LOCAL GOVERNMENT ELECTIONS SCOTLAND 5 MAY 2022 (All Products)

	DAY	DATE	TIME	TASK	ACTION	COUNCIL ALERT	OWNER
JAN	MON	15 Nov	10:00	Live Election available on EasyPrint			Project Team
FEB	WED	2 Feb	*By 10:00	Envelope data confirmed - Royal Mail Licences and exact corresponding addresses and postcodes confirmed to match Royal Mail Order.			Council
FEB	WED	2 Feb	* By 16:00	Variable data confirmed – order screen confirmed and locked down	♦		Council
FEB	THUR	3 Feb	*By 15:00	Outer envelope proofs & envelope B proofs uploaded to EasyPrint			Project Team
FEB	FRI	4 Feb	*By 10:00	EasyPrint poll card / mailer proofs showing variable data confirmed	♦		Council
FEB	MON	7 Feb	12:00	Printer poll card / Mailer proofs showing variable data uploaded to EasyPrint			Project Team
FEB	MON	7 Feb	14:00	Envelope & Envelope B Proofs signed off	♦	♦	Council
FEB	MON	7 Feb	Deadline	March update registration application deadline (for 1st issue of poll cards)			ERO
FEB	TUE	8 Feb	14:00	Printer Poll Card / Mailer proofs signed off	♦	♦	Council
FEB	THUR	10 Feb	By 10:00	Revised mailer Reproofing Printer Proofs showing variable data (if required)		♦	Project Team
FEB	THUR	10 Feb	By 17:00	Printer poll card / Mailer proofs showing variable data signed off	♦	♦	Council
FEB	FRI - TUES	11 Feb – 15 Feb		Test data uploaded to EasyPrint – Ballot Book, Candidate, Absent Vote Data, data reports signed off	♦		Council
FEB	FRI - TUES	11 Feb – 15 Feb		Test Candidate proofing confirmed on EasyPrint	♦		Council
FEB	MON	14 Feb		Envelope B, Outer Envelope and Envelope A sent to Royal Mail for approval.			Project Team
FEB	THUR	17 Feb	*By 17:00	Test proofs mailer/ballot papers available on EasyPrint	♦	♦	Project Team
FEB	FRI	18 Feb		Test proofs signed off on EasyPrint	♦	♦	Council
FEB	FRI / TUES	18 Feb / 1 March		2nd Mock election if required by councils			Project Team
March	TUES	1 March	Publication	Publication of March Update			ERO
March	WED	2 March		Sample Postal Vote Statements Produced and Dispatched to all customers			Project Team
March	THUR	3 March	12:00	1st upload of poll card data to suppliers			ERO
March	THUR	3 March	17:00	1st Upload Poll Card data & sign off data report when processed (Idox)	♦	♦	Council (Idox customers)
March	FRI	4 March	10:00	1st Run Poll Card proofs uploaded to EasyPrint	♦		Idox
March	MON	7 March	14:00	1st Poll card proofs signed off	♦	♦	Council (Idox customers)
March	MON	14 March	-35	Deadline Publication (Midnight)	Publication of Notice of Election (Direction 3)			Council
March	TUE/ WED	15/16 March		1st Run of poll cards dispatched (Direction 4)	♦		Idox customers
March	FRI	18 March		Change dates in Poll Card Mailer in preparation of 2nd poll card run (if required)		♦	Council
March	MON	21 March	-30	Deadline (Midnight)	FIENA registration application deadline			ERO
March	MON	28 March		*15:00	Live Ballot book data uploaded to EasyPrint & data report signed off	♦	♦	Council

	DAY	DATE		TIME	TASK	ACTION	COUNCIL ALERT	OWNER
MARCH	TUE	29 March	-24	Deadline	FIENA application determination deadline			ERO
	WED	30 March	-23	Publication	FIENA published			ERO
				Deadline (Midnight)	SIENA registration application deadline			ERO
				After 4pm	Publish Notice of Poll	♦		Council
				After 4pm	Live Candidate data uploaded to EasyPrint	♦		Council
				By 19:00	Confirm Candidate data Proofing	♦	♦	Council
	THUR	31 March		**10:00	Deadline to Confirm Candidate data Proofing	♦	♦	Council
				13:00	Ballot paper printer proofs uploaded		♦	Project Team
APRIL	FRI	1 April	-21	12:00	Ballot paper proofs signed off	♦	♦	Council
				By 16:00	1st Upload of Absent Voter (to include all AVs approved for registered electors as at 30 March Fiena) data	♦	♦	ERO
					Data report signed off	♦		Council
	MON	4 April		12:00	Fiena poll card data upload			ERO
				By 11:00	1st Run Mailer proofs uploaded to EasyPrint for sign off		♦	Project Team
				By 13:00	2nd Upload of Poll Card data & sign off report when processed	♦		Council (Idox customers)
				By 15:00	1st Mailer proofs signed off	♦		Council
	TUES	5 April		By 10:00	2nd Poll card proofs uploaded on EasyPrint for sign off		♦	Idox
				By 14:00	2nd Poll card proofs signed off on EasyPrint	♦		Council (Idox customers)
				By 4pm	1st upload of PVMS images			ERO (PVMS)
	THUR	7 April		Deadline (Midnight)	SIENA application determination deadline			ERO
					2nd Poll cards dispatched for delivery	♦		Idox
	FRI	8 April		Publication	SIENA published			ERO
					Notification of missing images (if any)			Idox
				By 12:00	Electronic copy of ballot papers available to download from EasyPrint		♦	Project Team
	MON/ TUE	11/12 April		By 15:00	1st Live inspection boxes signed off / Site visits complete (staggered between 11th & 12th April	♦		Council/ Project Team
	MON	11 April		12:00	Interim data upload (include all AV's approved from registered electors as at 8 April Siena)	♦		ERO
				1:00	Modifications / Deletions files if applicable for PVMS customers	♦		ERO (PVMS)
				12:00	Interim Elector Data report signed off			Council
				14:00	Interim Mailer Proofs uploaded		♦	Project Team
				16:00	Interim Mailer Proofs signed off	♦		Council

	DAY	DATE		TIME	TASK	ACTION	COUNCIL ALERT	OWNER
APRIL	TUE	12 April			Interim run upload of PVMS images & missing images (if any)			ERO (PVMS)
	THURS	14 April			1st run Mailers dispatched to Royal mail (registered electors as at 30 March) (Direction 5)	♦	♦	Project Team
	FRI	15 April			Good Friday / POSTAL PACKS ARRIVING ON ELECTORS DOORSTEPS			
					Scanned copies of live inspection packs sent to councils & signed off (if required)	♦	♦	Project Team
	Mon	18 April	-12	Deadline (Midnight)	Easter Monday			
					Final election NA application deadline			ERO
	TUE	19 April	-11		Interim run – Dispatched to Royal Mail (registered electors as at 8 April)	♦		Project Team
				Deadline (17:00)	Deadline for applications to vote by post or to change existing absent vote details (eg cancellation, redirection of ballot papers etc..)			ERO
				Between 17:00 – 21:00	Third (FENA) – Upload Absent voter Data File / poll card data file	♦		ERO
					Modifications / Deletions files if applicable for PVMS customers	♦		ERO (PVMS)
				Once Processed	Sign off data report	♦	♦	Council
	WED	20 April	-10	** Deadline By 13:00	Deadline to upload 3rd run Absent Voter Data File to Idox (To ensure dispatch date of 25th April for 3rd run Postal Packs)	♦		ERO
				By 14:00	Final run upload of PVMS images & missing images (if any)			ERO (PVMS)
				**Deadline By 14:00	Deadline to sign off data report			Council
				By 15:00	Final upload Poll card data and sign off data report (if required)			Council (Idox customers)
				By 15:00	Final run Mailer Proofs uploaded		♦	Project Team
				** Deadline By 17:00	Final run Mailer Proofs signed off	♦		Council
				18:00	Final missing images reported (if any)			Idox - PVMS
	THUR	21 April		10:00	3rd run poll card proofs uploaded to Easyprint			Printer
				10:00	Final missing images uploaded			ERO (PVMS)
				** By 17:00	3rd run poll card proofs signed off			Council (Idox customers)
	MON	25 April	-7		Final live inspection box delivered and signed off / Site visit completed	♦		Council / Project Team
					3rd Upload Poll cards dispatched	♦		Idox Customers
	MON	25 April			Station/Tendered Ballot Books delivery commences (councils to be notified)			Project Team
	TUE	26 April			Final Postal Packs dispatched to Royal Mail (Direction 6)	♦		Project Team
					Continuation of Station/Tendered Ballot Book delivery (Councils to be notified)	♦		Project Team

	DAY	DATE		TIME	TASK	ACTION	COUNCIL ALERT	OWNER
MAY	TUE	26 April	-6		Final election NA poll cards issued			ERO
					Final election NA applications determination deadline			ERO
			-6	Deadline (17:00)	Deadline for applications to vote by proxy			ERO
	WED	27 April	-5		Contingency for Ballot Book Delivery (Councils be notified)			Project Team
				Publish	Final election NA published			ERO
	THURS	5 May	0	07:00 – 22:00	Polling Day			Council
				17:00	Emergency Proxy Application Deadline			ERO
				21:00	Correction of clerical errors to registers			ERO
			N/A		Rejected AV data to ERO's (strictly due to sealing)			Council

Should count date be added with Direction 7 – verification underway by not later than 9.30am on Friday 6 May 2022

** Deadline for task. Any task completed after a deadline may delay production of products.

Key to Colour of Tasks

Colour Task	Owner of Task
	Council Task
	eCounting Project Team
	ERO
	Idox Customers
	Mock Election
	Easter