



THE CABINET OF MINISTERS OF UKRAINE

DECREE
of August 31, 2005, # 840
Kyiv

On certain activities connected with ensuring
the preparation and conduct of the elections
of people's deputies of Ukraine 2006

The Cabinet of Ministers of Ukraine **d e c r e e s**:

1. That the Ministry of Foreign Affairs, the Council of Ministers of the Autonomous Republic of Crimea, oblast, Kyiv-city, Sevastopol-city, rayon, rayon in the city of Kyiv and Sevastopol state administrations should within a week's time create working groups on voter registration, according to article 39 of the Law of Ukraine of July 7, 2005, # 2777-IV ([2777-15](#)) "On the Introduction of Amendments to the Law of Ukraine "On the Elections of People's Deputies of Ukraine":

for compilation and verification of the general list of voters who reside or stay in foreign countries (further referred to as "the working group on registration of voters who reside or stay abroad"), according to the decree of the Minister of Foreign Affairs;

for compilation and verification of the general lists of voters who reside on the territory of villages, settlements, cities of rayon significance and rayons in the cities of Kyiv and Sevastopol (further referred to as "rayon working groups"), according to orders of the heads of rayon state administrations and state administrations of rayons in the cities of Kyiv and Sevastopol;

for ensuring the work of rayon and city working groups, generalization and verification of the lists of voters who reside on the territory of the Autonomous Republic of Crimea, oblasts, and the cities of Kyiv and Sevastopol (further referred to as "regional working groups"), according to the decree of the Council of Ministers of the Autonomous Republic of Crimea, orders of heads of oblast, Kyiv and Sevastopol city state administrations.

That it should be established that the Deputy-Minister of Foreign Affairs is the head of the working group on registration of voters who reside or stay abroad, the Deputy Head of the Council of Ministers of the Autonomous Republic of Crimea, deputy heads of oblast, Kyiv and Sevastopol city, rayon, rayon of the cities of Kyiv and Sevastopol state administrations are heads of regional and rayon working groups accordingly.

2. That the working group on registration of voters who reside or stay abroad should include members of the consulate service department, the general secretariat department, and the administration of legal provision of the Ministry of Foreign Affairs; a regional and rayon working group should include members of the administrative and legal departments of the Administration of the Council of Ministers of the Autonomous Republic of Crimea, of oblast, Kyiv-city, Sevastopol-city, rayon, rayon in the cities of Kyiv and Sevastopol state administrations accordingly. The aforementioned members should be released from their principal employment duties under condition of preservation of average salaries.

The working group on the registration of voters who reside or stay abroad should include five typists; the rayon working group should include three typists; a regional working group should include two typists; the above mentioned typists should be members of the Ministry of Foreign Affairs, the Administration of the Council of Ministers of the Autonomous Republic of Crimea, of oblast, Kyiv-city, Sevastopol-city, rayon, rayon in the cities of Kyiv and Sevastopol state administrations accordingly. The above mentioned members should be released from their principal employment duties under condition of preservation of average salaries. Otherwise the typists should be employed from among other persons by means of concluding civil and legal agreements with remuneration of their services in the amount of up to 700 UAH per month.

In case the working group includes typists from among persons registered in the Employment Service as unemployed, employment in the working group on voter registration is considered as performing public duties. Such persons preserve their unemployed status and dole payments for the given period.

3. To approve the following attached documents:

Typical regulations on a rayon working group on voter registration;

Typical regulations on a regional working group on voter registration.

The Ministry of Foreign Affairs, the Council of Ministers of the Autonomous Republic of Crimea, oblast, Kyiv-city, Sevastopol city, rayon, rayon in the cities of Kyiv and Sevastopol state administrations should approve regulations in ten days on the corresponding working groups.

4. That the Ministry of Foreign Affairs, the Council of Ministers of the Autonomous Republic of Crimea, oblast, Kyiv-city, Sevastopol city, rayon, rayon in the cities of Kyiv and Sevastopol state administrations should allocate premises for working groups and provide them with communications equipment (telephone and electronic), furniture and computers.

5. To recommend that executive bodies of city councils (of cities of republic (the Autonomous Republic of Crimea) and oblast significance):

should in a weeks time create working groups on voter registration, compilation and verification of the general lists of voters who reside on the territory of corresponding cities of republic (the Autonomous Republic of Crimea) and oblast significance (further referred to as "city working groups"), designating deputy mayors as the heads of the executive bodies of the councils; should in ten-days approve regulations on the corresponding working groups according to the Typical regulations on a rayon working group on voter registration;

city working groups should include typists for performing tasks of compilation of voter lists; the typists should be members of administrative and legal departments of executive bodies of city councils and should be included under conditions, defined in paragraph 2, of this decree for rayon working groups;

should allocate premises for city working groups and provide them with communications equipment (telephone and electronic), furniture and computers.

6. That the Ministry of Foreign Affairs, the Ministry of Justice, the Ministry of Defense, and the State Department for Penalty Execution should appoint in their territorial bodies and other sub-divisions members responsible for ensuring cooperation with working groups and providing information upon request for compilation of voter lists according to the form determined by the Central Election Commission.

7. That the Ministry of Foreign Affairs, the Council of Ministers of the Autonomous Republic of Crimea, oblast, Kyiv-city, and Sevastopol-city state administrations, together with executive bodies of city councils (of cities of republic (the Autonomous Republic of Crimea) and oblast significance) should ensure the submission of information concerning the process of compilation of general voter lists on a monthly basis to the Cabinet of Ministers of Ukraine and the Central Election Commission.

8. To determine that members of executive bodies of villages, settlements, and city councils, involved in the compilation of voter lists, are not released of performing their duties connected with their principal employment, and can as such be paid, upon the decision of the heads of the above-mentioned institutions, additional monthly payment depending on the amount of the duties they perform within the limits of state budget funds allocated for this purpose. The amount of the payment is determined based on the number of voters residing on the territory of the corresponding council:

up to 1,000 voters: 100 UAH per month;

1,001 to 3,000 voters: 200 UAH per month;

3,001 to 7,500 voters: 500 UAH per month;

7,501 to 15,000 voters: 800 UAH per month;

15,001 to 30,000 voters: 1,000 UAH per month;

30,001 to 50,000 voters: 1,500 UAH per month;

50,001 to 100,000 voters: 2,000 UAH per month;

over 100,000 voters: 3,000 UAH per month.

9. To determine that the financing of voter list compilation work is done out of the funds allocated in the state budget of the Central Election Commission according to the budgetary program "Conduct of the Elections of People's Deputies of Ukraine" ([2285-15](#)).

10. That the Ministry of Finance should in a month submit term proposals on the order of transferring funds to finance voter list compilation work from the Central Election Commission to executive bodies of village, settlement, and city councils, including additional payments for workers involved in voter list compilation, together with the corresponding draft act of the Cabinet of Ministers of Ukraine.

The Prime-Minister of Ukraine Yulia Tymoshenko

Ind. 39

APPROVED

by the decree of the Cabinet of Ministers of Ukraine
of August 31, 2005, # 840

TYPICAL REGULATIONS

on a rayon working group on voter registration

1. A rayon working group on voter registration is a temporary institution, established by a rayon, a rayon in the cities of Kyiv or Sevastopol state administrations, for compilation and verification of the general lists of voters who reside on the territory of each village, settlement, city of rayon significance, and rayon in the cities of Kyiv and Sevastopol (further referred to as "rayon working group").

2. A rayon working group follows the Constitution ([254к/96-BP](#)) in its activities, as well as the Law of Ukraine, acts of the President of Ukraine and the Cabinet of Ministers of Ukraine, acts of the Central Election Commission, acts of the Council of Ministers of the Autonomous Republic of Crimea, orders of the heads of oblast, Kyiv city and Sevastopol city, rayon, rayon in Kyiv city and Sevastopol city state administrations accordingly, as well as the Regulations on a rayon working group on voter registration.

3. The main task of a rayon working group is compilation and verification of the general lists of voters who reside on the territory of each village, settlement, city of rayon significance of the corresponding rayon, and rayon in the cities of Kyiv and Sevastopol.

4. A rayon working group is entrusted with:

compiling and verifying the general lists of voters who reside on the territory of each village, settlement, city of rayon significance, and rayon in the cities of Kyiv and Sevastopol;

submitting on a monthly basis information on the process of compilation of general voter lists to rayons, rayons in the cities of Kyiv and Sevastopol state administrations and regional working groups accordingly;

performing other duties which result from their assigned tasks

5. A rayon working group is entitled to receive the information it needs in the established order from the executive authorities, local self-governance authorities, enterprises, institutions, and organizations to perform the tasks it is entrusted with .

6. The head of a rayon working group:

manages the activities of the working group and is personally responsible for implementation of the tasks the group is entrusted with;

assigns duties among the working group members;

has the authority as foreseen by legislation and the Regulations on rayon working groups on voter registration.

7. A rayon working group includes one worker from the administrative and one worker from the legal departments of the corresponding rayon, rayon in the cities of Kyiv and Sevastopol state administrations, as well as three typists.

APPROVED

by the decree of the Cabinet of Ministers of Ukraine
of August 31, 2005, # 840

TYPICAL REGULATIONS

on a regional working group on voter registration

1. A regional working group on voter registration is a temporary institution, established by the Council of Ministers of the Autonomous Republic of Crimea, oblast, Kyiv and Sevastopol city state administrations, for ensuring the operation of rayon and city working groups on voter registration, generalization and verification of the lists of voters who reside on the territory of the Autonomous Republic of Crimea, oblast, Kyiv and Sevastopol cities (further referred to as "regional working group").

2. In its activities a regional working group follows the Constitution ([254к/96-BP](#)), as well as the laws of Ukraine, acts of the President of Ukraine and the Cabinet of Ministers of Ukraine, acts of the Central Election Commission, acts of the Council of Ministers of the Autonomous Republic of Crimea, orders of the heads of oblast, Kyiv city and Sevastopol city state administrations accordingly, as well as the Regulations on regional working groups on voter registration.

3. The main tasks of a regional working group are the following:

ensuring and coordinating the work of rayon and city working groups on voter registration;

generalizing and verifying the lists of voters who reside on the territory of the Autonomous Republic of Crimea, oblast, Kyiv and Sevastopol cities.

4. According to the tasks it's entrusted with, a regional working group:

ensures and co-ordinates the work of rayon and city working groups on voter registration;

generalizes and verifies the lists of voters who reside on the territory of the Autonomous Republic of Crimea, oblast, Kyiv and Sevastopol cities;

on a monthly basis submits information on the process of compilation of general voter lists, together with executive bodies of city councils (of cities of republican (of the Autonomous Republic of the Crimes) and oblast significance), to the Council of Ministers of the Autonomous Republic of Crimea, oblast, Kyiv and Sevastopol city state administrations accordingly;

performs other duties resulting from the assigned tasks.

5. A regional working group is entitled to receive the information it needs in the established order from the executive authorities, local self-governance authorities, enterprises, institutions, and organizations to perform the tasks it is entrusted with .

6. The head of a regional working group:

manages the activities of the working group and is personally responsible for implementation of the tasks the group is entrusted with;

assigns duties among the working group members;

calls councils in the established order on issues that are within its competence;

has the authority as foreseen by legislation and the Regulations on regional working groups on voter registration.

7. A regional working group includes one worker from the administrative and one worker from the legal departments of the Administration of the Council of Ministers of the Autonomous Republic of Crimea, the corresponding oblast, Kyiv and Sevastopol city state administrations, as well as two typists.