

# INFORMATION BULLETIN FROM THE eCOUNTING 2022 PROJECT TEAM

*Issue 01, July 2019*

**Bulletin** – welcome to the first Bulletin aimed at informing the electoral community of progress with the project to deliver e-counting for the 2022 local government elections. Content highlighted in yellow requires you to consider taking some action, the remainder is for information only.

This has been issued to contacts utilised in the recent European Parliamentary Election. If you want anyone else in your organisation to be added to the distribution list for this project please send their contact details to [dougie.mcgregor@edinburgh.gov.uk](mailto:dougie.mcgregor@edinburgh.gov.uk)

**Governance Update** - A Project Board has been established and has approved the undernoted governance structure:

- **eCounting 2022 Project Team** consisting two members of the Scottish Government Elections team, a Project Manager seconded from local government and an EMB appointed local government liaison lead. It will project manage the exercise overall to ensure key milestones are achieved by agreed deadlines and to agreed specifications; manage project funding; maintain project documentation; planning of assurance and approval activities; principal point of contact for stakeholders.
- **User Intelligence Group – Procurement** consisting the core project team plus local government and EMB representatives, and Government procurement specialists. It will lead the procurement exercise including the evaluation of tenders; advise the SRO and Board on procurement strategy, requirements, costs, and contractual matters.
- **User Group** consisting of representatives from all 32 local authorities. It will provide input throughout the project in subject specific groups, including on user testing and areas requiring subject-matter expertise such as printing, form and process design, and other strands of work as required.
- **Technical Assurance Group** consisting of local government representatives and the project’s digital consultant from the SG. It will lead and direct all technical assurance group activities throughout the project.

Following our review of the 2017 project we would like to make the User Group more representative and invite **all** authorities to nominate an officer to the group. We don't envisage that the User Group will fulfil its role through face-to-face meetings. The nominated officer will be given an opportunity to review all key deliverables throughout the lifetime of the project. Sub-groups may be established to deal with specific workstreams e.g. Printing. Please send contact details to Dougie McGregor (contact details below).

**External Assurance:** Scottish Government has introduced a new external assurance framework for projects such as this one with a significant technology component. This is known as the Technology Assurance Framework and is owned by the Scottish Government's Digital Assurance Office (DAO). The project initiation review has taken place and produced a positive report, assessing it as Amber/Green at this stage.

**Project Manager Secondment:** There was an excellent response to the invitation circulated in June. Interviews have taken place and an offer will be made shortly to the successful applicant.

**Procurement Update** – The Procurement User Intelligence Group has issued a Prior Information Notice (PIN) and a Request for Information (RFI) from industry and the market place on a range of topics including contract duration, scope and type of contract, by-elections, and innovation. Two Open Days were convened with nine companies attending, and these sessions provided a lot of useful information.

**For more information on any aspect of the project please contact a member of the Project Team:**

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**Local Government Liaison:** Dougie McGregor ([dougie.mcgregor@edinburgh.gov.uk](mailto:dougie.mcgregor@edinburgh.gov.uk) ; 07712 389 443)