

eCOUNTING 2022: FACTSHEET – COUNT REPORTS

Directions from the Convener of the EMB prescribe the eCounting system reports which should be utilised to fulfil the statutory publication requirements. However, it is a matter for each RO to use whichever reports they feel are necessary to communicate information during the Count.

This guidance note suggests an approach that ROs may wish to adopt with regard to the use of the system reports during the Count as well as outlining how all of the publication requirements are met.

Prior to the Start of the Count – Start of Election Reports

The Start of Election Reports are run prior to the Count commencing, these are the **System Readiness Report** and **Master Clear Down Report**. These should be printed and checked to ensure there is no data in the system and should be signed by the Returning Officer when satisfied.

During the Count

Registration Report – this report shows the number of ballot papers entered onto the system from the Ballot Paper Account at the Registration workstation. This report should be printed when all registration has been completed since it will allow the Registration/ Verification Operator to check the Ballot Paper Account against the number registered on the system.

Percentage Turnout Report – this report shows the electorate, the number of papers verified and the percentage turnout for each contest on a single row. The report should be printed when all boxes for a Contest have been verified to announce the turnout of the Contest.

Reconciliation Report – this report shows the number of ballot papers registered and verified for each box within a Contest. This report could be utilised to update your Verification Statement of the unused and spoilt papers with the actual number of ballot papers included in the count.

Count Reports for Each Contest

Candidates Votes Per Stage Report – The Fujitsu Manager will arrange for this report to be printed after the stages of the Count have been reviewed in private by the RO. The Count Centre Manager or RO should tell the Fujitsu Manager how many copies they require. It shows the total number of ballot papers received for a Contest, the number of valid papers, the number of positions to be filled and the electoral quota. Each stage of the Count is presented on an A4 sheet and ROs may wish to use this report to explain the

calculation of the quota, calculation and treatment of surpluses, transfers and the process of excluding candidates to the candidates and agents. ROs may alternatively choose to go through the Count stages on screen with candidates and agents and provide a copy of this report to the candidates and agents to follow during the explanation of provisional results.

Declaration of Results Report – this printed report contains all the information required to comply with the Convener’s Direction and achieve a consistent approach to the Declaration process. A copy of this may be given to the candidates and agents to follow during explanation of the provisional results. The Fujitsu Manager will arrange for the printing of this report and the RO or Count Centre Manager should tell them how many copies they require.

After each declaration, you will receive a USB device for each contest (unless an alternative arrangement for your Count has been agreed, such as emailing the reports to a nominated member of Council staff) which contains PDF copies of the **Candidates Votes Per Stage Report and the Declaration of Results Report** for that Contest. In line with the Direction, **these reports should be published as soon as practical following the declaration of results.**

End of Election Reports

On completion of all Contests, the Fujitsu Manager will run the **End-of-Election** reports, which are then copied onto 2 separate secure portable drives for use by the Council. The Count Manager liaises with Fujitsu beforehand to set up the different passwords. These drives will contain the following folders

- **Reports-For-Publication**
- **Preference-By-Ballot-Box-Easyprint-Upload (zipped)**
- **Reports-For-Council-Use-Only**
- **All-Contests-reports-for-council-use-only**
- **National-Results (zipped)**

Reports to be Published after Completion of all Contests

The Directions from the Convener of the EMB prescribe the eCounting system reports which should be utilised to fulfil the statutory publication requirements. **The reports that require to be published as soon as possible after completion of all Contests are:**

- **Candidate Votes Per Stage**
- **Declaration of Results**
- **Preference Profile (.blt file)**
- **Transfers**
- **First Preference**
- **Preference Summary**

All of the above reports are contained in the **Reports for Publication folder**, grouped by Contest.

Preference-By-Ballot-Box-Easyprint-Upload (Zipped) Folder

The **Preference by Ballot Box** reports are contained in this separate folder. It contains a .csv file for each Contest. This zipped folder must be uploaded to Easyprint to ensure each Ballot Box has more than 200 ballot papers. If a Ballot Box has less than 200 ballot papers it must be merged before it is published. The instructions on how to do this will be made available well in advance of the elections. On completion of the Easyprint check, the pdf reports can be downloaded and published with the rest of the required statutory reports. **The Preference by Ballot Box reports must be published within 7 days of the election.**

Reports-For-Council-Use-Only Folder

This folder will contain a separate sub-folder for each Contest containing reports for Council use only, these reports are **not for publication** (see folder structure above):

- **00SG-Name-Ward-reports-for-council-use-only (Folder Name)**
- **Ballot-Images-Reference (zipped)**
- **Ballot Paper Audit Report**
- **Cast Vote Audit Report**
- **Rejected Ballot Papers Report**
- **Result Script**

All-Contests-reports-for-council-use-only Folder

This folder will contain the following reports, each of which has detailed data for all Contests contained within a single report:

- **Adjudication Report**
- **Audit Report**
- **Percentage Turnout Report**
- **Reconciliation Report**
- **Registration Report**
- **Scanning Report**

National-Results (zipped) Folder

This folder will contain data required by Scottish Government for the compilation of National Results. You are not required to do anything with this as the Fujitsu Engineer will upload this to the National Results data team, it is only for your own records.