



MANUAL FOR COUNTING

WOLESI JIRGA & PROVINCIAL COUNCIL ELECTIONS

Afghanistan 2005

Welcome Letter

Dear Electoral Colleagues,

We welcome you to the Afghanistan *Wolesi Jirga* and Provincial Council Elections 2005. We are especially pleased that you will be participating in organizing the count of the ballots which will commence after Election Day, 18 September 2005.

Your function as a counting official is a critical one, as you will be responsible for ensuring that the elections conform to international standards, resulting in a process that is credible and accepted, transparent and inclusive. Your effort will play a major role in building democratic institutions that benefit all Afghan citizens. It will be your role to ensure that all eligible voters who have cast their ballot have their vote counted, and that the election results will accurately reflect the wishes of the Afghan people. To many Afghans, you will be the face of these elections, and we are counting on you to uphold the highest standards of this operation.

This guidebook is intended to help you learn all the necessary aspects of counting and enable you to solve problems and answer any questions that arise throughout the process.

We cordially welcome your presence in this election and thank you for your important contribution to the strong progress of the entire election process, ensuring that we meet the highest of international standards.

Peter Erben
Chief Electoral Officer
JEMB Secretariat

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Purpose of this Manual

This manual sets out count procedures to be applied in the Count Period, which will begin after Election Day, 18 September 2005. It is intended for use by Count Centre Managers and Count Team Supervisors who will be conducting count activities. It is expected that all these Count Officials study this manual thoroughly so that they can perform their duties effectively.

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1. Code of Conduct for Electoral Officials

CODE OF CONDUCT FOR ELECTORAL OFFICIALS

جمهوری اسلامی افغانستان
دفتر مشترک تنظیم انتخابات



د افغانستان اسلامي جمهوریت
د انتخاباتو د تنظیم گډ دفتر

Islamic Republic of Afghanistan
Joint Electoral Management Body
JEMB

This Code of Conduct comes from the Presidential Decree on the Electoral Law. The legal and ethical standards described in the Code are intended to guide the activities of Electoral Officials during the entire Electoral Process from beginning to end, including candidate nomination, registration political campaigning, polling, and counting. All Election Officials must obey these standards and implement them with common sense and good faith. Please be aware that the Election Complaints Commission can sanction Electoral Officials for any violations of the Code of Conduct.

Electoral Officials:

1. Shall comply with the Constitution, all electoral laws, and all other laws of Afghanistan, including regulations, instructions, and procedures issued by the JEMB and the JEMB Secretariat and shall implement them in an impartial, non-partisan and politically neutral manner;
2. Shall, to the best of their ability, ensure everyone's fundamental rights of freedom of opinion and expression, association, assembly, and movement at all stages of the electoral process;
3. Shall treat voters, candidates, members of the press or media, and all others in a respectful, impartial, and politically neutral manner;
4. Shall not indicate on clothing or by action, attitude, or speech, support for any political party or candidate;
5. Shall behave honestly and transparently with regard to their duties and decisions by cooperating to the extent allowed by law with Observers, Agents, Voters, Candidates, and members of the press or media;
6. Shall not use or attempt to use their position for personal gain, and shall not accept gifts, money, or any other personal benefits from anyone other than the JEMB or the JEMB Secretariat;
7. Shall declare any private interests relating to and conflicting with their JEMB duties to the JEMB and shall take all actions necessary to resolve those conflicts in a way compatible with their duties;
8. Shall respect the secrecy of the ballot;
9. Shall protect the privacy of any personal or otherwise confidential information;
10. Shall treat all persons with honor and respect, keeping in mind their gender, religion, belief, age, disability, and regardless of their social origin or personal status.
11. Shall attend all training sessions and familiarize themselves with all relevant procedures provided by the JEMB Secretariat prior to the start of duties.

I have read, understand, and will abide by the above Code of Conduct:

Signed in _____ on _____, 2005 by

Name of Electoral Official

Signature of Electoral Official

2. Summary of the Count Process

Afghans living throughout Afghanistan will be given the opportunity to vote in elections for the *Wolesi Jirga* (Lower House of the National Assembly) and Provincial Council. On Election Day, 18 September 2005, Polling Centres and Stations will open at 07:00 and will close at 16:00. Voters standing in the Centre or Station queues will be permitted to vote, but those arriving after 16:00 will not be allowed to join the queue. Polling will continue until all those in the queue have been processed. After the last voter has voted, the designated Polling Official will seal the top slot of the ballot box and will conduct the necessary steps to ensure the ballot box information is recorded and the ballot boxes and materials are transferred properly to the Count Centre.

Count Centres will be located in the provincial capitals. The Joint Election Management Body (JEMB) may decide to delocalize the count of ballots from any province based on security or logistical reasons.

Wolesi Jirga Kuchi ballots will be counted in the provincial capitals, except where less than 500 *Wolesi Jirga* Kuchi ballots were cast in that province. In that case, *Wolesi Jirga* Kuchi ballots will be counted in a JEMB-approved Count Centre in another province.

Summary of Count Operations

From 18 September onward, Count Centres will receive polling station materials.

Count operations will be supervised by the Count Centre Manager:

- A Return Officer will be responsible for handing over the materials for each Polling Centre.
- Intake Officials will intake Polling Station materials at reception, checking for the *P01-Polling Return Form* and the required number of sealed ballot boxes.
- Storage Officials will store the materials in Polling Station numerical order.
- Counting Units working in teams of 8 Counters under supervision of a Count Unit Supervisor will then reconcile, mix and count batches of 5 Polling Stations from as many Polling Centres from as many districts as possible (minimum of 2 districts) to ensure the secrecy of the origin of the vote for the ballot count. The number of Count Units will depend on the total number of Polling Stations the Count Centre is required to process.
 - Counters will reconcile the ballots for both elections one Polling Station after another, until all Polling Stations in the batch are processed.
 - The *Wolesi Jirga* ballots from the Polling Stations in the batch will then be mixed together and counted.
 - The Provincial Council ballots from the Polling Stations in the batch will then be mixed together and counted.
 - The results for the batches will be recorded on the *L02-Result Forms* for each election. A copy of the *L02-Results Forms* will be publicly posted in the Count Centre.

The Ballots from the Kuchi Polling Stations will be reconciled, mixed and counted separately.

- The *L02-Result Forms* and the *P01-Polling Return Forms* will be scanned and the soft-copy transmitted to the JEMBS Data Centre in Kabul, where the results will be entered, thoroughly checked for accuracy and compiled.

Role of the PEC (Provincial Election Commission) during the count process

The Electoral Complaints Commission (ECC) is the independent body established under Article 52 of the Electoral Law to adjudicate all complaints concerning the electoral process. In most cases, the ECC has delegated its authority for the initial investigating and adjudicating of complaints to the Provincial Election Commissions (PECs), who are Electoral Officials. The PECs will be present in each Count Centre and shall have reasonable access to all polling and counting materials on site.

During the intake process the PEC will receive all complaints which were filed in each Polling Station. If the PEC receives a complaint that there has been during the intake process an improper accounting of the election materials or inappropriate handling of the same by any of the Count Officials; the PEC may direct that the ballot boxes from that Polling Station be set aside for further investigation. The ECC must then confirm the decision to set ballot boxes from a specific Polling Station, but such ballot boxes can be set aside for no longer than six hours.

At the Count Centre, the PEC will adjudicate complaints from each Polling Station, plus complaints by observers, agents, and anyone else made during the count process.

Complaints about the count can be filed with the PEC or deposited into the designated complaints box as located in the Count Centre.

All decisions of the PEC will be forwarded to the ECC in Kabul for review.

The PEC has the authority to direct that remedial action be taken to resolve a complaint. In addition it may order the count or recount of ballots. However, where the PEC orders a count or a recount or a halt to the count process, such order will only take effect after it has been confirmed by the ECC in Kabul, to which it reports.

Figure 1: Count Unit Layout. The diagram illustrates the spatial arrangement of the counting unit. It features a central area with 8 counters (C.1 to C.8) and a supervisor's station (C.9). The supervisor's station is located at the top center, with a width of 3.2m and a height of 0.5m. The counters are arranged in two rows of four. The top row (C.1 to C.4) is 1.6m wide and 0.8m high. The bottom row (C.5 to C.8) is 1.6m wide and 0.8m high. The total width of the counter area is 3.2m, and the total height is 1.6m. The room has a 0.5m wide corridor on the left and a 1.0m wide corridor on the right. The room is labeled 'سوپروایزر بخش شمارش / د شمیرنی د واحد څارونکی' (Count Unit Supervisor) and 'شمارکننده / شمیرنی د واحد څارونکی' (Counters).

Each Count Centre will have a 2-digit Count Centre code indicating the province where the Count Centre is located. For example, the Count Centre code for Kandahar province will be: 28. The Count Centre Code will be used on all *L02-Result Forms*.

The Count Centre will open after the close of polling on Election Day 18 September 2005 and will remain open for as many days as it takes to count the ballots and to have the election results certified by the JEMB. Hours of operation are scheduled to be 06:00 to 20:00, seven days a week but may be altered to meet operational deadlines. Intake and storage areas will remain open as required according to individual transportation plans. In addition, the Count Centre will remain open overnight to allow a limited number of Observers and Agents to stay within the facility to observe the process.

Count activities will be conducted by Count Centre Officials under supervision of the Count Centre Manager. Each area will be under the responsibility of an Area Supervisor.

The number of Count Centre Officials in each Count Centre for each area will depend on the number of Polling Stations the Count Centre is responsible for processing.

- ✓ Intake Officials: Working in pairs, Intake Officials will check and record the status of materials being returned by the Return Officer.
- ✓ Storage Officials: Teams will be responsible for properly storing polling materials after intake and for moving polling materials between areas.
- ✓ Count Unit Officials: Each team will consist of one Count Unit Supervisor (responsible for the count activities in that unit and for completing the *L02-Result Forms*, and the *P01-Polling Return Forms*) and 8 counters.

- ✓ Scanning Officials: Teams will be responsible for scanning the *L02-Result Forms* and the *P01-Polling Return Forms* and for transmitting the results to the Data Centre in Kabul.
- ✓ External Relations Officials: Teams will liaise with Observers, Agents, Media and Special Guests authorized to visit the Count Centre. External Relations Officials will also respond to concerns and direct complainants to the appropriate PEC member or PEC complaints box.
- ✓ Audit Officials: Will be responsible for conducting an audit of sensitive materials where discrepancies occur (at intake or at reconciliation).

Chain of Command

- Each Area will be supervised by a designated Area Supervisor.
- The Area Supervisor will report to the Count Centre Manager.
- The Count Centre Manager will report to the Provincial Election Officer (PEO).

All Count Centre Officials Must:

- ✓ Behave impartially at all times, according to the JEMB Code of Conduct for Electoral Officials. Impartial behavior is essential for a free and fair count process.
- ✓ Ensure that procedures are followed and that information provided is accurate and correct.
- ✓ Alert her/his designated Supervisor to any irregularities or problems that may have a bearing on count activities.
- ✓ Wear her/his official badge and JEMBS vest in the designated color while at work.
- ✓ Ensure security of sensitive materials and adhere closely to data protection and storage procedures.
- ✓ Treat Observers, Agents, Media and Special Guests courteously.
- ✓ Be prepared to undertake other team roles as assigned by the Count Centre Manager.

Minimum Staffing Requirements

A minimum of 5 Count Officials, including the designated Count Centre Manager must be present in the Centre in order to conduct count activities. If there are not 5 Count Officials present, the PEO will be notified at the first available opportunity, and the team will await arrival of additional staff.

Duties of the Count Centre Manager

The Count Centre Manager is responsible for ensuring the Count Centre is operational and activities are running efficiently. In the absence of the Count Centre Manager, one Count Centre Official will be designated to act on her/his behalf. The Count Centre Manager;

1. Takes responsibility for opening and closing the Count Centre at the appropriate hour and ensures that all preparation and closing activities are completed properly.
2. Supervises the work of Count Centre Officials.
3. Ensures that all preparations are made in order to conduct the count and takes overall responsibility for maintaining order inside the Centre.
4. Ensures that Count Centre Officials are wearing their Official Badges and JEMBS vests in the designated color as necessary.
5. Ensures the Count Centre has the required materials for count activities, and notifies the PEO or the Provincial Logistics Coordinator (PLC) if additional supplies are required.
6. Safeguards all materials and adheres to procedures for processing and storage of sensitive materials.

7. Ensures the team's adherence to all count procedures and procedural updates.
8. Checks that all forms are completed thoroughly and correctly according to the procedures.
9. Is responsible for the timely transmission of results to the JEMBS Data Centre.
10. Oversees the audit of polling materials and ensures it is conducted according to the established procedures.

Count Materials

Following are the essential materials required to undertake count activities:

- ❑ Ballots for the *Wolesi Jirga* and Provincial Council:
 - *Wolesi Jirga* ballots are blue (*Wolesi Jirga* Kuchi ballots are blue with a purple band).
 - Provincial Council ballots are yellow.
- ❑ Count and Polling Forms (see Annex 1).

The Count Centre Manager will also ensure that the Centre has:

- ❑ The Count Centre Journal.
- ❑ The External Relations Logbook.
- ❑ Sufficient stationery items needed to carry out count activities.

Forms Used for Count - see Annex 1 for examples of all forms

Polling Forms

Form	When used	Description	Storage
<i>P01 – Polling Return Form</i>	During reconciliation	1 per Polling Station. For completion by the Count Unit Team Supervisor after initial count of the total number of ballots found in the ballot boxes.	Attached to the <i>L02-Result Forms</i> and the other <i>P01 – Polling Return Forms</i> constituting the batch of Polling Stations, in batch numeric order in a filing cabinet.
<i>P02 – Polling Worksheet</i>	During audit	1 per Polling Station. For checking the ballot accounting completed in a Polling Station.	Polling Station materials box
<i>P03 – List of Voters</i>	During audit	1 per Polling Station. For checking the ballot accounting completed in a Polling Station.	Polling Station materials box

Count Forms

Form	When used	Description	Storage
<i>L01 – Intake Form</i>	During intake of polling materials	1 per Polling Centre. For completion by the Intake Team when polling materials are delivered to the Count Centre.	In Polling Centre numeric order in a binder in a filing cabinet in the storage area.
<i>L02 – Result Form</i>	During counting	1 per election per batch. For completion by the Count Unit Team Supervisor after the ballots have been counted.	Attached the <i>L02-Result Forms</i> and the <i>P01 – Polling Return Forms</i> constituting the batch of Polling Stations, in batch numeric order in a filing cabinet.
<i>L03 – Record of Seals</i>	When a box containing counted ballots is to be resealed	1 per election per batch. For completion by the Count Unit Team Supervisor after sealing the counted ballot boxes.	Attached to the <i>L02-Result Forms</i> and the <i>P01 – Polling Return Forms</i> constituting the batch of Polling Stations, in batch numeric order in a filing cabinet.
<i>L04 – Report Form</i>	At any point during count process	1 per Polling Station or per batch. For completion when a discrepancy appears and requires follow-up action or for handover between Count Unit Supervisors.	In a filing cabinet: In Polling Station numeric order attached to a P01-Polling Return Form or in batch numeric order attached to the batch forms.

The Count Centre Journal

The Count Centre Manager is responsible for keeping the Count Centre Journal. The Centre Journal will be used to record:

- Centre opening and closing times.
- All emergency incidents.
- Any other noteworthy events having a bearing on Count Centre activities.

External Relations Logbook

The External Relations Logbook will be kept by the External Relations Team to record the attendance of Observers, Agents, Media and Special Guests and to record concerns raised.

At the end of the shifts, the External Relations Logbook is to be transferred to the designated nightshift staff member.

Example of an External Relations Logbook.

Count Centre Code:

Province Name:

First Name and Last Name	Candidate Number/Observer's Group Name/Media Name	Date/Time In and signature	Date/Time Out and signature	Comments

Sensitive Materials

The following are sensitive materials and must be safeguarded at all times:

- ❑ Ballot boxes containing uncounted ballots.
- ❑ Materials boxes containing unused, spoiled, discarded ballots, the booklet of Polling Forms (*P02-Polling Worksheet, P03-List of Voters*) and Polling Station Journal.
- ❑ Ballot boxes containing counted ballots.
- ❑ All forms used for count and for polling.
- ❑ Complaints Box
- ❑ Polling Station List to be stored in a secure filing cabinet.
- ❑ External Relations Logbook
- ❑ Count Centre Journal

Campaign Material

All campaign materials must be removed. No political campaign material of any kind is allowed in or within 100 meters of the Count Centre.

Count Centre Security

An appropriate level of security will be provided to each Count Centre. The role of Security Officials is to provide security to the count process, including security for Count Centre staff and materials.

The Count Centre Manager is responsible for keeping order inside the Count Centre. Security Officials will be authorized inside the Count Centre as requested by the Count Centre Manager.

Security Officials will assist in keeping order outside the Count Centre, regulate the situation inside the Count Centre if requested, and remove from a Count Centre, at the request of the Count Centre Manager, a person who behaves in a threatening or aggressive manner or fails to comply with the instructions of the Count Centre Manager. Security Officials will also be responsible for conducting physical searches of persons at key access points ensuring that a safe environment is maintained throughout.

The Count Centre Manager will notify the PEO at the first available opportunity in case of disturbances, emergencies or other incidents. However, the JEMBS Provincial Security Officer (PSO) will have the primary authority to decide on critical security issues.

Security Officials are not to interfere with or seek to influence the count process in any way.

Suspension of Count

In cases where events make impossible the continuation of activities within the Count Centre, such as if the Count Centre is threatened by riot, violence, storm or flood, the Count Centre Manager may suspend counting. The Count Centre Manager must then immediately inform the PEO and the JEMBS Data Centre. The Count Centre Manager will attempt to secure all sensitive materials. The PEO will inform the Count Centre Manager on any further action to be taken.

In case of suspension of the count, the Count Centre Manager will take the following steps where possible:

- ❑ Close the Count Centre and, depending on the issue and security situation, ask all persons to leave the premises.
- ❑ Record the time and reason(s) for suspension of counting in the Count Journal.

Only JEMBS HQ can approve an unscheduled full closure upon recommendation of the PEO and REC.

Breaks and Lunch

The Count Centre will remain open and operational during lunch. Count Centre Officials will take turns to have a half-hour break for lunch and 10-15 minutes for prayer. The Count Centre Manager will arrange a schedule for this to ensure that there are a minimum number of Officials working at all times. JEMBS HQ may change the hours of operation at a later date to accommodate project deadlines.

4. External Relations

Responsibilities of External Relations Officials

Under the responsibility of an External Relations Supervisor, External Relations Officials will liaise with Observers, Agents, Media and Special Guests authorized to enter the Count Centre. The number of External Relations Officials will depend on the number of Observers, Agents, Media and Special Guests who are expected to visit the Count Centre. The External Relations Teams will also be responsible for organizing briefings on the count process.

Visitors Authorized Entry

In addition to Count Centre Officials and JEMBS Staff, the following persons are authorized to be present at the Count Centre to observe count activities. All persons must display their official accreditation badges at all times while in the Count Centre and must carry supporting identification.

- Counting staff, JEMB members, ECC members, and authorized JEMBS and ECC staff.
- PEC members.
- Accredited Media Representatives;
- Registered Political Party and Candidate Agents and Observers.
- Guests specially authorized by the JEMB
- Interpreters of International Observers, Media, and Special Guests; and
- On duty police officers or duly authorized security officials upon invitation by a Count Centre Manager.

Observers and Agent Representatives

Election Observers and Agents have an important role in providing accountability in the electoral process. Observers are members of accredited impartial domestic or international organizations. Agents are accredited members of a political party, are representatives of independent candidates or are *Wolesi Jirga* or Provincial Council candidates.

Observers and Agents are allowed to:

- ❑ Be in the Count Centre throughout the count process.
- ❑ Stay overnight in a designated area of the Count Centre.
- ❑ Observe all stages of counting, including the intake of polling materials, and the submission of results.
- ❑ Move around the Count Centre, as long as her/his movements do not interfere with, or obstruct the work of Count Centre Officials.
- ❑ Observe the completion of all forms and make their own copy by hand of the information recorded on the forms.
- ❑ Observe the securing of materials for overnight storage.
- ❑ Raise any concerns with the External Relations Officers.
- ❑ File a written complaint with the ECC.

Observers and Agents are not allowed to:

- ❑ Interfere with or obstruct the functions of Count Centre Officials.
- ❑ Handle any count materials in the Count Centre.
- ❑ Copy the *P03-List of Voters* or any other document that would infringe on the privacy of voters.
- ❑ Campaign for an election candidate in any way. This includes displaying a symbol of any election candidate or political party or bringing campaign information into Count Centre.

Interpreters of international observers may not express any personal opinions whilst in the Count Centre, must not seek to influence the count staff in any way and must solely operate in their role as an interpreter.

Responding to Concerns and Complaints

Observers and Agents can raise concerns to External Relations Officials and the Count Centre Manager. External Relations Officials and the Count Centre Manager will resolve these concerns wherever possible.

- ✓ Additionally, Observers, Agents, and anyone else with an interest in the electoral process (including Media and Special Guests) may file a complaint with the ECC if they feel processes are not being duly followed. The External Relations Officers shall direct complainants to the appropriate PEC member or PEC complaints box where ECC complaint forms should be made available.

Role of Media Representatives

Media representatives have an important role in reporting to the public on the conduct of the electoral process.

Accredited Media representatives may only enter the Count Centre if this does not disrupt count activities.

Media representatives may not film, photograph or copy any part of the process which may reveal sensitive details.

Media Representatives are allowed to:

- ❑ Be in the Count Centre throughout the count process.
- ❑ Observe all stages of counting, including the intake of polling materials, and the submission of results.
- ❑ Film in the Count Centre with the consent of the Count Centre Manager.
- ❑ Move around the Count Centre, as long as her/his movements do not interfere with, or obstruct, the flow of voting or the work of Count Centre Officials.
- ❑ Interview the PEO, the Count Centre Manager or any other Count Official inside the Count Centre if previously authorized by the JEMBS Provincial Office
- ❑ Interview an Observer, Agent or Special Guest, if the person agrees to this, outside the Count Centre.
- ❑ Observe the securing of materials for overnight storage and transport.

Media Representatives are not allowed to:

- ❑ Interview an Observer or Agent inside the Count Centre.
- ❑ Interview a Special Guest inside the Count Centre without prior approval by the JEMBS Provincial Office.
- ❑ Film, photograph or interview any individual without her/his consent.
- ❑ Film or photograph recording sensitive information.
- ❑ Film, photograph or copy any other document which would infringe on the privacy of the voter or the secrecy of the origin of the vote.
- ❑ Handle any materials in the Count Centre.

Media Interviews

During interviews, the Count Centre Manager or authorized Count Official may respond to general factual questions, such as:

- ✓ Count procedures.
- ✓ Duties as a Count Official and what training was received.
- ✓ JEMB Code of Conduct for Electoral Officials.

The Count Centre Manager or any authorized Count Official may not offer interpretations or opinions, such as:

- ✓ Giving results on the local, regional or national level.
- ✓ Comment on expected election outcomes.
- ✓ Offer commentary about candidates, political parties, or the *Wolesi Jirga* or Provincial Council elections.
- ✓ Offer opinions on policy, compliance or speculate on other issues.
- ✓ Comment on rumors.

Permitting Entry

The External Relations Supervisor, in coordination with the Count Centre Manager, is responsible for permitting access to the Count Centre. The number of persons present within the Count Centre at any time is at the discretion of the External Relations Supervisor.

There should be no more than two Observers, Agents, or Media from the same entity allowed in the Count Centre at the same time and no more than two Media teams from the same entity. If there are too many individuals present at any time, and overcrowding is affecting count activities, the External Relations Supervisor will establish a rotating schedule to provide equal access.

Access cannot be permitted if the name on the badge does not match the supporting identification. It is the responsibility of External Relations Officials to check the accreditation badge and supporting identification of all visitors.

The External Relations Official must then note in the External Relations Logbook the visitor's name, badge number, and date and time of her/his visit to the Count Centre.

5. The Four Phases of the Count Process

The following describes the four phases of the count process including Count Centre team duties. The phases are repeated until all Polling Station materials have been duly processed and counted. All count materials will remain in secure storage to allow for quick access in the event that a discrepancy occurs or a recount is ordered.

Ballots from Kuchi Polling Stations will be counted separately but according to the same procedure. There will be no Provincial Council Ballots. If there are less than 500 ballots in total for that province, the Kuchi ballot boxes will be stored in a separate storage area after intake and JEMBS will be advised. After approval by JEMB, the Kuchi ballots will have to be transferred according to special instructions to another Count Centre where they will be mixed and counted.

Tracking of materials:

At all times it is the responsibility of the Count Centre Manager to ensure that all materials are correctly tracked throughout the Count Centre. To aid tracking, a Polling Station List will be available in advance, where the reception status, the batch code and the current status of each station will be recorded throughout the count process.

Phase 1: Materials Intake

Summary of Intake Official Responsibilities

Under the responsibility of an Intake Area Supervisor who will check the arrival of the Polling Centres and Polling Stations against the Polling Station List, the Intake Team (2 per team) will check the status of the returned polling materials.

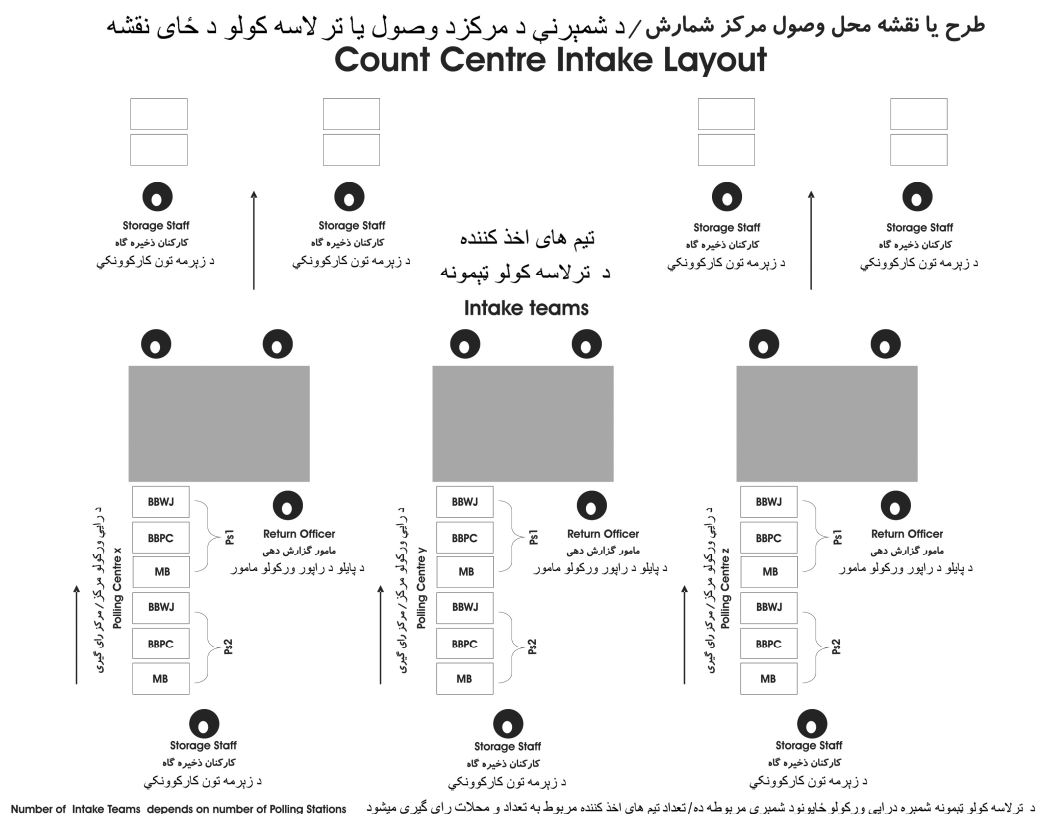
The Return Officer delivers the polling materials to the Count Centre and remains present during the intake until all Polling Stations under her/his responsibility are processed by the Intake Team.

One Intake Official completes the *L01-Intake Form*. The second Intake Official checks:

- ✓ Presence and completion of the *P01-Polling Return Form*.
- ✓ Number of ECC complaints received.
- ✓ Number of ballot boxes received and the corresponding seal numbers.
- ✓ Number of the materials boxes received and the corresponding seal numbers.

Once a Polling Centre has been processed, the ballot boxes and materials boxes for all Polling Stations in that Polling Centre are brought to the Storage Area along with the *L01-Intake Form*.

Figure 3: Intake Layout



Step-by-Step for Intake Teams

Upon arrival of the Polling Centres and Stations, the Intake Supervisor shall record the arrival of the Centres and Station on the Polling Station List.

1. The Return Officer places the following for each Polling Station in numerical order on the floor, beginning with Polling Station Number 1:
 - ✓ *Wolesi Jirga* ballot boxes.
 - ✓ Provincial Council ballot boxes.
 - ✓ Materials boxes.
2. One Intake Official opens the Return and Complaints Forms Bag and removes the *P01-Polling Return Form* for Polling Station 1. While one Intake Official completes the corresponding entries on the *L01-Intake Form*, the other Intake Official checks the following:
 - ✓ Inclusion of the *P01-Polling Return Form*.
 - ✓ Number of ECC Complaints received.
 - ✓ Number of *Wolesi Jirga* ballot boxes returned.
 - ✓ Seal numbers recorded on the *P01-Polling Return Form* correspond to the seals on the *Wolesi Jirga* ballot boxes.
 - ✓ Number of Provincial Council ballot boxes returned.
 - ✓ Seal numbers recorded on the *P01-Polling Return Form* correspond to the seals on the Provincial Council ballot boxes.
 - ✓ Number of materials boxes returned.
 - ✓ Seal numbers recorded on the *P01-Polling Return Form* correspond to the seals on the materials boxes.

The number of ballot boxes and materials boxes required for each election is the number of ballot boxes and materials boxes used as recorded on the *P01- Polling Return Form*. If one issued Ballot Box is not returned, the Intake Official shall ask the Return Officer if that Ballot Box was used . If it was used, a L04-Report shall be written. If the Box was not used, a remark shall be written on the *L01-Return Form*. If a Ballot Box is returned empty, a remark shall be written on the *L01-Return Form*.

3. The Return Officer writes his/her name and initials on the *L01-Intake Form* in the appropriate column.
4. One Intake Official writes his/her name and initials on the *L01-Intake Form* in the appropriate column.
5. One Intake Official tapes the materials boxes and ballot boxes with blue tape across the front of the boxes above the Polling Station sticker.
6. Any complaints are placed in the PEC complaints box.
7. The process is repeated for all Polling Stations in the Polling Centre.
8. Once all Polling Stations for that Polling Centre have been processed, the Polling Centre ballot boxes and material boxes together with the *P01- Polling Return Forms* shall be brought by the Storage Officials to the Storage Area along with the *L01-Intake Form*.

Intake Problems

Missing or incorrect labeling of the materials box or ballot boxes: The Intake Official writes the Polling Station Code on a label to be taped onto the materials box or ballot boxes.

IMPORTANT: BALLOT BOXES OR MATERIALS BOXES CANNOT GO TO THE STORAGE AREA WITHOUT PROPER LABELING.

Missing or broken seals: The Intake Official reseals the ballot box, records the new seal number on the *P01-Polling Return Form* with a red pen, and notes that the ballot box has been sealed in the "Remarks" column of the *L01-Intake Form*.

Incorrect Completion of the *P01-Polling Return Form*: In the event that the *P01-Polling Return Form* has been completed incorrectly, the Intake Team shall make a note of it in the "Remarks" column of *L01-Intake Form*. The seal numbers on the ballot boxes shall be recorded in red pen on the *P01-Polling Return Form*. If necessary, the Intake Team shall check the material box to check the number of unused, spoiled, discarded ballots and the entries of the *P03-List of Voters*.

Missing *P01-Polling Return Form*: In the event that the *P01-Polling Return Form* is missing, the Intake Team shall create a new *P01-Polling Return Form*, recording the Polling Station Code where the materials box originated, along with the materials box and ballot box seal numbers. The Intake Team shall make a note of it in the "Remarks" column of *L01-Intake Form* and shall check the material box to check the number of unused, spoiled, discarded ballots and the entries of the *P03-List of Voters*.

IMPORTANT: POLLING STATION MATERIALS CANNOT GO TO THE STORAGE AREA WITHOUT A CORRESPONDING *P01-POLLING RETURN FORM*. IF A MATERIALS BOX IS OPENED AT INTAKE, THE MATERIALS BOXES SHALL BE RESEALED AND THE SEAL NUMBERS SHALL BE RECORDED WITH RED PEN ON THE *P01-POLLING RETURN FORM*.

Missing Ballot Box: In the event that a ballot box is missing according to the *P01-Polling Return Form*, the Intake Team must complete all fields provided in the *L04-Report Form* and have it signed by the Return Officer. Yellow tape shall be put on all the ballot boxes for that Polling Station. The *L04-Report Form* shall be handed over to the Audit teams for further action.

Missing Materials Box: If a materials box is missing, a *L04-Report Form* shall be written and the Return Officer shall sign the report. Further inquiry shall be made at reconciliation. The *L04-Report Form* shall be handed over to the Audit teams for further action.

Phase 2: Initial Materials Storage

Initial Materials Storage

Under the supervision of the Storage Area Supervisor, Storage Officials will store the Polling Station ballot boxes in numerical order in pre-determined areas. The materials boxes will be stored in numerical order in a separate area..

Storage Step-by-Step

Upon reception of Polling Centre materials, the Storage Area Supervisor proceeds in the following way for each Polling Centre:

1. Receives the ballot boxes, materials boxes, the *L01-Intake Form* and all the *P01-Polling Return Forms* for the Polling Centre.
2. Files the *L01-Intake Form* in a binder in Polling Centre numerical order.
3. Files the *P01-Polling Return Forms* in Polling Station numerical order in a filing cabinet.
4. Orders the Storage Officials to bring the materials boxes and the ballot boxes to their dedicated storage area.

Polling Stations with a missing ballot box shall be stored separately for further investigation. The *P01-Polling Return Form* from these Polling Stations and the *L04-Report Form* shall be stored in a separate file according to polling station number in a lockable filing cabinet.

Phase 3: Reconciliation, Mixing and Counting Step-by-Step

To ensure the secrecy of the origin of the vote, the Count Manager of his/her designee will create batches of an average of 5 Polling Stations from as many Polling Centres from as many districts as possible before sending the Ballot Boxes to reconciliation, mixing and counting.

No Batch shall contain less than 2 Polling Stations from at least 2 districts. No Batch shall contain less than a total of 100 ballots for each election. Note: towards the end of the Count period it is imperative that the Count Centre Manager monitors the creation of all batches to ensure that final Polling Stations can be mixed appropriately.

The following materials will constitute each batch:

- One *L02-Result Form* for each election.
- One *P01-Polling Return Form* for each Polling Station.
- The ballot boxes for all Polling Stations in the batch from each election.

The ballots for each Polling Station in the batch will first be reconciled. *Wolesi Jirga* ballots from all Polling Stations in the batch will then be mixed and counted, followed by the mixing and counting of the Provincial Council ballot from all Polling Stations. The results for each election will be recorded on the *L02-Result Forms*.

Creation of the Batches:

Prior to moving the ballot boxes to the Count area, the Count Manager of his/her designee will complete the following in the Storage area;

1. Writes the Batch Code on both *L02-Results Forms* (one for each election).

Batch Codes

The Batch Code will be used to label the Polling Station ballot boxes, count forms (full and partial codes depending in the form), and the file folders used for storing count forms.

Count Centre Code (2 digits) / Type of election (1 digit - *Wolesi Jirga* -1; Provincial Council - 2; Kuchi - 3) / Batch number (4 digits)

For example, the first batch of Polling Stations in Herat province will have the following codes:

Wolesi Jirga: 24/1/0001

Provincial Council: 24/2/0001

The first batch of Kuchi Polling Stations in Herat will have the following code:
24/3/0001

2. Chooses one Polling Station from one Polling Centre that will be part of the batch.
3. Writes the four last digits of the Batch Code on the *L01-Intake Form* in the appropriate column.
4. Writes the Polling Station Code on both *L02-Result Forms* (one for each election).
5. Repeats the process for the four other Polling Stations from different Polling Centres.
6. Once a Count Unit is ready to receive a batch, the materials for that batch shall be brought by Storage Officials to that Count unit for reconciliation, mixing and counting.

Reconciliation Step-by-Step

1. The Count Unit Team Supervisor receives from the Storage Officials:
 - ✓ The *P01-Polling Return Form* for each Polling Station and two *L02-Result Forms*.
 - ✓ The ballot boxes from all Polling Stations in the batch.
2. The Count Unit Team Supervisor unseals one *Wolesi Jirga* ballot box from the first Polling Station and empties it on the table.
3. All Counters unfold the Ballots face down; working in 4 teams of 2, one Counter counts the Ballots until s/he reaches 50 and the second Counter recounts and bundles the ballots with a rubber-band.
4. The process is repeated for the other *Wolesi Jirga* ballot boxes for that Polling Station.

If a Provincial Council election ballot is found, it shall be kept separately on the table, clearly visible to the observers, and will be counted when the Provincial Council ballot boxes for that Polling Station are reconciled.

5. In the event that the last bundle of ballots contains less than 50 ballots in that bundle, the Count Unit Supervisor bundles the ballot with a rubber-band and includes a slip of paper stating the number of ballots in that bundle.

- The Count Unit Supervisor completes the *P01-Polling Return Form* and subtracts from the number of ballots received for the *Wolesi Jirga (Box 5)*:
 - ✓ Number of unused ballots (Box 6).
 - ✓ Number of spoiled ballots (Box 7).
 - ✓ Number of discarded ballots (Box 8).
 - ✓ Number of ballots found in the ballot boxes (Box 15).
- The Count Unit Supervisor then records:
 - ✓ The difference in "Reconciliation" (Box 16) (It should be zero) .

e.g. For instance Polling Station A received 800 ballots. 250 were returned unused, 2 were spoilt and 3 were discarded. On reconciling the ballots, 545 ballots were found in the ballot boxes.

The calculation would be;

- i) 250 unused ballots +2 spoilt ballots +3 discarded ballots +545 used ballots = 800 ballots received at the Count Centre
- ii) 800 ballots received at the Polling Station - 800 ballots received at the Count Centre = 0 difference

The *P01-Polling Return Form* would therefore be completed as follows.

800	۵. د تر لاسه شويو رای پانو شمیر / تعداد اوراق رایدهی دریافت شده 5. Number of ballots received
250	۶. د ناستفاده شويو رای پانو شمیر / تعداد اوراق رایدهی استفاده نشده 6. Number of unused ballots
2	۷. د ضایع شويو رای پانو شمیر / تعداد اوراق رایدهی ضایع شده 7. Number of spoiled ballots
3	۸. د ایسته شويو رای پانو شمیر / تعداد اوراق رای دهی دورانداخته شده 8. Number of discarded ballots

545	۱۵. د رای پاتو په صندوقونو کې د پیدا شويو رای پانو شمیر تعداد اوراق رای دهی دریافت شده در صندوق های رای دهی 15. Number of ballots found in the Ballot Boxes
0	۱۶. تطبیق / تطبیق 16. Reconciliation

6. The Count Unit Supervisors removes the slips of paper included with the ballot bundles numbering less than 50 ballots, and deposits the bundles of ballots in the ballot boxes.
7. The process is repeated for the Provincial Council ballot boxes for that Polling Station.
8. The process is then repeated for all other Polling Stations in the batch.

What to do in case of discrepancy

After reconciliation of both elections for one Polling Station, if the number of ballots received as recorded on the P01-Polling Return Form minus the number of ballots unused - spoiled - discarded - ballots found in the ballot boxes is not zero;

- a. Recount the total number of ballots once for the election(s) where the difference is not zero.
- b. The ballots shall be mixed if the discrepancy persists but is within a tolerance level that will be determined by JEMB.

- c. If the discrepancy is beyond the tolerance level determined by JEMB, the ballots shall not be mixed and the ballot boxes shall be marked with yellow tape, covering the previous blue tape.
- d. The Count Unit Supervisor reports to the Count Centre Manager. The Count Centre Manager will write a *L04-Report Form* and will instruct Count Officials to check the unused, spoiled, discarded ballots and the number of entries in the *P03-List of Voters* for that Polling Station.
- e. In case the discrepancy beyond tolerance persists after the auditing, the PEO will report the case to the JEMBS HQ in Kabul for JEMB consideration.
- f. All of the ballot boxes from that Polling Station shall remain uncounted. The Polling Station code shall be withdrawn from the *L02-Result Forms*.

What to do in the case of apparent attempts of fraud

- a. If, for example, a visual check indicates that a large amount of ballots have been cast for the same candidate, or if they have not been folded or are consistently unstamped, the Count Unit Supervisor shall report the occurrence to the Count Centre Manager.
- b. The Count Centre Manager will assess if an attempt of fraud may have taken place. In this case he/she will instruct to not reconcile the ballots and to seal the ballot boxes with yellow tape, covering the previous blue tape.
- c. The Count Centre Manager shall complete the *L04-Report Form*. The PEO will report the case to the JEMBS HQ in Kabul for JEMB consideration.

Mixing Step-by-Step

1. The Counters take bundles randomly from the different *Wolesi Jirga* ballot boxes and place them on the tables at random.
2. The Counters mix the bundles on the tables.
3. The Counters put the bundles back in the ballot boxes randomly

Counting Step-by-Step

The Counters are divided into a group of Counters who will read the ballots (Readers) and a group of Counters who will sort the ballots (Sorters).

Pre-sorting of the ballots by column:

On the ballot, the candidates are laid out in columns. Due to the size of the ballot and the number of candidates on it, the ballots will be pre-sorted per column and then per candidate. The Count Unit Supervisor will allocate a space on the table for each column and put a piece of paper with the column number at the top of the dedicated space. Column 1 is the first column from the right on the first page of the ballot.

1. The Count Unit Supervisor gives one bundle at a time to each Reader.
2. One ballot at a time, with the help of the samples provided in section 8 of this manual, the Reader determines if the ballot has a valid mark for a candidate. If the ballot is a booklet, all pages have to be read to ensure that no other mark is present.

3. If the Reader determines that the ballot has a valid mark for a candidate, the Sorter puts the ballot in the pile dedicated to that column, ensuring that the mark is visible.
4. If the Reader is unsure about the validity of the ballot or if the ballot is unmarked, the Sorter brings the ballot to the Count Unit Supervisor's table and puts it on a pile of doubtful ballots.
5. The process is repeated until all bundles have been sorted.
6. The Count Unit Supervisor adjudicates the doubtful ballots one by one according to samples provided in section 8 of this manual.
7. The Sorters put rubber band around the piles of ballots and bring them to the Count Unit Supervisor, beginning with the last column.
8. The Count Unit Supervisor puts the piles of ballots in the order of the columns on a dedicated space on the tables or in the ballot boxes.

Sorting, counting of the ballots and record of the results by candidate:

1. The Count Unit Supervisor allocates one space on the tables for each candidate belonging to Column 1 and puts on top of the space a piece of paper with the candidate number written on it.
2. The Count Unit Supervisor gives ballots from Column 1 to each Reader.
3. The Reader determines for which candidate the ballot was cast and the Sorter puts the Ballot in the pile dedicated to that candidate.
4. The ballots in each pile are counted twice (by two separate Counters) in a way that allows the Candidate Agents and Observers to see the ballots. A rubber- band is placed around each bundle of 50 ballots.
5. The Count Unit Supervisor records the candidate number and the ballots cast for that candidate on a piece of paper to be attached to the first candidate's bundle and announces the candidate number and the ballots cast for that candidate.
6. The Count Unit Supervisor records the results by candidate in the appropriate field on the *L02-Result Form* beginning with the candidate on the top of the column and records the subtotal for that column. If a candidate receives no vote, a line shall be drawn in the appropriate field.
7. The Count Unit Supervisor calculates the subtotal of ballots for that column and records the addition in the appropriate field on the *L02-Results Form*.
8. The Count Unit Supervisor deposits the ballots for Column 1 in a ballot box.

The process is repeated until all columns have been sorted.

Final Completion of the L02-Result Form

1. The Count Unit Supervisor adds the subtotals and records the total number of valid marked ballots in the appropriate field on the *L02-Result Form*.
2. The Count Unit Supervisor and a Counter count the valid blank ballots and the Count Unit Supervisor records their number the appropriate field on the *L02- Result Form*.

3. The Count Unit Supervisor and a Counter count the invalid ballots and the Count Unit Supervisor records their number in the appropriate field on the *L02-Result Form*.
4. The Count Unit Supervisor adds the entries and records the total number of ballots in the appropriate field on the *L02-Result Form*.
5. The Count Centre Manager or the Area Count Supervisor or designee checks the additions on the *L02-Result Form*.
6. The Count Unit Supervisor signs the *L02-Result Form* and the Count Centre Manager or Area Count Supervisor or designee countersigns it.
7. The Count Unit Supervisor writes on the ballot boxes containing counted ballots the last four digits of the batch code (on the Polling Station label) and numbers the ballot boxes in numeric order, starting with 1.
8. The Count Unit Supervisor ensures that all ballots are put back in the ballot boxes.

The Invalid Ballots and the Blank valid Ballots are put in ballot box 1 of the batch with other counted Ballots.

9. The Count Unit Supervisor tapes the numbered ballot boxes containing the counted ballots with green tape, on top of the blue tape, seals the ballot boxes, records the seals on the *L03-Record of the Seals* and signs the form with date and time..

The process is repeated for the Provincial Council Ballots. Once both elections have been counted, the ballot boxes and the *L02-Result Forms*, the *P01-Polling Return Forms* and the *L03-Record of the Seals* are brought back to the Storage Area by the Storage Officials and the Count Manager or the Count Area Supervisor or designee.

If there is a handover from one Count Unit Supervisor to another (for instance when a Count Centre is running two or more shifts) the first Count Unit Supervisor will brief the second Count Unit Supervisor on the status of the count, including numbers of ballots reconciled, sorted or counted. The Second Count Unit Supervisor will ensure that the *P01-Polling Return Form*, both *L02-Result Forms* are appropriately completed as required. The Second Count Supervisor will complete the *L04-Report Form* which will be stored with forms for that batch.

Handovers between Count Unit Supervisors can take place at the end of reconciliation, at the end of sorting by column or when the ballots for an entire page of the *L02-Result Forms* have been counted.

This will result in some Count Units finishing work before the end of their shift since they will not be able to start counting if they finish reconciliation within hour of the end of the shift.

Phase 4: Transmission of Results and Final Storage

Upon reception of the counted batch by the Storage officials and the Count Manager or the Count Area Supervisor, the Storage Supervisor:

1. Makes a photocopy of the *L02-Results Forms* for the display to the observers either in a binder or on a notice board.
2. Personally scans (or tasks a scanning official to scan) the *L02-Results Forms* and the *P01-Polling Return Forms* according to operational instructions that will be given separately.
3. Files the forms *L02-Results Forms*, *P01-Polling Return Forms* and *L03-Record of Seals* in batch numerical order in the lockable filing cabinet.
4. Stores the ballot boxes in batch numerical order in the storage area.

Uncounted Polling Stations:

The Uncounted Polling Stations shall be kept separately in a specific area for further investigation.

The *P01-Polling Return Forms* for the uncounted Polling Stations shall be kept in dedicated files for uncounted stations in a lockable filing cabinet.

On the Polling Station List, the Count Centre Manager shall keep a record of the batch number for each Polling Station and the status as to whether the Polling Station was counted or not.

6. Overnight Storage

At the end of the working day, all sensitive materials shall be secured. All forms shall be filed in a lockable filing cabinet.

If the shift ends in the midst of reconciliation or count, the ballots shall be returned to the ballot boxes, the boxes shall be resealed, the seal numbers shall be recorded on a *L03-Record of Seals* with signature of the count official, date and time and the forms filed in a lockable filing cabinet. Ballots should be stored separately according to which stage of the process has been reached to ensure accuracy of the count and facilitate efficient count restart.

The next day, the seal numbers shall be verified before opening the ballot boxes and any information recorded on the *P01-Polling Return Form* for that station or the *L02-Results Form* for that batch shall be checked.

Observers and Candidate Agents shall be authorized to observe the securing of materials and to record any seal number if sealing of ballot boxes takes place. The Count Manager shall organize a fair and equitable access to the Observers and Candidate Agents for overnight in the Count Centre.

If the Count Area is secured enough, the Ballot Boxes present at the end of the shift may remain there at the condition that all Ballot Boxes are re-sealed and that the seal numbers are recorded on a *L03-Record of Seals*.

7. Audit and Recounts

This is an overview. Please refer to appropriate sections for further details.

Intake

The materials box will be opened for auditing sensitive materials when:

- *P01-Polling Return Form* is missing or is not duly filled: the Intake Officials will complete it according to the sensitive materials found in the materials box and will note the event in the Remarks column of *L01-Intake Form*.
- One or more ballot boxes are missing: *L04-Report Form* must be filled and the Count Centre Manager will initiate an audit.

Reconciliation

The materials box will be opened for auditing sensitive materials when:

- There is a discrepancy beyond the tolerance level as set by JEMB between the number of ballots received and the number of ballots found in the box + unused + spoiled + discarded ballots, as reported on the *P01-Polling Return Form*. If after auditing the discrepancy beyond tolerance remains, the PEO should be informed and a report sent to the JEMBS HQ in Kabul for JEMB consideration.
- There is an evidence of an attempt of fraud. The event must be reported to the Count Centre Manager. If s/he assesses that an attempt of fraud may have occurred, the ballots should not be reconciled. If the attempt of fraud is substantiated by the audit, the case must be reported to the JEMBS HQ in Kabul for JEMB consideration.

Count

The *L02-Result Forms* shall be scanned and sent to the JEMBS Data Centre.

If a mistake is found with the reconciliation or count, the Data Centre will request a review of the *L02-Result Forms* and the *P01-Polling Return Forms* for any particular batch.

The ballot boxes containing counted ballots may be opened to review the number of ballots received for each candidate as written on the slips of paper attached to the bundles.

If after review it appears that a discrepancy persists beyond tolerance level, the incident will be reported to the JEMB HQ that will decide whether to recount.

Recounts

Decisions on recounts will be ordered only by JEMB, by the ECC, or by the PEC after confirmation by ECC.

8. Rules for Determining Validity of Ballots

A ballot will be considered as a valid blank ballot if the ballot is unmarked.

A ballot will be considered as a valid marked ballot if the intent of the voter is clear, and

The ballot is marked with a mark by which the voter cannot be identified within the candidate panel (the box containing the name, number, photo, symbol and tickbox of the candidate) of only one candidate (Examples 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12) .

The voter makes such a clear mark for only one candidate, even if:

- The mark is made with a writing instrument other than the pen provided behind the voter screen (No example given).
- The ballot is marred, smudged or soiled but the voter's one choice remains clear, including an accidental mark made with the indelible ink. (No example given).
- The ballot is torn but all panels for all candidates remain intact. (Example 13)
- An "X" made in a panel touches the panel of other candidates as long as the centre cross point of the "X" is within a single panel of one candidate. (Examples 14, 15)
- An "X" is made next to a box for one candidate. (Example 16)
- The major portion of the "V" of a checkmark is within the panel for one candidate, and neither the starting point on the shortest side of the checkmark, nor the point of the "V" extend into any other panel. (17, 18, 19)

A ballot must be declared invalid if

- The ballot was not supplied by the JEMBS in the format authorized and officially issued at the Polling Station.
- The intent of the voter is not clear.
- The ballot is marked for a candidate that has:
died during the period from the end of the candidate nomination period until the close of polling or been excluded from the election by decision of ECC.
- The voter has written or drawn something on the ballot (Examples: 20, 21, 22, 23, 24).
- The starting point on the shortest side of a checkmark starts in one panel, but the bottom point of the "V" of the checkmark extends into another panel (25) .
- An "X" is placed so that its centre crosses point is between two panels (26).
- The voter has made marks indicating a choice for more than one candidate (27, 28).
- The voter has made marks indicating a choice for more than one candidate in preferential order (29).

- The ballot is torn so as to remove one or more panels used for marking a voter's choice (30)..
- A mark indicating a choice for one candidate has been altered, erased or crossed out, and another choice has been marked (Examples: 31,32)

Valid Ballots

د اعتبار وړ رای پانه / ورق رای قابل اعتبار

۵			
<input type="checkbox"/>			شاه زمان قادري ۳۹
<input checked="" type="checkbox"/>			غلام فیروز سلیمی ۴۰
<input type="checkbox"/>			شبانه معراجی ۴۱
<input type="checkbox"/>			جان داد جمشید ۴۲

۶			
<input type="checkbox"/>			شاه زمان قادري ۳۹
<input type="checkbox"/>			غلام فیروز سلیمی ۴۰
<input type="checkbox"/>			شبانه معراجی ۴۱
<input type="checkbox"/>			جان داد جمشید ۴۲

۷			
<input type="checkbox"/>			شاه زمان قادري ۳۹
<input type="checkbox"/>			غلام فیروز سلیمی ۴۰
<input type="checkbox"/>			شبانه معراجی ۴۱
<input type="checkbox"/>			جان داد جمشید ۴۲

۸			
<input type="checkbox"/>			شاه زمان قادري ۳۹
<input type="checkbox"/>			غلام فیروز سلیمی ۴۰
<input type="checkbox"/>			شبانه معراجی ۴۱
<input type="checkbox"/>			جان داد جمشید ۴۲

۱			
<input type="checkbox"/>			شاه زمان قادري ۳۹
<input type="checkbox"/>			غلام فیروز سلیمی ۴۰
<input type="checkbox"/>			شبانه معراجی ۴۱
<input type="checkbox"/>			جان داد جمشید ۴۲

۲			
<input type="checkbox"/>			شاه زمان قادري ۳۹
<input checked="" type="checkbox"/>			غلام فیروز سلیمی ۴۰
<input type="checkbox"/>			شبانه معراجی ۴۱
<input type="checkbox"/>			جان داد جمشید ۴۲

۳			
<input type="checkbox"/>			شاه زمان قادري ۳۹
<input type="checkbox"/>			غلام فیروز سلیمی ۴۰
<input checked="" type="checkbox"/>			شبانه معراجی ۴۱
<input type="checkbox"/>			جان داد جمشید ۴۲

۴			
<input checked="" type="checkbox"/>			شاه زمان قادري ۳۹
<input type="checkbox"/>			غلام فیروز سلیمی ۴۰
<input type="checkbox"/>			شبانه معراجی ۴۱
<input type="checkbox"/>			جان داد جمشید ۴۲

Valid Ballots

د اعتبار وړ رای پانه / ورق رای قابل اعتبار

۱۳

<input type="checkbox"/>			شاه زمان خان قادري	۳۹
<input checked="" type="checkbox"/>			غلام فیروز سليمي	۴۰
<input type="checkbox"/>			شېبانه معراجی	۴۱
<input type="checkbox"/>			جان داد جمشید	۴۲

۹

<input type="checkbox"/>			شاه زمان خان قادري	۳۹
<input type="checkbox"/>			غلام فیروز سليمي	۴۰
<input type="checkbox"/>			شېبانه معراجی	۴۱
<input type="checkbox"/>			جان داد جمشید	۴۲

۱۴

<input type="checkbox"/>			شاه زمان خان قادري	۳۹
<input type="checkbox"/>			غلام فیروز سليمي	۴۰
<input type="checkbox"/>			شېبانه معراجی	۴۱
<input type="checkbox"/>			جان داد جمشید	۴۲

۱۰

<input type="checkbox"/>			شاه زمان خان قادري	۳۹
<input type="checkbox"/>			غلام فیروز سليمي	۴۰
<input type="checkbox"/>			شېبانه معراجی	۴۱
<input type="checkbox"/>			جان داد جمشید	۴۲

۱۵

<input type="checkbox"/>			شاه زمان خان قادري	۳۹
<input type="checkbox"/>			غلام فیروز سليمي	۴۰
<input type="checkbox"/>			شېبانه معراجی	۴۱
<input type="checkbox"/>			جان داد جمشید	۴۲

۱۱

<input type="checkbox"/>			شاه زمان خان قادري	۳۹
<input type="checkbox"/>			غلام فیروز سليمي	۴۰
<input type="checkbox"/>			شېبانه معراجی	۴۱
<input type="checkbox"/>			جان داد جمشید	۴۲

۱۶

<input type="checkbox"/>			شاه زمان خان قادري	۳۹
<input type="checkbox"/>			غلام فیروز سليمي	۴۰
<input type="checkbox"/>			شېبانه معراجی	۴۱
<input type="checkbox"/>			جان داد جمشید	۴۲

۱۲

<input type="checkbox"/>			شاه زمان خان قادري	۳۹
<input type="checkbox"/>			غلام فیروز سليمي	۴۰
<input type="checkbox"/>			شېبانه معراجی	۴۱
<input type="checkbox"/>			جان داد جمشید	۴۲

Valid Ballots

د اعتبار وړ رای پانه / ورق رای قابل اعتبار

۱۹

<input type="checkbox"/>			شاه زمان خان قادري	۳۹
<input type="checkbox"/>			غلام فیروز سلیمي	۴۰
<input checked="" type="checkbox"/>			شېبانه معراجی	۴۱
<input type="checkbox"/>			جان داد جمشید	۴۲

۱۷

<input type="checkbox"/>			شاه زمان خان قادري	۳۹
<input type="checkbox"/>			غلام فیروز سلیمي	۴۰
<input checked="" type="checkbox"/>			شېبانه معراجی	۴۱
<input type="checkbox"/>			جان داد جمشید	۴۲

۱۸

<input type="checkbox"/>			شاه زمان خان قادري	۳۹
<input type="checkbox"/>			غلام فیروز سلیمي	۴۰
<input checked="" type="checkbox"/>			شېبانه معراجی	۴۱
<input type="checkbox"/>			جان داد جمشید	۴۲

Invalid Ballots

بی اعتباره رای پانه / ورق رای غیر قابل اعتبار

۲۴

<input type="checkbox"/>		شاه زمان قادري	۳۹
<input checked="" type="checkbox"/>		غلام فیروز سلیمی	۴۰
<input type="checkbox"/>		شبانه معراجی	۴۱
<input type="checkbox"/>		جان داد جمشید	۴۲

محمود

۲۵

<input type="checkbox"/>		شاه زمان قادري	۳۹
<input type="checkbox"/>		غلام فیروز سلیمی	۴۰
<input checked="" type="checkbox"/>		شبانه معراجی	۴۱
<input type="checkbox"/>		جان داد جمشید	۴۲

۲۶

<input type="checkbox"/>		شاه زمان قادري	۳۹
<input checked="" type="checkbox"/>		غلام فیروز سلیمی	۴۰
<input checked="" type="checkbox"/>		شبانه معراجی	۴۱
<input type="checkbox"/>		جان داد جمشید	۴۲

۲۷

<input checked="" type="checkbox"/>		شاه زمان قادري	۳۹
<input type="checkbox"/>		غلام فیروز سلیمی	۴۰
<input checked="" type="checkbox"/>		شبانه معراجی	۴۱
<input type="checkbox"/>		جان داد جمشید	۴۲

۲۰

<input type="checkbox"/>		شاه زمان قادري	۳۹
<input type="checkbox"/>		غلام فیروز سلیمی	۴۰
<input type="checkbox"/>		شبانه معراجی	۴۱
<input type="checkbox"/>		جان داد جمشید	۴۲

محمود

۲۱

<input checked="" type="checkbox"/>		شاه زمان قادري	۳۹
<input checked="" type="checkbox"/>		غلام فیروز سلیمی	۴۰
<input type="checkbox"/>		شبانه معراجی	۴۱
<input type="checkbox"/>		جان داد جمشید	۴۲

۲۲

<input type="checkbox"/>		شاه زمان قادري	۳۹
<input type="checkbox"/>		غلام فیروز سلیمی	۴۰
<input type="checkbox"/>		شبانه معراجی	۴۱
<input type="checkbox"/>		جان داد جمشید	۴۲

😊

۲۳

<input type="checkbox"/>		شاه زمان قادري	۳۹
<input checked="" type="checkbox"/>		غلام فیروز سلیمی	۴۰
<input type="checkbox"/>		شبانه معراجی	۴۱
<input type="checkbox"/>		جان داد جمشید	۴۲

محمود

Invalid Ballots

بی اعتباره رای پانه / ورق رای غیر قابل اعتبار

۳۱

		شاه زمان خان قادري	۳۹
		غلام فیروز سليمي	۴۰
		شبانہ معراجی	۴۱
		جان داد جمشید	

۳۲

		شاه زمان خان قادري	۳۹
		غلام فیروز سليمي	۴۰
		شبانہ معراجی	۴۱
		جان داد جمشید	

۲۸

		شاه زمان خان قادري	۳۹
		غلام فیروز سليمي	۴۰
		<u>شبانہ معراجی</u>	۴۱
		جان داد جمشید	

۲۹

		شاه زمان خان قادري	۳۹
		غلام فیروز سليمي	۴۰
		شبانہ معراجی	۴۱
		جان داد جمشید	

۳۰

		شاه زمان خان قادري	۳۹
		غلام فیروز سليمي	۴۰
		شبانہ معراجی	۴۱
		جان داد جمشید	

Annex 1 - Forms used in the Count Centre

Polling Forms

P01 - Polling Return Form

P02 - Polling Worksheet

P03 - List of Voters

Count Forms

L01 - Intake Form

L02 - Result Form

L03 - Record of Seals

L04 - Report Form



د ۱۳۸۴ کال د ولسي جرگې او ولايتي شورا ټاکنې
انتخابات ولسي جرگه و شورا های ولايتی سال ۱۳۸۴
د رایي اچونې د ځای د راپور P01 فورمه
فورمه P01 - گزارش محل رای گیری
Polling Return – Form P01



۴. د ولسوالۍ نوم
نام ولسوالی
4. District Name

۳. د ولایت نوم
نام ولایت
3. Province Name

۲. / ۲
نارینه/ذکور / Male
ښځینه/اناث / Female
کوچي/کوچی / Kuchi

۱. د رایي اچونې د ځای کوډ
کوډ محل رای گیری
1. Polling Station Code

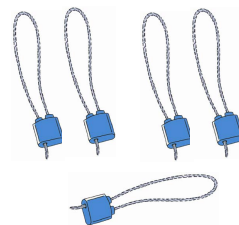
ولسي جرگه / ولسي جرگه
Wolesi Jirga

ولايتي شورا / شورای ولايتی
Provincial Council

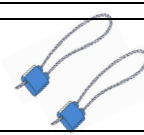
		۵. د تر لاسه شويو رای پانو شمير / تعداد اوراق رایدهی دریافت شده 5. Number of ballots received
		۶. د ناستفاده شويو رای پانو شمير / تعداد اوراق رایدهی استفاده نشده 6. Number of unused ballots
		۷. د ضایع شويو رای پانو شمير / تعداد اوراق رایدهی ضایع شده 7. Number of spoiled ballots
		۸. د ایسته شويو رای پانو شمير / تعداد اوراق رای دهی دور انداخته شده 8. Number of discarded ballots

۹. د رایه اچوونکو د لست څخه د ثبت شويو کارتونو شمير / تعداد کارت های درج شده از لست رای دهندگان
9. Number of entries on the List of Voters

				۱۰. د رای پانود صندوق د څنگ او سر د مهر شمیرې شماره های مهر قسمت فوقانی و جانبی صندوق رایدهی 10. Ballot Box side and top Seal Numbers



	۱۱. د توکو د صندوق د مهر شمیرې شماره های مهر صندوق لوازم 11. Materials Box Seal Numbers



۱۲. کتنې / ملاحظات / 12. Remarks

۱۳. د رایي اچونې د ځای د رئیس نوم او لاسلیک / اسم و امضای رئیس محل رای گیری
13. Name and signature of Polling Station Chairperson

۱۴. د رایي اچونې د مرکز د مدیر نوم او لاسلیک / اسم و امضای مدیر مرکز رای گیری
14. Name and signature of Polling Center Manager

یوازي د شمیرني په مرکز کې د کارولو لپاره / تنها در مرکز شمارش قابل استفاده میباشد / Only for use at the Count Center

		۱۵. د رای پانو په صندوقونو کې د پیدا شويو رای پانو شمير تعداد اوراق رای دهی دریافت شده در صندوق های دهی 15. Number of ballots found in the Ballot Boxes
		۱۶. تطبیق / تطبیق / 16. Reconciliation

۱۷. کتنې / ملاحظات / 17. Remarks

۱۸. د شمیرني د مرکز کارکوونکي نوم او لاسلیک / اسم و امضای کارمند مرکز شمارش
18. Name and signature of Count Center Official



Form-P01



د ۱۳۸۴ کال د ولسي جرگې او ولايتي شورا ټاکنې
انتخابات ولسي جرگه و شورا های ولايتي سال ۱۳۸۴
د رایې اچونې د ځای د کاري پاڼې P02 فورمه
فورمه P02 – ورق اجزائ رای گیری
Polling Worksheet – Form P02



۴. د ولسوالۍ نوم
نام ولسوالی
4. District Name

۳. د ولایت نوم
نام ولایت
3. Province Name

☐
☐
☐

۲. / ۲
نارینه/مذکر / Male
ښځینه/مونث / Female
کوچي/کوچی / Kuchi

۱. د رایې اچونې د ځای کوډ
کوډ محل رای گیری
1. Polling Station Code

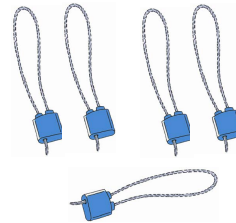
ولسي جرگه / ولسي جرگه
Wolesi Jirga

ولايتي شورا / شورای ولايتي
Provincial Council

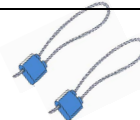
		۵. د ترلاسه شويو رای پانو شمیر / تعداد اوراق رایدهی دریافت شده 5. Number of ballots received
		۶. د ناستفاده شويو رای پانو شمیر / تعداد اوراق رایدهی استفاده نشده 6. Number of unused ballots
		۷. د ضایع شويو رای پانو شمیر / تعداد اوراق رایدهی ضایع شده 7. Number of spoiled ballots
		۸. د ایسته شويو رای پانو شمیر / تعداد اوراق رای دهی دور انداخته شده 8. Number of discarded ballots

۹. د رایې اچونکو د لست څخه د ثبت شويو کارتونو شمیر / تعداد کارت های درج شد
9. Number of entries on the List of Voters

				۱۰. د رای پانود صندوق د څنگ او سر د مهر شمیرې شماره های مهر قسمت فوقانی و جانبی صندوق رایدهی 10. Ballot Box side and top Seal Numbers
صندوق ۱ صندوق ۱ Box1				
صندوق ۲ صندوق ۲ Box2				
صندوق ۳ صندوق ۳ Box3				



	۱۱. د توکو د صندوق د مهر شمیرې شماره های مهر صندوق لوازم 11. Materials Box Seal Numbers
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۱۲. کتنې / ملاحظات / 12. Remarks

۱۳. د رایې اچونې د ځای د رئیس نوم او لاسلیک / اسم وامضای رئیس محل رای گیری
13. Name and signature of Polling Station Chairperson



د ۱۳۸۴ کال د ولسي جرگې او ولايتي شورا ټاکنې
د رایې اچوونکو لست - P03 فورمه
انتخابات ولسي جرگه و شورا های ولایتی سال ۱۳۸۴
فورمه P03 - لست رای دهندگان
Wolesi Jirga and Provincial Council Elections 2005
List of Voters – Form P03



۴. د ولسوالۍ نوم
نام ولسوالی
4. District Name

۳. د ولایت نوم
نام ولایت
3. Province Name

۲. / 2
نارینه/مذکر / Male
ښځینه/مونث / Female
کوچي/کوچی / Kuchi

۱. د رایې اچونې د ځای کوډ
کوډ محل رای گیری
1. Polling Station Code

د نوم لېکنې د کارت شمېره شماره کارت ثبت نام رای دهندگان Voter Registration Card Number	ګڼه شماره No.	د نوم لېکنې د کارت شمېره شماره کارت ثبت نام رای دهندگان Voter Registration Card Number	ګڼه شماره No.
	۲۶		۱
	۲۷		۲
	۲۸		۳
	۲۹		۴
	۳۰		۵
	۳۱		۶
	۳۲		۷
	۳۳		۸
	۳۴		۹
	۳۵		۱۰
	۳۶		۱۱
	۳۷		۱۲
	۳۸		۱۳
	۳۹		۱۴
	۴۰		۱۵
	۴۱		۱۶
	۴۲		۱۷
	۴۳		۱۸
	۴۴		۱۹
	۴۵		۲۰
	۴۶		۲۱
	۴۷		۲۲
	۴۸		۲۳
	۴۹		۲۴
	۵۰		۲۵

د باطلو ثبت شويو کارټونو شمیر
تعداد کارت های درج شده باطل
Number of cancelled entries



د ۱۳۸۴ کال د ولسي جرگې او ولايتي شورا ګانو ټاکنې
انتخابات ولسي جرگه و شورا های ولايتی سال ۱۳۸۴

L01- د وصول فورمه

L01- فورمه وصول

L01- Intake Form

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د رایې اچونې د مرکز کود
کود مرکز رای دهي
Polling Centre Code



د دستې د کود وروستې څلور شمېرې چار شماره اخير کود دسته Batch code last four digits	د شميرنې دځای دکارکوونکي نوم او لاسليک/ اسم و امضای کارمند محل شمارش Count Centre Official Name and initials	د راپور ورکولو د مسوول مامور نوم او لاسليک/ اسم و امضای مامور گزارش دهي Return Officer Name and Initials	کتنې ملاحظات Remarks	د توکو صندوق صندوق مواد Materials Box		د ولايتي شورا د رای پاڼو صندوق/ صندوق رای دهي شورای ولايتی Ballot Box Provincial Council		د ولسي جرگې د رای پاڼو صندوق صندوق رای دهي ولسي جرگه Ballot Box Wolesi Jirga		ECC01 شمېر/ تعداد فورمه ECC01/ (#) ECC01	P 01 ✓	د رایې اچونې د ځای کود کود محل رای گیری Polling Station Code
				مهرونه مهرها Seals	#	مهرونه مهرها Seals	#	مهرونه مهرها Seals	#			



				۵
				۶
				۷
				۸

				۱
				۲
				۳
				۴

د راني اچوني د خاي كود
كود محل رايگيري
Polling Station

د پايلو (L0 2) فورمه
فورمه L02 - نتايج
L02 – Result Form



د ولايت نوم / نام ولايت:
Province Name:

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د دستي كود / كود دسته:
Batch Code:

رايي آراء Votes	كانديدان كانديدان Candidates	رايي آراء Votes	كانديدان كانديدان Candidates	رايي آراء Votes	كانديدان كانديدان Candidates
					اسم و شمېره كانديدان را واضح بنويسيد/ د كانديدانو نوم او شمېره واضح وليكي (Candidate Pre Printed Name & Number)
	فر عي مجموع عه / مجموع فر عي Subtotal		فر عي مجموع عه / مجموع فر عي Subtotal		فر عي مجموع عه / مجموع فر عي Subtotal

--	--	--	--

مجموعه / مجموع
Total

--	--	--	--

غير قانوني راي پاتي / مجموع آراء غير قانوني
Invalid Ballots

--	--	--	--

سپيني قانوني راي پاتي / مجموع آراء سفيد
Valid Blank Ballots

--	--	--	--

په نېټه شوي قانوني راي پاتي / مجموع آراء قانوني
Valid Marked Ballots

د شمېرني د مدير نوم او لاسليك او ورسره نېټه او وخت / اسم و امضای سرپرست ټيم با تاريخ و زمان آن
Count Manager Name and Signature with Date and Time

د ټيم د سرپرست نوم او د نېټې او وخت سره لاسليك / اسم و امضای سوپر وایزر ټيم با تاريخ و زمان آن
Team Supervisor Name and Signature with Date and Time

--	--

د ځانگي شمېره / شماره بخش / Unit Number



په افغانستان کې د ۱۳۸۴ کال د ولسي جرگې او ولايتي شورا کاتو ټاکنې
د مېرونو دثبث (L03)
انتخابات ولسي جرگه و شورا های ولايتی سال ۱۳۸۴ افغانستان
L03- ثبت شماره مهر ها
Wolesi Jirga and Provincial Council Elections
Afghanistan 2005
L03- Record of Seals



ولايت:

Province:

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د دستي کوډ / کوډ دسته:

Batch Code:

د سر مهر مهر پنجم Top Seal	څلورم مهر مهر چارم Seal 4	درېم مهر مهر سوم Seal 3	دویم مهر مهر دوم Seal 2	لومړی مهر مهر اول Seal 1	د رای پاتو د صندوق شمېره شماره صندوق رای دهی Ballot Boxes Number
					۱
					۲
					۳
					۴
					۵
					۶
					۷
					۸
					۹
					۱۰
					۱۱
					۱۲
					۱۳
					۱۴
					۱۵
					۱۶
					۱۷
					۱۸
					۱۹
					۲۰
اسم و امضای کارمند شمارش با تاریخ و زمان آن د شمېرنې د کارکوونکي نوم او لاسلیک د نېټې او وخت سره Count Official Name and Signature with Date and Time					د رای پاتو د صندوقونو مجموعي شمېر/ تعداد مجموعی صندوق رای دهی Total Number of ballot boxes



د ۱۳۸۴ کال د ولسي جرگې او ولایتي شوراګانو ټاکنې
انتخابات ولسي جرگه و شورا های ولایتي سال ۱۳۸۴
L04 - د شمیرني د ځای راپور فورمه
L04 - فورمه گزارش محل شمارش
L04 – Report Form



د شمیرني د مرکز کوډ

کوډ مرکز شمارش

Count Centre Code:

د ولایت نوم

نام ولایت

Province Name:

د رایي اچوني د ځای یا د دستي کوډ

کوډ محل رای گیری یا کوډ بسته

Polling Station code or batch code:

د راپور لپاره د دلیل توضیح

توضیح دلایل برای گزارش

Description of the reason for the report:

اخیستل شوی ګام

اقدامات اتخاذشده

Action Taken:

د تعقیبي اقدام اړتیا

اقداماتی که به پیگیری ضرورت دارد

Follow up action required:

د شمیرني د هغه مامور نوم او دنده چې راپور جوړوي

اسم ووظیفه کارمند شمارش که گزارش را آغاز مینمایند

Name and Function of the Count Official initiating the report:

د شمیرني د ځای مامور لاسلیک، وخت او نېټه

امضای مامور محل شمارش همراه با تاریخ و زمان

Signature of the Count Official with date and time:

د انتخاباتو د تنظیم د ګډ دفتر د دارالانشاء د بل هر اړوند کارکوونکو نوم، دنده او لاسلیک

اسم، وظیفه و امضای یکی از مامورین مربوطه دارالانشای دفتر مشترک تنظیم انتخابات

Name, function and signature of any other relevant JEMBS Official: