additional pages):

Appellant's Details

Name of Organisation	
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Address of the Organisation: _____

Name of Liaison Officer: _____ Designation: _____

Phone Contact: _____ Email Address: _____

Signed: _____ Date: ____/____/20____ Time: _____

For Official Use Only:

Date & Time Received by Commission	Date Appeal Determined	Appeal Decision	Date Candidate / SOE Advised