**Registration/Verification Operator – Helpful Documents/Information**

**Aims**

* Identification of documentation/information to assist Registration/Verification Operators
* Preparation of this documentation in advance of Poll and eCount
* Preparation of documentation at close of poll in preparation for eCount commencing
* Lists/Awareness of documentation/information held by the Registration/Verification Operators for use by RO/DRO/Count Centre Manager should the need arise.

**Documentation/Information prepared Pre-Poll/eCount**

This documentation is **useful** for each Ward:

* Polling Scheme in full for each Ward
* List of shared polling places ie more than one Ward per Polling Place
* Order of Count ie which Ward is first, second, etc
* Notice of Election Agents (provides awareness of Candidates/Agents for each Ward)
* List of eCount Staff – highlighting Scanning Supervisors and Marshalls
* Ballot Paper Account Folder(s) for each Registration/Verification workstation (including Postal Votes) – clearly labelled folders ready for adding Ballot Paper Accounts
* Tray to contain manual entry wallet to be passed to RO once entered
* Tray to contain manual entry wallet to be entered
* Rescan labels
* Registration/Verification Operators Crib Sheet/Aide Memoire (prepared and circulated by EMB)

**Documentation/Information prepared following Close of Poll/on eCount day**

This documentation is **required** for each Ward:

* Ballot Paper Account Folder(s) for each Registration/Verification workstation with Postal and Polling Station Ballot Paper Accounts added in same order as Counts
* Verification Sheet with unused Ballot Paper Information complete – Used ballot paper totals to be added on completion of verification for each Ward.
* Recorded discrepancies/issues from the Unused Ballot Paper Opening process.
* Recorded discrepancies/issues from the Ballot Box Opening process.
* Registration Report – run for each Ward on completion of Registration for that contest to allow a check against the Ballot Paper Accounts and what’s in the eCount system. Suggest printing 2 copies and keeping a copy at the Registration/Verification Operators workstation.
* Print the Percentage turnout report once verification is complete for a ward for Candidates/Agents should they wish a copy of this.

Electoral Management Board for Scotland

April 2022