

MANAGEMENT PLAN

ELECTION TASKS

(1) Compilation of Voters List	(2) Nomination Exercises	(3) Polling Arrangements	(4) Training. Development of Training Material. Appointment of Polling Officials.	(5) Voter Education	(6) Logistics	(7) Polling Day Activities	(8) Demarcation of Boundaries	(9) Budget
<p>(1) METHOD a. House to House b. Establishment of centres.</p> <p>(2) PROCESSING</p> <p>Constituency, Districts, Polling Units, Streets etc.</p> <p>(3) PRINTING OF ROLLS</p> <p>(4) STAFF REQUIREMENTS</p> <p>(5) TRAINING OF STAFF AND MANUALS FOR TEMPORARY REGISTERING OFFICERS</p> <p>(6) PUBLICATION OF LISTS</p> <p>(7) REVISION OF ROLLS AFTER CLAIMS AND OBJECTION PERIOD</p> <p>(8) PRINTING AND PUBLICATION OF REVISED LISTS AND POLL CARDS</p> <p>(9) PRINTING OF LISTS FOR USE AT POLLING STATIONS</p>	<p>(1) Appointment of Returning Officer and Staff</p> <p>(2) Nomination Procedures : Who may be a candidate The documents to be completed by the Candidate or agent; other requirements e.g who qualifies as a proposer</p> <p>(3) Responsibilities of Candidates once nominated; e.g Appointment of Agents and Sub-Agents.</p>	<p>(i) Inspection of buildings to be used as polling stations.</p> <p>(ii) Selection of polling station locations.</p> <p>(a) suitability of location and building. e.g adequate space and furniture for staff and agents, accomadation; easy flow of voters.;</p> <p>(b) area for queing of voters; and</p> <p>(c) specified area around the polling station where persons other than voters should not assemble.</p> <p>(iii) Prepare polling station lay-out</p> <p>(iv) Recruitment of polling officials based on number of polling stations per constituency and number of officials per station plus extra for training.</p> <p>Arrangements for Special Voting: Protective Services</p>	<p>Develop manuals based on rules and regulations for:</p> <p>(1) Returning Officers and Staff</p> <p>(2) Candidates and Agents</p> <p>(3) Polling officials</p> <p>Prepare trainers’ guide, other relevant reading materials and trainers’ kits for simulation exercises.</p> <p>Hold workshops for Returning Officers.</p> <p>Determine number of training centres and trainers required depending on the number of polling officials and the spread. Consideration may be given to the (cascading strategy i.e trainer to train presiding officers and presiding officers to train poll clerk)</p> <p>Conduct training sessions structured as follows: Function before Polling Day Prior to the start of the Poll Opening of the Poll Close of Poll Count Packaging Written evaluation</p> <p>Appointment of Polling Officials to function at each polling station.</p>	<p>Voter education campaign: to include hand bills, posters, use of PA system through towns and villages, ads and publications via print and electronic media prior to and during voter registration , to educate the public as follows:</p> <p>Why register Who may register Documents to be presented for registration Where to register When to register ----- Voter Information Campaign Re:</p> <p>Who may vote Requirements for voting [?] Where to vote [Notice of Taking a Poll] How to vote Posters showing lay-out of polling station When to vote (Date and Hour of polling) Ads via print and electronic media showing lay-out of polling station and the procedures from the time the voter enters the polling station, cast the ballot and exits.</p>	<p>Procurement of materials for Registration application forms and other supplies; paper for voters roll. Computers and consumables for processing data on registrants Printing of voters roll in the required formats and quantities. Printing of nomination forms and procurement of other supplies for the nomination exercise. Procurement of paper for and the printing of Ballot Papers with name and symbol of each candidate contesting the particular election. Procurement of paper for and printing of Notice of Taking a Poll. Procurement of supplies for and the printing of manuals for training and all other forms: envelopes notices ,signs etc. to be used prior to the start of the poll, during the polls, the close of the polls and the count. Delivery of furniture and voting screens to polling stations. Packaging of election materials for distribution to Returning Officers to Presiding Officers. Transportation.</p>	<p>Monitor polling stations through Roving Officers. Rover’s kits with extra supplies. Establishment of Rapid Response Units to assist voters to find the correct polling station and to handle any problem that may arise at a polling station relating to the voters roll. Ensure that arrangements are in place for transporting ballot boxes to polling station and from polling stations after the count . Relaying results to the Returning Officer for the tabulation of votes.</p>		<p><u>Column 1</u> Personnel - Goods and Services :</p> <p><u>Column 2</u> Personnel - Goods and Services : Rental</p> <p><u>Column 3</u> Personnel - Goods and Services : Rentals</p> <p><u>Column 4</u> Personnel Goods and Services : Rental ;</p> <p><u>Column 5</u> Goods - Services :</p> <p><u>Column 6</u> Personnel - Goods and Services :</p> <p><u>Column 7</u> Personnel Goods and Services :</p>