### Election Tasks

**1. Preparation of Voters List**
- **Method:**
  - House to House
  - Establishment of centres
- **Processing:**
  - Constituency, Districts, Polling Units, Streets etc.
- **Printing of Polling Cards**
- **Revise Lists and Publication of Objection Period After Claims and Revision of Rolls**
- **Publication of Lists**
- **Staff Requirements**
- **Training of Staff and Manuals for Temporary Registering Officers**
- **Publication of Lists**
- **Revision of Rolls After Claims and Objection Period**
- **Printing and Publication of Revised Lists and Poll Cards**
- **Printing of Lists for Use at Polling Stations**

### Polling Arrangements
- **1. Appointment of Returning Officer and Staff**
- **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
- **3. Responsibilities of Candidates once nominated:**
  - e.g. Appointment of Agents and Sub-Agents

### Training, Development of Training Material, Appointment of Polling Officials
- **Development of Training Material.**
- **Appointment of Polling Officials.**
- **Training.**

### Voter Education
- **1. Returning Officers and Staff**
- **2. Candidates and Agents**
- **3. Polling officials**
- **Prepare trainers’ guide, other relevant reading materials and trainers’ kits for simulation exercises.**

### Polling Arrangements
- **Conduct training sessions structured as follows:**
  - Function before Polling Day
  - Prior to the start of the Poll
  - Opening of the Poll
  - Count
  - Written evaluation

### Polling Day Activities
- **1. Monitor polling stations through Roving Officers.**
- **2. Ensure that arrangements are in place for transporting ballot boxes to polling stations and from polling stations after the count.**
- **3. Relaying results to the Returning Officer for the tabulation of votes.**

### Logistical Services
- **Procurement of materials for Registration application forms and other supplies; paper for voters roll.**
- **Computer 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.**

### Logistics
- **1. Voting process:**
  - Who may vote
  - Why register
  - Where to register
  - When to register
  - Voter Information Campaign Re:
  - Requirements for voting [?]

### Printed Materials
- **Printers, papers, envelopes, notice paper, etc.**
- **Delivery of furniture and voting screens to polling stations.**
- **Packaging of election materials for distribution to Returning Officers.**
- **Transportation.**

### Budget

### Personnel and Services

| Column 1 | Personnel - Goods and Services: |
| Column 2 | Personnel - Goods and Services: |
| Column 3 | Rental |
| Column 4 | Personnel - Goods and Services: |
| Column 5 | Goods - Services: |
| Column 6 | Personnel - Goods and Services: |
| Column 7 | Personnel - Goods and Services: |