

Count Centre Manager (CCM)

Role Objective: To manage all stages of the Count process. Overall delivery of the electronic count, escalation management and direct interface with the Returning Officer and Fujitsu Manager.

CCM Authorisation

- Only the CCM can authorise the verification of Ballot Boxes with zero ballot papers scanned and differences of >20 and <-20.
- You should investigate and discuss the issue with the Verification Operator or other colleagues.
- Never accept a discrepancy unless you are certain there is a good reason for doing so.
- **Login** and add a comment explaining why you are accepting a zero ballot box or a large discrepancy. Your comment will appear in system reports.
- You may also be asked to authorise:
 - The addition of a ballot Box.
 - The entry of Ballot Box containing no ballot papers at Registration.

Management Screen *(provides an overview of progress)*

- Select **Mgmt** tab at the top of the screen.
- To drill down the details of a Contest, click on the **Contest** row to open the **Details** window.
- This will provide you with finer details of progress and allow you to decide on appropriate action.
- Manage your resources at the eCount using this screen.
- Instruct staff on areas where particular action is required.
- Keep the RO/DRO informed of progress.
- Determine when all processing required to run the Count is complete.

Count

- A Count can only be run after the successful completion of a **Pre-Count check** to confirm that all ballot papers have been processed and all steps have been completed in the system. You should ask the Fujitsu Manager or Fujitsu Engineer to perform these checks.
- Review the Count first in private with your RO/DRO:
- Click on the **Contest** button at the top left of the screen
- Select appropriate **Contest** and click **OK**.
- The **Count** tab should be enabled; click on the tab and the Count Screen will be displayed.
- Click on **Next Stage** button.
- Continue to click the **Next Stage** button to move through each stage, noting candidates being elected (highlighted in green) and candidates being excluded (highlighted in orange) until all vacancies have been filled.
- Advise the Fujitsu Manager how many copies of the **Declaration Report and Candidates Votes per Stage Reports** you require to be printed for Candidates/Agents.
- The RO/DRO will determine how the Contest results are discussed with candidates and agents.

Progress Screen - Displaying appropriate Contests

- This screen provides overall summary of progress of each individual Contest.
- The CCM should decide which contests are shown on this screen.

First Preference Screen – Displaying appropriate Contests

- First Pref screen shows all candidates and their first preference votes only.
- A vertical line will show the provisional quota once all ballot boxes for a Contest have been verified.
- The CCM should decide which contests are shown on this screen.