e-Counting for the
2017
Scottish Local Government Elections

MONTHLY BULLETIN FROM THE PROJECT TEAM
Issue 02, 6th November 2015

FOR INFO.	• **Bulletin** – this is the second Bulletin aimed at informing the electoral community of progress with the project to deliver e-counting for the 2017 local government elections. • As this project develops, further Bulletins will be issued regularly by the e-counting Project Team, whose contact details are on the following page.	

FOR RESPONSE	**USER TRIALS SESSIONS – JANUARY 2016**
	
	• The e-counting supplier CGI, in partnership with IDOX, are in the process of establishing a Count Centre at Pentland House, Edinburgh to:
	
	   a) before Christmas, conduct a series of structured technical tests to demonstrate that the e-counting system for 2017 is fully compliant with the specification of requirements, and
	
	   b) early in the new year, allow authorities to familiarise themselves with the system. This will provide an opportunity to provide feedback which may lead to limited revisions to the supplier's e-counting solution.
	
	• This Bulletin seeks your feedback on how, and to what extent, you wish to participate in the User Trials which are scheduled to take place within Pentland House over a three week period commencing on **11 January 2016**.
	
	• The 2017 e-count system will essentially be the same system as was used in 2012 and which has been used subsequently for all electronically counted by-elections. For that reason, it is not the intention that the January 2016 User Trials will be a full training session. Over one third of authorities, and indeed 7 out of the 8 largest authorities, have utilised the system for by-elections in the last twelve months. Therefore, many Returning Officers and election teams will already be very familiar with the e-counting system.
	
	• So, the intention is that the User Trials should allow Council election staff to review the e-counting system, re-familiarise yourselves with it and provide the supplier team with some feedback. We are planning to run the User Trials event each day for 3 weeks from w/c 11 January. The day will likely last from around 10 am to 3.00 pm. The kind of workshop/ presentation sessions which are being considered for inclusion are:	

- **Presentation of a small-scale count, demonstrating the operation of the whole e-counting system.**

- **Presentation/ discussion on Reports generated by the system.**

- **Presentation on e-counting Project Timetable and key dates.**

- **Feedback Session.**

- We see the User Trials as being an ideal opportunity for new staff within your core election teams to acquaint themselves with the system. Detailed training on each of the key roles will, however, be provided much nearer the date of the May 2017 election.

- We recognise the competing pressures on ever-declining staff resources, and the potential impact of adverse weather in January, but hope that you will take the opportunity to be represented at the trials. Lunch and other refreshments will be provided. Parking facilities are available.

- Please complete the attached pro-forma and return it to Dougie McGregor c/o The Electoral Management Board for Scotland at dougie.mcgregor@edinburgh.gov.uk. Please telephone Dougie on 07712 389 443 if you feel a discussion would be helpful.

For more information please contact a member of the <u>e-counting Project Team</u>:

Project Manager: **Alex Mowat** (alex.mowat@gov.scot; 0131 244 0586)
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Local Government Liaison: **Dougie McGregor** (dougie.mcgregor@edinburgh.gov.uk ; 07712 389 443)
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User Trials – January 2016

1.   Name of Council: _____

2.   Will you be attending the User Trials?   YES/NO (delete as appropriate)

3.   Which of the following sessions would your team find most useful:

WORKSHOP SESSION	YES/ NO
Presentation of a small-scale count, demonstrating the operation of the whole e-counting system.	
Presentation/ discussion on Reports generated by the system.	
Presentation on e-counting Project Timetable and key dates.	

4.   If there are any different kinds of session your team might find helpful, please describe below.

5.   How many staff are you likely to bring? _____

6.   Please list the three dates which are most convenient for you in the period from 11 to 29 January 2016 in order of suitability:

1. _____
2. _____
3. _____

7.   Please list any dates in the period which are completely unsuitable for your authority _____

8.   Please provide any comments you wish the Project team to consider:

Please return to dougie.mcgregor@edinburgh.gov.uk or call 07712 389 443.