**ACTION NOTE**

**EXTRAORDINARY MEETING OF THE EMB: PLANNING AND PREPARATION FOR THE EUROPEAN PARLIAMENTARY ELECTIONS 23 MAY 2019 TELEPHONE CONFERENCE**

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| **Date** | **1 May 2019** |
| **Time**  | **1600** |

1. Note of Previous Meeting 25 April 2019 *(circulated)* ***-* Accepted as accurate**
	1. Apologies / Matters Arising – **none noted**
2. Risk Register

**Noted. Focus was on risks showing Amber. Primary concerns relate to delivery at short notice and limited funds / staffing**.

1. Governance / Process
	1. Nominations; ballot paper; UIM, Official Mark **Noted**
	2. Notices – SOPN – **position noted that SPN created in two forms. Home addresses redacted from version to be published on line.**
	3. Agents, Sub Agents, Local Sub-Agents – **notices of agents, subagents circulated; note that some parties appointing few subagents locally**
	4. Briefings for candidates/agents -  **offered to national agents. Little interest**
	5. Count Collation (*material circulated for test on 13 May*) **noted**.
2. Directions – Poll Cards now out, Postal Votes next week
3. Registration issues – SAA update – **key issue is transforming G electors into K electors and challenges of processing forms in time. Polling staff training should emphasise the need to be prepared for EU citizens who may still be G electors and thus not enfranchised for this poll.**
4. Costs
	1. Fees and Charges – **advances Fees and Charges Order made. Advances to follow when processed**
	2. Treatment of staff fees in the event of cancellation update from ECAB **– If staff appointed then “it would not be unreasonable to pay them” in the event of cancellation. CH to update LROs**
5. Integrity / Police SPOC – **update from Supt Pat O’Callaghan. Command Structure in place. No specific intelligence of threat to election**
6. Additional Guidance / support – Adjudication, Personation guidance – **discussion around hypothetical situation of voters writing “Brexit” on the Ballot Paper – as has been promoted on Social Media**
	1. Bulletins (circulated) **Noted**
7. Public Awareness – Electoral Commission, European Parliament, LROs **Noted**
8. Media
9. Legal Issues
10. AOB