

## eCOUNTING 2022

### INFORMATION BULLETIN

*Issue 03 – Friday 1 October 2021*

Welcome to the third project bulletin of 2021.

You will find copies of all Bulletins on the EMB website at [eCounting Bulletins 2022](#)

<p><b>Info</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• In addition to this being circulated to the wider election community please feel free to circulate to others in your wider teams.</li> <li>• Should you wish any additional names on the circulation list, please drop an email to Aileen Knudsen whose details are at the end of this bulletin (<i>please note change of email address</i>).</li> </ul>
<p><b>Info</b></p>	<p><b>Engagement</b></p> <ul style="list-style-type: none"> <li>• <b>Equipment Levels</b> – Thank you all for your comments on the provisional equipment levels. We are close to being able to update the provisional table to take account of recommended equipment levels based on additional testing and with proposed contingency factored in. Where possible, specific feedback will also be taken into account. We expect to be able to provide the updated figures by mid-October. Anyone who is yet to provide initial feedback is of course still welcome to do that.</li> <li>• <b>eCounting Regional Managers</b> <ul style="list-style-type: none"> <li>○ <b>Introductory Meetings</b> – 17 meetings have already taken place with the remaining meetings scheduled for next week. The meetings have been well received with the next priority being Count Centre survey/visits.</li> <li>○ <b>Count Centre Surveys/Visits</b> – Discussions are now starting to arrange initial site visit between Regional Managers and their respective councils, where premises have already been identified. As you know, the aim of surveys/visits is to start exploring the key aspects of delivery including building detailed logistics and delivery plans, and ultimately to develop all venue requirements including layout planning and technical details.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• <b>End to End System Demonstration (Online) –</b> <ul style="list-style-type: none"> <li>○ The demonstrations were well supported with <b>180</b> attendees over the 2 days. These demos talked through the eCount workflow processes in a ‘live’ environment.</li> <li>○ Following conversation during the second session about the process of how ballot paper account sheets are safely photocopied to create a duplicate, the project team would like to facilitate a working group meeting to determine what the recommended best practice is for this. We would particularly welcome those at the session who added to the debate on this subject to come forward as well as any other practitioners who have experience of copying ballot paper account sheets, or have already considered the process they will use for this. <b>Please get in touch with Aileen Knudsen to form part of this discussion.</b></li> <li>○ We are awaiting to determine if the recording of the session on 29<sup>th</sup> October was a success or not. If this recording cannot be used, a further date will be arranged for those who were unable to attend. We will update shortly on the next steps.</li> </ul> </li> </ul>
<p><b>Info</b></p>	<p><b>PRINT WORKING GROUP</b></p> <ul style="list-style-type: none"> <li>• <b>Print Material</b> <ul style="list-style-type: none"> <li>○ The Print Working Group reviewed print materials and consulted the User Group on these. Fundamentally, the Group have postal voters’ best interests at heart and also considered the following to reach their conclusions:-           <ul style="list-style-type: none"> <li>– What the legislation requires;</li> <li>– Taking account of the Electoral Commission Marking Your Mark Guidance;</li> <li>– De-cluttering documents and making them more readable for voters by reducing the amount of text and formatting;</li> <li>– Achieving consistency across documents.</li> </ul> </li> <li>○ The Project Team are grateful to the Print Working Group (made up of 12 council and ERO practitioners) for their hard work, debating and ultimately their decision making to prepare these proposed Print Materials and also those from the User Group who provided feedback and support.</li> <li>○ All print materials have now been approved by the EMB and will shortly be submitted to the Political Parties Panel for their consideration.</li> <li>○ A brief reminder that print materials include:-           <ul style="list-style-type: none"> <li>– <b>Ballots</b> - Ballot Papers, Box labels for Ballot Books, Oversized ballot papers (optional)</li> <li>– <b>Postal Vote Packs</b> – Envelopes, Instructions to Voters, One-piece mailers</li> </ul> </li> </ul> </li> </ul>

	<p style="text-align: center;">– <b>Corresponding Number Lists</b> (optional)</p> <ul style="list-style-type: none"> <li>• <b>Print Finance</b> <ul style="list-style-type: none"> <li>○ Councils should note that invoicing of print material will be managed directly with Fujitsu. <b>It is expected that invoices for all print material will be issued in May, following the election, therefore meaning financial year 2022-2023</b></li> </ul> </li> <li>• <b>Print Timetable</b> <ul style="list-style-type: none"> <li>○ The print timetable has been endorsed by the EMB and will now progress to the ERO committee on 22<sup>nd</sup> October for their approval. Following this, the timetable will be formally approved by the EMB, ready to circulate to RO teams.</li> </ul> </li> <li>• <b>Postal Vote Despatches</b> <ul style="list-style-type: none"> <li>○ It has been agreed by the EMB that 3 postal vote despatches should take place. These are factored into the print timetable which will be shared once fully approved.</li> </ul> </li> <li>• <b>EasyPrint</b> <ul style="list-style-type: none"> <li>○ The EasyPrint portal will be available in November which is earlier than planned to allow for Councils who wish to undertake early training and testing to do so. This is the portal that will be used for the upload of data and managing the print process through to proofs and production.</li> </ul> </li> </ul>
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