



TALLY AND RESULTS PROCEDURES

National Electoral Commission – Sierra Leone
12040479
PARLIAMENTARY ELECTIONS 2018
Constituency 26

Choose **ONLY ONE (1) CANDIDATE** and put a mark inside the box next to the candidate of your choice.

CANDIDATE	MARK
MITCHELL NICOLE	<input type="checkbox"/>
MENSAHNO JOHN	<input type="checkbox"/>
SAYDEE SYAMAR	<input type="checkbox"/>
GALBRAITH ANSU	<input type="checkbox"/>
CORNFIELD JOHN	<input type="checkbox"/>
CHESSEN EDWARD	<input type="checkbox"/>
JONES DAVID	<input type="checkbox"/>
KOMU LOME	<input type="checkbox"/>
RIVERS DORIS	<input type="checkbox"/>

Presidential

Parliamentary

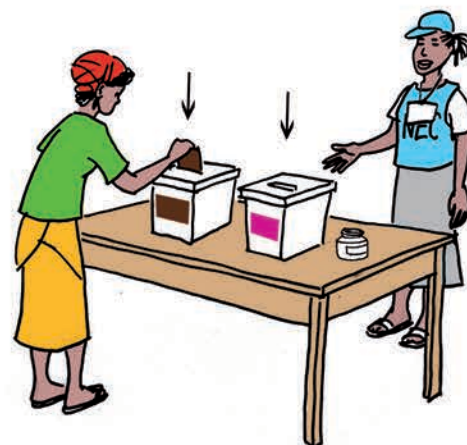
National Electoral Commission – Sierra Leone
1207234
LOCAL COUNCIL ELECTIONS 2018
Councilor (single-member ward)
COUNCIL OF LEADERS – Ward 23

Choose **ONLY ONE (1) CANDIDATE** and put a mark inside the box next to the candidate of your choice.

CANDIDATE	MARK
CHESSEN EDWARD	<input type="checkbox"/>
CORNFIELD JOHN	<input type="checkbox"/>
GOTOMO ELISABETH	<input type="checkbox"/>
HARRISON PAUL	<input type="checkbox"/>
KOMU LOME	<input type="checkbox"/>
MITCHELL EDDY	<input type="checkbox"/>
RICHARDS PAULINE	<input type="checkbox"/>
SMITH JERRY	<input type="checkbox"/>
WALLACE CHARLES	<input type="checkbox"/>

Chair/Mayor

Councillors



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Tally and Results Procedures

Overview

The National Electoral Commission (NEC) of Sierra Leone is the institution established by the 1991 Constitution to be the sole authority in charge of preparing and conducting all public elections in Sierra Leone.

On 7 March four types of elections will be conducted:

- i. Presidential election
- ii. Parliamentary elections (conducted in 132 constituencies)
- iii. Chairperson/Mayor elections (conducted in 22 localities)
- iv. Councillors' elections (conducted in 446 wards, out of which 12 are multi-member wards)

Polling and counting will take place in 11 122 polling stations established across Sierra Leone. Immediately following the conclusion of voting, the count for each ballot box will take place in the polling station in the presence of candidate and party agents and accredited electoral observers. These results will be entered onto a Reconciliation and Results Form by the Presiding Officer. A set of Reconciliation and Results Forms – one for each election – is then sealed into a tamper-evident envelope.

The processes to be followed during polling and counting are detailed in the NEC Polling and Counting Procedures Manual.

The tamper-evident envelopes are collected by the Polling Centre Manager for forwarding to the NEC District Office, from which the envelopes are forwarded to the Regional Tally Centre for the region – in either Bo, Kenema, Freetown, Makeni or Port Loko. **Envelopes arrive sealed at the Regional Tally Centre – they are not opened by the Polling Centre Manager or the NEC District Office.**

The NEC Regional Tally Centres will handle the data entry and checking for all Reconciliation and Result Forms under the supervision of NEC Regional and District Returning Officers. These officers then forward results to the National Returning Officer in Freetown.



At the Regional Tally Centres the trained staff follow these procedures to data enter the information written on the Reconciliation and Results Forms into a results database. All forms undergo double blind data entry, which allows for the comparison of both entries, and quality control before the data is captured in the results database. Several checks and form reviews are part of the process to ensure accuracy and legitimacy.

Accredited observers and party/candidate agents may follow all data entry centre operations.

1. The Regional Tally Centres

1.1 Regional Tally Centre locations

Region	Tally Centre location
East	Kenema District Council Hall, Maxwell Khobe Road, Kenema
South	Bo District Council Hall, Sewa Road, Bo
North	Makeni City Hall, Station Road, Makeni
Northwest	Port Loko District Council Hall, Port Loko
West	NEC Warehouse, 15 Industrial Estate, Wellington

1.1.1 Hours of operation

Regional Tally Centres will commence operations on 7 March. The centres are open for inspection by candidate/party agents and accredited observers before opening day during regular working hours 08:00-17:00.

The Regional Tally Centre will commence operation at 17:00 hours and will function on a 24 hour basis until the data entry process is completed.

1.1.2 People authorised to enter the Regional Tally Centre

Access to the Centres is controlled by NEC staff at each Centre. All authorised persons must sign in at the RTC Observer and Agent Accreditation desk each day. A guard is posted at all times at the entry of the Centres and will only allow persons with valid accreditation badges to enter.

People authorised to enter:

- NEC staff member displaying NEC badge;
- NEC technical advisors displaying NEC badge;
- Accredited agents of political parties and independent candidates displaying NEC badge;
- Accredited national and international electoral observers displaying NEC badge;
- Accredited members of the media displaying NEC badge;

Sierra Leone Police or other Security Officers assigned to the Centre may only enter upon the request of the NEC Regional Chief.

When there is overcrowding, or in the case of security concerns, the NEC Regional Chief and the Shift Managers may impose additional measures to control the number of observers and political party agents present. This may include limiting the presence to one person per observer organisation and/or one agent per party or candidate.



1.1.3 Restrictions on items allowed into the Regional Tally Centre

Security officials check all staff and authorised persons on entry and exit from the Centres.

No staff member or authorised person may bring pens, computers, USB/flash drives, CDs, mobile phones, tablet computers, cameras or any item that can be used as digital storage into the centre. Such items must be checked in upon arrival at the centre. The NEC can not accept responsibility for items deposited at the centre.

NEC will allow certain NEC staff and NEC advisors to bring such items into the Centre; this authorisation will be given by the NEC Regional Chief.

The Centre will use its own pens and stickers, with particular colours assigned to different functions.

1.2 Authorised persons

1.2.1 Observers and Agents

Accredited observers and candidate/political party agents ('agents') have the right to observe the entire process of the tabulation of results.

Observers and agents check in at the Observer and Agents Accreditation Desk. The NEC Observer Facilitator registers the name, organisation/candidate/political party, time, badge code and asks the Observer or Agent to sign the log book. Only observers and agents with NEC badges may observe within the Centre.

	Name	Organization/ Political Party	Badge code	Check in	Signature	Check out	Signature
1	Benedek Elek	Long Life	43	10:30			
2							

Every observer and agent visiting for the first time will be offered a briefing at which the NEC Observer Coordinator explains the stages of the process, the layout of the Centre and the do's and don'ts.

The Observer Coordinator will also explain to observers and agents the information sources available to them at the Regional Tally Centre, including projection of progressive, district and regional level reports and so forth.

Do's

Observers and agents have the right to observe every part of the tally process in the Centre. They have the right to ask questions concerning the on-going process to the Observer Facilitator.

Observers and agents are allowed to move around in the area designated for them.

Don'ts

Observers and agents are not allowed to bring pens, USBs, CDs or phones into the Centre; such items will be checked in upon arrival at the centre and kept at the Observer Accreditation Desk. NEC can not take responsibility for these items, so observers and agents are advised not to carry them to the Regional Tally Centre. Observers and agents will be able to use a pencil to make notes.

The observers and agents are not allowed to touch any of the materials in the Centre or communicate directly with NEC staff apart from Observer Coordinators and Observer Facilitator. Cordon/barrier tape is used to mark the areas where observers can walk.

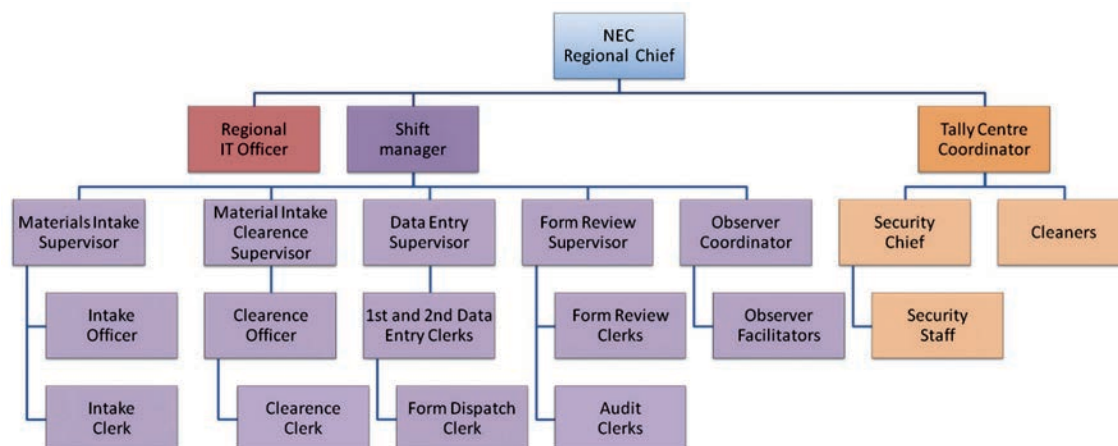
1.2.2 Media Representatives

Media representatives receive a NEC badge upon presenting their accreditation badges, and Observer Facilitator registers their data to the Log Book. They are allowed to photograph the processes as long as they do not capture images of voting information. Media representatives must not disrupt the work of the tally centre and may not record audio.



2. Regional Tally Centre Staff

All Regional Tally Centre staff work under the supervision of the Regional Returning Officer, who is an Electoral Commissioner.



2.1 Regional Returning Officer

The NEC Regional Returning Officer has overall responsibility for the Regional Tally Centre, but this will usually be delegated to the NEC Regional Chief. The Regional Returning Officer must certify the regional summary of results and supply copies to the National Returning Officer and any observer or political party/candidate agents present in the Centre.

The Regional Returning Officer will order recounts of ballot boxes when indicated by the procedures. The Regional Returning Officer has responsibility to receive recommendations from the NEC Regional Chief as to the inclusion or exclusion of Polling Station results following audit processes in the District Election Office or the Regional Tally Centre. The Regional Returning Officer and National Returning Officer have the authority to exclude the results from a polling station from the calculation of the final result.

2.2 NEC Regional Chief

The NEC Regional Chief has the overall responsibility for managing the Centre. The NEC Regional Chief is a permanent NEC staff member who is responsible for the establishment of the Centre, the management of the staff and overall functionality of the centre during the tabulation process. The NEC Regional Chief acts as key advisor to the Regional Returning Officer.

The NEC Regional Chief is available to respond to complex agent or observer queries and to resolve complaints if requested to by the Observer Coordinator.

The Regional Chief works closely and coordinates with NEC headquarters, and submits a report on the status of the Centre and its tallies on a regular basis.

As the Centre will be working 24 hours an Acting Chief will be appointed for any period when the Regional Chief leaves the Centre and this will be announced to those present.

2.3 District Returning Officer

The District Returning Officer (a position held by the NEC District Election Officer) has overall responsibility for ensuring that all of the result forms for their Districts arrive at the Data Entry Centre in good order. He/she coordinates with the District Election Office and Ward Coordinators to follow up the status of materials. He/she works closely with the Centre Intake Clearance Supervisor during the intake process and Form Review Supervisor and as necessary orders follow up of cases in the District office.

The District Returning Officer has the responsibility for supervising the data entry process and must be continually aware of the status of the forms from his/her district.

The District Returning Officer assures that all audit cases are investigated and writes and submits the report to NEC Regional Chief. If so ordered by the Regional Returning Officer, the District Returning Officer will instruct their staff to conduct a recount. The District Returning Officer can delegate some of their tasks to the Assistant Returning Officer (Assistant District Election Officer), who will remain in the District Office.

The District Returning Officer must certify the district summary of results and supply copies to the Regional and National Returning Officers and any observer or political party/candidate agents present in the Centre.

2.4 Tally Centre Coordinators

The Tally Centre Coordinator is responsible for the establishment of the Centre under the supervision of the Regional Chief. He or she is responsible coordinating the setup of the Centre before polling day and managing movement of staff during the Centre setup. During the tallying of results, the Coordinator manages the non-results management staff such as security personnel and cleaners. He/she manages all non-results management activities and equipment and systems such as ensuring working, functional generators, toilets, air conditioning etc. He is also responsible for managing the parking arrangements at the facility, and managing access control with the security personnel.

2.5 Regional IT Officer

The Regional IT Officer is responsible for establishing and maintaining the IT infrastructure, database and software. He/she also ensures a flow of information is available for observers and agents through projected images. He/she is responsible for accurately printing result summaries for District Returning Officers, the NEC Regional Chief and Regional Returning Officer.

The Regional IT officer has the overall responsibility to assure that all the data entry system is functional and responds to any occurring IT related problems, in coordination with NEC HQ colleagues.

As the Centre will be working 24 hours there will be an Acting IT officer for any period when the Officer needs to leave the Centre.

IT Assistant: focuses on keeping computers working, fixing cables and plugs when necessary, and ensuring IT infrastructure works.

Shift Managers are responsible for the management of one of the three shifts in the Centre. They manage all Centre staff during the shift, including Material Intake, Clearance, Data Entry, Form Review, Audit, Archive, and oversee the work of the Observer Coordinator. They oversee the data entry and movement of all forms through the centre and report directly to the NEC Regional Chief.

Area Supervisors work one per shift for each of the following areas of the tally process: Materials Intake, Materials Intake Clearance, Data Entry, Form Review and Audit, and Observer Coordination. Each Supervisor will be responsible for the conduct of the staff and the safeguarding and processing of the sensitive materials within their specific area of responsibility. They will report directly to the Shift Manager.

Intake Supervisor is responsible for a proper and accurate intake process of the Reconciliation and Result Forms in their sealed envelopes. The Intake supervisor works closely with Clearance Supervisor in relation to any queried envelopes or forms. He also works in close cooperation with the Data Entry Supervisor to assure of the flow and tracking of the forms processed. He/she also assure that the physical flow of the forms is following the procedures.

Intake team: Intake Officer and Intake Clerk. They are responsible for intaking the results form, accurately entering it into the IT system, and indicating to the Intake Supervisor if a problem is occurring during the process. The team is responsible for ensuring that all received material is logged. They work closely with District Returning Officer or designated District officer during the intake process.

Data Entry Supervisor is responsible for managing the data entry of the Reconciliation and Results Forms. He/she makes sure that all received form are entered by a Data Entry 1 Clerk and a Data Entry Clerk 2, and that information from the forms is entered into the data entry system in an accurate manner. Data Entry Supervisor reports to the Shift Manager.

1st Data Entry Clerks are responsible for the 1st data entering and processing of the forms by NEC procedures.

2nd Data Entry Clerks are responsible for second data entering of the forms that had previously undergone 1st Data Entry.

Form Dispatch Clerk will be assisting in the processing of sensitive electoral material received at Centre, in particular for its movement within the Data Entry Area.

Form Review and Audit Area Supervisor is responsible for ensuring that forms with any discrepancies, mismatches and irregularities are correctly acted upon, recorded and reported.

Form Review Clerks are responsible for correcting the entry of those Reconciliation and Result Forms that 1st Data Entry or 2nd Data Entry Clerks entered incorrectly. He/she ensures the correct entry of information from the Reconciliation and Result Form.

Audit Clerks are responsible for working on Reconciliation and Result Forms which were sent to audit after the data entry process, because of irregularities and required further internal audit.

The Observer Co-ordinator is responsible for assuring that only authorised persons access the Centre and that they are correctly logged in. He/she is primarily responsible for informing observers and agents about the process of the Centre and answer to their questions. He works closely with Centre Coordinator. He/she refers matters to the NEC Regional Chief in case of complaint or complex query from agents and observers.

Observer Facilitators are responsible for providing information and support to the Observers and Party/Candidate Agents.

3. Procedures at the District Office: Between Polling Station and the Regional Tally Centre

TEEs received from the Polling Stations are not opened at the NEC District Office. The TEEs – along with all other materials from the stations – is received and put through an intake process at the District Office. This establishes a chain of custody of the materials and allows for checking at the office closest to the Polling Station, in the presence of the Ward Coordinator. Agents and observers can witness the District Office intake.

The packing process at the polling station and the details of how all materials are to be packed are contained in chapter five of the Polling and Counting Procedures Manual.
The processes to be followed during intake process at the District Office are detailed in the NEC Material Retrieval Operational Instruction.

3.1 Possible irregularity: TEE appears to have been opened or otherwise tampered with

During District Office intake, the District staff will check each TEE that is not sealed in a ballot box to confirm that the TEE is properly sealed and has not been tampered with.

If the TEE appears to have been opened or otherwise tampered with – including a partial opening of the TEE – then the District Staff will report it to the District Returning Officer or Assistant Returning Officer, whichever is present.

The District Returning Officer or Assistant Returning Officer should still send the TEE in question to the Regional Tally Centre, but only after investigation has been performed and a written explanation provided in writing and signed by the District or Assistant Returning Officer. This written explanation will be sent with the TEE to the Regional Tally Centre. To compile the explanation the District Returning Officer may interview the Ward Coordinator, Polling Centre Manager or Presiding Officer; read the Polling Station journal for incidents; have District staff study the Register of Voters to check the number of the signatures/ thumbprint and their uniqueness; or check the number of used and unused ballots.

The District Returning Officer's written explanation will be accepted or rejected by the NEC Regional Chief and agents and observers present notified of this decision.

Indicative explanations

Explanation outcome	Action to be taken
District Returning Officer can explain, supported by witnesses, the damage to the TEE and when fully opened the TEE contains four official RRFs.	Accepted RRFs are sent to data entry process.
Damage to TEEs and/or RRF is not supported by an explanation acceptable to NEC Regional Chief and/or Regional Returning Officer	District Office sends TEE3 to Centre for processing and data entry as per procedures.
	If TEE3 is not found or is damaged, the carbon copy of RRFs sealed in TEE6 at the District Office should be sent.
	If no copies of the RRF available, then a recount of ballot papers is done following the procedures in presence of agents and observers. A new RRF will be produced at the District Office and send to Regional Tally Centre.
Damage to TEEs and/or RRF is not supported by an acceptable explanation and the original polling materials are not present in the District Office.	The TEE and/or RRFs are sent to the Exclusion Area of the Tally Centre for decision by Regional Returning Officer.

4. Procedures at the Regional tally Centre

4.1 Material Intake

4.1.1 Materials Intake

District Election Officers are responsible for arranging the safe delivery of Tamper Evident Envelope Number 1 (TEE1) from each polling station to the Centre. TEEs should arrive in secure ballot boxes, bundled per Polling Centre, accompanied by a completed Material Transfer Form (MTF).

TEE1 contains the Results and Reconciliation Forms for all elections in the polling station. The station also sends TEE2 to the National Returning Officer and TEE 3 to the District Returning Officer: these envelopes contain carbon copies of the forms received at the Centre.

Upon arrival of the material from each District, the Intake Team checks:

- That the seal numbers of the ballot box/materials transfer box is matching with the accompanying MTF.
- Announces seal numbers to any agents and observers present
- If the seal number match the MTF then the Intake Team opens the box
- The team counts the TEEs inside the box and checks the number against the MTF
- The team checks the polling station codes against the codes recorded on the MTF
- Signs the MTF to confirm receipt of the TEEs listed on the MTF
- Inspects each TEE to ensure that it not been opened, damaged or tampered with in any way
- Intake Clerk registers the TEE in the database by use of the polling station code

IT step: Registering a TEE that is in good order

The screenshot shows a web browser window with the URL `192.168.1.125/Elections/MaterialTracking.aspx`. The page title is "Bo District - MATERIAL TRACKING". Below the title, it says "Start by entering a Polling Centre and Polling Station number (PC-PS)". There is a navigation bar with links: "Login", "Home", "Material Tracking", and "Contact". On the right, it says "Welcome DE1@192.168.1.199! Log Out". The main form has several dropdown menus: "Region" (with "(Please Select)" as the current selection), "District", "Constituency", and "Ward". Below these, there are input fields for "Polling Centre" and "Polling Station", with a "Search" button next to them. The "Polling Station" field contains the value "11001-1".

- Click on the “TEE OK” button

When the TEE is registered, the Team:

- Carefully opens the TEE
- Checks for the presence of the correct number and type of Reconciliation and Results Forms (RRF) for the polling station: one each of RRF1, RRF2, RRF3 and RRF4a or RRF4b
- Checks the codes on each RRF and confirms that all RRFs belong to the correct and same polling stations
- Reads out the serial number on each RRF for agents and observers present,
- Enters the serial number of the RRF to the allocated space
- Checks that all required fields on the form are completed

IT STEP: Register in the database the presence and completeness of each RRF

Type	Polling Centre	Polling Station	Present	Filled In	Time Received	Audit	Time Audited	Excluded	Time Excluded	Archived	Time Of Archive	Status	Action	Time Of Sync
RRF1-Presidential	11001	1	<input type="checkbox"/>	<input type="checkbox"/>		No		<input type="checkbox"/>		<input type="checkbox"/>		New		
RRF2-Parliamentary	11001	1	<input type="checkbox"/>	<input type="checkbox"/>		No		<input type="checkbox"/>		<input type="checkbox"/>		New		
RRF3-Mayor	11001	1	<input type="checkbox"/>	<input type="checkbox"/>		No		<input type="checkbox"/>		<input type="checkbox"/>		New		
RRF3-Chairperson	11001	1	<input type="checkbox"/>	<input type="checkbox"/>		No		<input type="checkbox"/>		<input type="checkbox"/>		New		
RRF4-Councillor	11001	1	<input type="checkbox"/>	<input type="checkbox"/>		No		<input type="checkbox"/>		<input type="checkbox"/>		New		

Once registration has taken place and been saved the Intake Officer:

- Places the Presidential RRF (RRF1) on the 'Ready to send to 1st Data Entry' tray
- Staples the RRF2, 3, and 4 together and place on the 'Waiting' tray

NEC has decided that Presidential Reconciliation and Result forms (RRF1) will be prioritised for data entry. Parliament, Chair/Mayor and Councillors' RRFs will still be registered and then stored in a secure manner. When the 'waiting' trays are full the Intake supervisor will transfer waiting RRFs to an empty ballot box. When a ballot box is full it will be sealed. He/she will record the seal numbers and place the form inside the ballot box before sealing the ballot box and announcing seal numbers to agents and observer. These ballots boxes will be kept in the temporary storage area, sealed and locked until the Presidential election RRF forms data entry process is completed.

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Once the tray is full, the Intake Clerk takes the two trays and shelves them appropriately on the Temporary Storage Area 1 corresponding shelf.

4.1.2 Intake irregularities

Any irregularities during any step of the intake process will be brought immediately to the attention of the Intake Supervisor.

Possible irregularity: missing TEEs

When a polling station code is listed on the Materials Transfer Form, but there is no corresponding TEE with that polling station code.

This issue cannot be solved in the Centre; therefore, the Clearance Supervisor takes this case. He/she contacts the District Office and follows up the case until it is solved by a TEE containing RRFs arrives at the Centre.

At the District Officer, the staff will work to locate the missing TEE by checking other materials from the polling station and centre. If they cannot find TEE1, then the District Office copies (TEE3) will be sent to the Regional Tally Centre for data entry.

Possible irregularity: TEE does not have a polling station code on it

In such a case, the Intake Supervisor will open the TEE carefully and extract the RRFs and check the polling station code on every RRF.

If all RRFs belong to the same polling station code, the Intake Supervisor instruct the Intake Clerk to register the TEE and the RRFs in the database as above.

If the polling station number cannot be confirmed the TEE will be referred to the Clearance team.

Bo District - MATERIAL TRACKING

TEE loaded for PC11001-PS1 NO RRF are present

Welcome DE1@192.168.1.199! [Log Out](#)

Region: South
 District: 11 ~ Bo
 Constituency: 88
 Ward: 264
 Polling Centre: 11001 ~ U.M.C Kulanda Town, Njia/Kulanda To
 Polling Centre - Polling Station: 11001-1

Buttons: Polling Station NOT Opened, Polling Station EXCLUDED, Search

Type	Polling Centre	Polling Station	Present	Filled In	Time Received	Audit	Time Audited	Excluded	Time Excluded	Archived	Time Of Archive	Status	Action	Time Of Sync
RRF1-Presidential	11001	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		No		<input type="checkbox"/>		<input type="checkbox"/>		New		
RRF2-Parliamentary	11001	1	<input type="checkbox"/>	<input type="checkbox"/>		No		<input type="checkbox"/>		<input type="checkbox"/>		New		
RRF3-Mayor	11001	1	<input type="checkbox"/>	<input type="checkbox"/>		Absent		<input type="checkbox"/>		<input type="checkbox"/>		New		
RRF3-Chairperson	11001	1	<input type="checkbox"/>	<input type="checkbox"/>		Data Missing		<input type="checkbox"/>		<input type="checkbox"/>		New		
RRF4-Councillor	11001	1	<input type="checkbox"/>	<input type="checkbox"/>		Duplicate		<input type="checkbox"/>		<input type="checkbox"/>		New		
						Incorrectly Amended		<input type="checkbox"/>		<input type="checkbox"/>		New		
						Form Review Not Passed		<input type="checkbox"/>		<input type="checkbox"/>		New		
						Other		<input type="checkbox"/>		<input type="checkbox"/>		New		

Buttons: Save

Possible irregularity: TEE can not be registered because database has polling station marked as already registered.

This case will be referred to the clearance team who will retrieve the already registered RRFs and check where the problem is. Possible outcomes:

- the handwriting is correct but a mistake was made during the intake entry – coordinate with Regional IT and correct the mistake by re-setting the polling station and then registering the TEE and RRFs correctly
- Both TEEs and RRFs have the same polling station code, the Master PC/PS list will be used to and checks made on the name of the location, ward number etc. to work out the correct code and change the Form accordingly. Changes on the form can be made only with a green pen.
- Two TEEs have been sent from the same polling station. Identify which is TEE1 and set aside other TEEs for return to District Office.

Possible irregularity: TEE2 or TEE3 delivered instead of TEE1

In this case the Clearance Supervisor will check and if the TEE is legitimate and RRFs readable he/she will sign it with a green pen, with date and send to data entry process. If the copy is not readable, then District Office will need to be contacted and ask for an original form.

Possible irregularity: missing RRFs - there are not 4 RRF

The Intake supervisor will:

- Instruct the Intake Clerk to register the existing RRFs in the database as "Present."
- Instruct the Intake Clerk to register the missing RRFs and select "Absent" from the drop-down menu.

- If the Presidential RRF is present, then Intake Supervisor sends it to be data entered.
- The remainder set of RRFs (or empty TEE if no RRF present) need to be sent to Clearance Team, and the team will follow up with District Office in order to receive all the RRFs from that particular polling station. Clearance team contact the District Office and request a search and/or copies of the missing/incomplete RRF(s) to be sent to the Centre for data entry.

Possible irregularity: essential data missing on RRF(s)

The partly filled out forms will be sent to Clearance Supervisor. S/he determines whether the missing fields should have been entered as “zero”, to conclude that the polling station Presiding Officer has simply forgotten to complete these fields, in which case the RRF(s) will be registered in the database as “present” and “filled in”. The Clearance Supervisor uses green pen to make corrections on RRFs.

If essential data remain missing on the RRF(s), the Clearance Supervisor will:

Instruct the Clearance Clerk to register the RRFs as essential data missing by ticking “present” and selecting “data missing” from the “audit” drop-down menu. District Election Office need to be contacted and requested to send RRF.

Recount in District Election Office

A recount of polling station result can be conducted by trained NEC staff in the District Offices. Observers and Political party/candidate Agents are allowed to have access and observe the process. The same procedures will be followed as in the NEC Polling and Counting Procedures Manual.

A new RRF(s) will be filled out and sent to Regional Tally Centre. A recount can take place for all four boxes or only particular boxes, as directed by the Regional Returning Officer.

Possible irregularity: TEE appears to have been opened or otherwise tampered with

If the TEE appears to have been opened or otherwise tampered with – including a partial opening of the TEE – then the Intake Supervisor will apply a black sticker on the TEE.

IT STEP: The Intake Clerk will register the TEE in the database as ‘tampered with’ by clicking the box “Tampered TEE” and place the TEE on Clearance tray.

The Clearance Supervisor will ask the District Returning Officer for an explanation. The explanation must be provided in writing and signed by the District Returning Officer.

The District Returning Officer’s written explanation will be accepted or rejected by the NEC Regional Chief and agents and observers present notified of this decision. To compile the explanation the District Returning Officer may interview the Ward Coordinator, Polling Centre Manager or Presiding Officer; read the Polling Station journal for incidents; have District staff study the Register of Voters to check the number of the signatures/thumbprint and their uniqueness; check the number of used and unused ballots.

Indicative explanations

Explanation outcome	Action to be taken
District Returning Officer can explain, supported by witnesses, the damage to the TEE and when fully opened the TEE contains four official RRFs.	Accepted RRFs are sent to data entry process.
Damage to TEEs and/or RRF is not supported by an explanation acceptable to NEC Regional Chief and/or Regional Returning Officer	District Office sends TEE3 to Centre for processing and data entry as per procedures.
	If TEE3 is not found or is damaged, the carbon copy of RRFs sealed in TEE6 at the District Office should be sent.
	If no copies of the RRF available, then a recount of ballot papers is done following the procedures in presence of agents and observers. A new RRF will be produced at the District Office and send to Regional Tally Centre.

Damage to TEEs and/or RRF is not supported by an acceptable explanation and the original polling materials are not present in the District Office.

The TEE or RRF(s) are sent to the Exclusion Area for decision by Regional Returning Officer.

4.2 Temporary storage area 1

The Temporary Storage Area 1 consists of a series of bookshelves located close to the 1st Data Entry Area. It stores sets of RRFs received from a Polling Station in two sections: ready to enter RRFs and waiting RRFs. Shelves are assigned to each District.

Intake Clerks are responsible for putting the RRFs in this Area once they have been registered in the Database Tracking System at Material Intake stage.

Form Dispatch Clerk is responsible, under the supervision of the Data Entry Supervisor, for delivery of RRF from this Area to the first available 1st Data Entry Clerk. Data Entry workstation (tables) will be assigned to Districts and forms need to distribute to the right assigned district computer.

4.3 1st Data Entry

The 1st Data Entry Clerks are responsible for data entering the contents of the RRFs into the database.

Step 1

The Dispatch Clerk takes one set of RRFs from the Temporary Storage Area 1 and delivers it to an available 1st Data Entry Clerk.

Step 2

The 1st Data Entry Clerk enters the code of the polling station

- Select one of the four options (RRF1, RRF2, RRF 3 and RRF4a or RRF 4b), depending on the RRF that will be data entered. Upon selection, the screen will display a blank copy of the selected RRF.

- Enter the figures **exactly** as written on the original RRF in the relevant boxes on the screen.
- Check the entered figures against the original RRF to ensure that they are entered correctly.

SECTION A: RECONCILIATION	
A. Number of ballots received	0
B. Number of additional ballots received during the day (if any)	0
C. Number of ballots issued to another polling station (if any)	0
D. Total number of ballots received (A + B - C = D)	0
E. Number of ballots unused	0
F. Number of ballots used (D - E = F)	0
G. Number of spoiled ballots	0
H. Number of Parliamentary ballot papers ready to count	0
I. Record Discrepancy (+/-) if any (H + G - F = I)	0

SECTION B: POLLING STATION RESULTS	
Names of candidate	DE1
1 FELLAH DAVID SAHR	0
2 MANSARAY FLORENCE SUNNAH	0
3 MASELLU BINTU	0
4 NGOBEH DEOUD CECILIA	0
5 SESAY SANTIGIE	0
6 WANDY KEIKURA CHRISTOPHA	0

- Submit the data to the database by clicking "submit data" button. Upon submission of the data, the database will undertake series of cross-checks and review the data to ensure that all the boxes are completed and that all data makes mathematical sense.

- If the database saves data successfully, the Data Entry Clerk will be told to apply a blue sticker on the RRF in the “1st Data Entry” box.
- If the database identifies incomplete or inaccurate data, the Data Entry Clerk will be told to apply a black sticker on the RRF in the “1st Data Entry” box.



Upon completing the data entry for all allocated RRFs, raise the hand indicating to the Form Dispatch Clerk that the RRFs are ready to be collected.

Step 3

The Form Dispatch Clerk will check if stickers have been applied to all RRFs. If that is not the case, return the set of RRFs to the 1st Data Entry Clerk explaining that sticker is missing and ask to place one on the form.

Collect the data entered RRFs from the 1st Data Entry Clerk.

Take it to the Temporary Storage Area 2.

Deliver a new set of RRFs from Temporary Storage Area 1 to the 1st Data Entry Clerk.

4.4 Temporary storage area 2

The Temporary Storage Area 2 consists of a series of bookshelves located close to the 2nd Data Entry Area.

It stores the sets of RRFs (RRF1, RRF2, RRF3, RRF 4a or RRF4b) after they have undergone 1st Data Entry. Forms are kept according to District order and places accurately on the right shelf.

Form Dispatch Clerk will be responsible, under the supervision of the Data Entry Supervisor, for placing the RRFs in the Temporary Storage 2 after the 1st Data Entry. This will be done after checking that each RRF contains a sticker.

Form Dispatch Clerk will also be responsible for delivery of RRFs sets from this Area to the first available 2nd Data Entry Clerk.

4.5 2nd Data Entry

The 2nd Data Entry is a check on data entry errors. The 2nd Data Entry Clerks will re-enter the same results forms that passed through the 1st Data Entry stage. The data from the 2nd Data Entry will be saved as a separate record in the database.

Step 1

Form Dispatch Clerk takes one set of RRFs from the Temporary Storage Area 2 and delivers it to the first available 2nd Data Entry Clerk, according to the District signs on the workstations.

Step 2

The 2nd Data Entry Clerk enters the code of the polling station.

Select one of the four options (RRF1, RRF2, RRF 3 and RRF4a or RRF 4b), depending on the RRF that will be data entered. Upon selection, the screen will display a blank copy of the selected RRF.

Enter the figures exactly as written on the original RRF in the relevant boxes on the screen.

192.168.1.125/Elections/ElectionResult.aspx

Bo District - ELECTION RESULT

RRF2 for PC11001-PS1 READY for Data Entry 2 -> First Entry with BLUE sticker

Welcome DE1@192.168.1.199! [Log Out](#)

Region: South Election: 3/7/2016 - Parliamentary - RRF2
 District: 11 - Bo Constituency: 88 Ward: 264
 Polling Centre: 11001 - U.M.C Kulanda Town, Njia/Kulanda To Polling Centre - Polling Station: 11001-1 [Search](#)

SECTION A: RECONCILIATION

A. Number of ballots received	0
B. Number of additional ballots received during the day (if any)	0
C. Number of ballots issued to another polling station (if any)	0
D. Total number of ballots received (A + B - C = D)	0
E. Number of ballots unused	0
F. Number of ballots used (D - E = F)	0
G. Number of spoiled ballots	0
H. Number of Parliamentary ballot papers ready to count	0
I. Record Discrepancy (+/-) if any (H - G - F = I)	0

SECTION B: POLLING STATION RESULTS

Names of candidate	DE2
1 FELLAH DAVID SAHR	0
2 MANSARAY FLORENCE SUNNAH	0
3 MASELLU BINTU	0
4 NGOBEH DEOUD CECILIA	0
5 SESAY SANTIGIE	0
6 VANDY KEIKURA CHRISTOPHA	0

192.168.1.125/Elections/ElectionResult.aspx

F. Number of ballots used (D - E = F)	0
G. Number of spoiled ballots	0
H. Number of Parliamentary ballot papers ready to count	0
I. Record Discrepancy (+/-) if any (H - G - F = I)	0

SECTION B: POLLING STATION RESULTS

Names of candidate	DE2
1 FELLAH DAVID SAHR	0
2 MANSARAY FLORENCE SUNNAH	0
3 MASELLU BINTU	0
4 NGOBEH DEOUD CECILIA	0
5 SESAY SANTIGIE	0
6 VANDY KEIKURA CHRISTOPHA	0

J. Total number of votes for candidates	0
K. Total number of invalid ballots	0
L. Total number of ballots (J + K = L)	0
M. Record Discrepancy (+/-) if any (L - H = M)	0

Submit Data Entry 2

17 February 2016
Saturday

Check the entered figures against the original RRF to ensure that they are entered correctly.

Submit the data to the database by clicking the "submit data" button.

Upon submission of the data, the database will undertake series of cross checks and review the data to ensure that all the boxes are completed and that all data makes mathematical sense. If the database finds the data correct, the Data Entry Clerk will receive screen messages: `apply a blue sticker on the RRF in the "2nd Data Entry" box`.

If the database identifies incomplete or inaccurate data, the Data Entry Clerk will be told to apply a black sticker on the RRF in the "2nd Data Entry" box.

Apply the blue or black sticker on the RRF in the left-hand box allocated for 2nd Data Entry, as directed by the text on the screen.

Proceed with the next RRF in the set.

Upon completing the data entry for all completely filled in RRFs in the set, raise the hand indicating to the Form Dispatch Clerk that the RRFs are ready to be collected.

Step 3

Form Dispatch Clerk checks that stickers have been applied on all RRFs;

Collect the data entered set of RRFs from the 2nd Data Entry Clerk.

Check the presence and colour of the stickers on all RRFs.

If at least one RRF has a black sticker, place the set of RRFs in the Form Review storage area.

If all RRFs contain two blue stickers each (one for 1st and one for 2nd Data Entry) place the set of RRFs in the Archive in-tray.

Deliver a new set of RRFs from Temporary Storage Area 2 to the 2nd Data Entry Clerk.

4.6 Form review and Audit

4.6.1 Form review temporary storage area

The Form Review Temporary Storage Area consists of a series of bookshelves.

It contains RRFs that after 1st or 2nd Data Entry has received a black sticker and they are therefore ready for Form Review.

Note: The RRFs will be organised according to Districts.

The Form Review Supervisor will decide the order by which the RRFs will be reviewed by the Form Review Clerks.

4.6.2 Form Review

Sets of RRFs with at least one black sticker will be sent for Form Review. Form Review staff will identify within the set which RRF(s) have Data Entry black sticker(s) to review them.

The Form Review Clerk will:

- Enter the Polling Station code in the database.
- Select one of the four options (RRF1, RRF2, RRF 3 and RRF4a or RRF 4b) depending on the RRF that will be reviewed. Upon selection, the screen will display:
 - o the numbers entered at 1st Data Entry
 - o the numbers entered at 2nd Data Entry
 - o a column for a further data entry
- Enter the figures exactly as written on the original RRF in the relevant boxes on the blank RRF
- Submit the data by clicking the "Submit Data Review" button.

192.168.1.125/Elections/ElectionResult.aspx

Bo District - ELECTION RESULT

RRF3 for PC11001-PS1 READY for Form Review -> Review Entry with BLACK sticker

Welcome DE1@192.168.1.199! [Log Out](#)

Region: South Election: 3/7/2018 - Mayor - RRF3
 District: 11 - Bo Constituency: 88 Ward: 264
 Polling Centre: 11001 - U.M.C Kulanda Town, Nja/Kulanda To Polling Centre - Polling Station: 11001-1 [Search](#)

SECTION A: RECONCILIATION

A. Number of ballots received	300	301	
B. Number of additional ballots received during the day (if any)	0	0	0
C. Number of ballots issued to another polling station (if any)	0	0	0
D. Total number of ballots received (A + B + C = D)	300	301	
E. Number of ballots unused	100	101	
F. Number of ballots used (D - E = F)	200	200	200
G. Number of spoiled ballots	0	0	0
H. Number of Mayor ballot papers ready to count	200	200	200
I. Record Discrepancy (+/-) If any (H - G - F = I)	0	0	0

SECTION B: POLLING STATION RESULTS

Names of candidate	DE1	DE2	Review
1 BARRIE MOHAMED BAILOR	10	10	10
2 JOHNSON CHRISTIAN JULIUS	10	10	10
3 MASSAQUOI MICHAEL MOMOLU	10	10	10
4 OMAR KOROMA	10	10	10
5 TUCKER HAROLD LOGIE	10	10	10
6 WALTERS MARIAMA FINDA	10	160	

Upon submission of the data, the database will re-check if the data makes mathematical sense. If cleared, the database will instruct the Form Review Clerk to apply blue stickers in the right-hand circle of both 1st and 2nd Data Entry boxes. The Form Review Clerk will:

- Apply the blue sticker in the right-hand circle of 1st and 2nd Data Entry boxes
- Place the set of RRFs in the Archive in-tray from where the Archive Clerks will collect it and take it to Archive.

If the database does not accept the new data entry, the Form Review Clerk will receive a message on the screen to place black stickers on the form. The system will instruct this when there is a mathematical mistake, and the RRF will need to be sent to the Audit Clerk.

192.168.1.125/Elections/ElectionResult.aspx

Bo District - ELECTION RESULT

RRF1 for PC11003-PS2 Form Review NOT Saved. Put BLACK sticker and Audit(M Discrepancy) -> Review Entry with BLACK sticker

Welcome FORMRW@192.168.1.199! [Log Out](#)

Region: South Election: 3/7/2018 - Presidential - RRF1
 District: 11 - Bo Constituency: 88 Ward: 264
 Polling Centre: 11003 - Martin Luther Pri Sch, Bobokombor Polling Centre - Polling Station: 11003-2 [Search](#)

SECTION A: RECONCILIATION

A. Number of ballots received	300	350	300
B. Number of additional ballots received during the day (if any)	50	40	50
C. Number of ballots issued to another polling station (if any)	0	10	0
D. Total number of ballots received (A + B + C = D)	350	400	350
E. Number of ballots unused	10	2	10
F. Number of ballots used (D - E = F)	20	402	20
G. Number of spoiled ballots	0	2	0
H. Number of Presidential ballot papers ready to count	350	400	350
I. Record Discrepancy (+/-) If any (H - G - F = I)	400	402	400

SECTION B: POLLING STATION RESULTS

Names of candidate	DE1	DE2	Review
1 KAMARA SAMURA MATTHEW WILSON	5	10	5
2 MANSARAY MOHAMED KAMARAINBA	5	10	5
3 TARAWALLY MUSA	5	10	5
4 SAM SUMANA SAMUEL	5	10	5
5 BAH MOHAMED CHERNOH	5	10	5
6 YUMKELLA KANDEH KOLLEH	5	10	5

Audit Stage One: Forms with mathematical mistake

The Audit Clerk:

- Check the calculations on the original RRF to look for obvious mathematical errors or simple mistakes in filling the form made by the PS Presiding Officer. These errors can be corrected at this stage.
- If such an error(s) is found, correct the error(s) and re-enter the new number(s) in the database
- Submit the data
- If the database suggests that the problem was solved, record the new number(s) in green pen on the original RRF after receiving approval from the Form Review Supervisor
- Apply blue stickers in the right-hand circle of the 1st and 2nd Data Entry box
- Place the set of RRFs in the Archive in-tray from where the Archive Clerks will collect it and take to Archive.

If no mistaken entry and mathematical error were discovered, the Audit Clerk will:

- Click the "Audit: Not Passed" button
- Apply black sticker in the right-hand circle of 1st and 2nd Data Entry boxes
- Place the set of RRFs in the Audit in-tray from where the Audit Clerks will collect it and take further to audit and require information from the District Offices.

All the above steps will be done in full visibility of Agents and Observers.

Note: If at any moment a dialogue box appears on the screen requesting for the Form Review Supervisor to be called, the Form Review Clerk and/or Audit Clerk will bring this to the attention of the Form Review Supervisor.

Note: The Form Review Supervisor supervises both the Form Review and Audit Clerks.

NEC Regional IT supports the audit process with a regular updated list of cases that are in audit in the system. NEC Regional Chief supervises the work of Audit team and ensures to receive the appropriate reports from DEO. He communicates directly to Regional Returning Officer and follows up on decisions.

RRFs can be taken out of Audit and data entered if the specific problem with the RRF(s) has been resolved upon receiving new information from the District Office. When RRFs are taken out of Audit, the Form Review/Audit Supervisor will register the movement in the database and send the RRFs to 1st Data Entry.

Note: Processes of RRFs that requires further audit in District Election Office described under Exclusion chapter.

4.7 Archiving

The Archive Area will be organised by District, Ward and Polling Centre.

The RRFs in the Archive in-tray will be taken to the Archive Area by the Archive Clerks (formerly acted as Intake Clerks).

The Archive Supervisor will:

- Ensure that every RRF in the set has two blue stickers applied - one for 1st Data Entry and one for 2nd Data Entry - or for successfully resolved Form Review
- Apply blue sticker on each RRF in the Archive circle
- Instruct the Data Entry Archive Clerk to register the RRFs in the database

IT STEP: Archive Clerk will

- Check that all RRFs have blue sticker on the Archive sticker circle
- Open the Tracking screen
- Enter the polling station code
- Check that the following boxes are ticked for each of the RRFs:
 - o "Present"
 - o "Filled out."
- Check that the status of the RRF is final
- Tick the Archive box for every RRF(s) with blue sticker in the Archive circle
- Place the set of original RRFs in its designated place in the Archive Area according to PC code, Ward and District.

The full set of Reconciliation and Result Forms from each polling station for the four elections will be archived together. Forms will be assembled per their Polling Centre and kept in a paper folder. Each folder will have a pre-printed label that includes District name, Ward number, Polling Centre Code and the number of the polling station of that particular centre.

Archiving Exclusion cases

As a first step, the Archive Clerk will:

- check all the RRFs in the set. For RRF with two blue stickers, a blue sticker will be applied in the 'archive' box.
- tick the "Archive" box on the Tracking screen for the RRF(s) with blue sticker in the Archive circle.

In the second step the Archive Clerk will archive unresolved cases as follow:

- Find within the set the RRF(s) with black sticker applied in the Audit circle
- Open the Tracking System on the Database and check that the RRF is registered as in "Audit" status.

The entire set of RRFs is then sent to its designated place in the Exclusion Area according to polling centre code, Ward and District.

4.8 Exclusion

The Exclusion Area will be in the Archive in a secured and segregated area. Forms will be organised by District, Ward and Polling Centre and Station.

RRFs can be sent to the Exclusion Area at different stages:

4.8.1 At the District Office Intake Stage

If a TEE or RRF(s) appear to be tampered with without a plausible explanation at District Office Material Intake, the TEE or RRF should still be sent to the Regional Tally Centre with report of the case. NEC Regional Chief will decide on a recommendation to the Regional Returning Officer. The Regional Returning Officer will consult the National Returning Officer before deciding to exclude a RRF from the count.

4.8.2 At Material Intake Stage

TEEs or RRFs can be sent to the Exclusion Area at Material Intake Stage when the Clearance Team with the cooperation of District Office staff cannot resolve the status of the RRF(s).

4.8.3 After Audit stage

If RRF(s) have undergone Data Entry, Form Review and Audit and the status remain unresolved, are sent to the Exclusion Area.

A black sticker may be applied to a RRF in a set where other RRF(s) have all blue stickers. This is because the set of forms is kept together at all stages.

Possible irregularity:

More votes marked on RRF than the number of registered voters in the polling station

If after data entry, form review and audit the RRF as entered in the system continues to show more votes counted than the number of voters registered in the polling station, the system will not 'clear' the RRF and will direct the application of black stickers at Form Review and Audit stages.

The last station is each centre is tagged in the system to allow for manual entry of the number of voters, which will be registered voters plus any special voters.

The Form Review/Audit Supervisor will examine the form again for any obvious administrative errors in completing the form. If the Form Review/Audit Supervisor and NEC Regional Chief agree, a form can be reset and sent back to data entry. Agents and observers will have such a form and the decision explained to them.

If a black stickered RRF has been the subject of District Office investigation and an explanation report is already attached, the Review/Audit Supervisor and NEC Regional Chief will decide on a recommendation to the Regional Returning Officer. The Regional Returning Officer will consult the National Returning Officer before deciding to exclude a RRF from the count.

If a black stickered RRF has not been the subject of District Office investigation, an explanation report will be requested by the Review/Audit Supervisor. The District Office will perform an investigation and a written explanation will be provided in writing and signed by the District or Assistant Returning Officer and sent to the Regional Tally Centre. To compile the explanation the District Returning Officer may interview the Ward Coordinator, Polling Centre Manager or Presiding Officer; read the Polling Station Journal for incidents; have District staff study the Register of Voters to check the number of the signatures/thumbprint and their uniqueness; or check the number of used and unused ballots.

If the explanation report shows that after examination of used ballot paper stubs, unused ballot papers, spoilt ballot papers and the register of voters the number of ballot papers in the box is in fact equal to the number of the votes recorded on the RRF then NO recount of ballot paper is required. The Form Review/Audit Supervisor and NEC Regional Chief will accept the RRF, reset the form and send for data entry.

If the explanation report shows that after examination of used ballot paper stubs, unused ballot papers, spoilt ballot papers and the register of voters the number of ballot papers in the box is NOT equal to the number of the votes recorded on the RRF, then the Form Review/Audit Supervisor and NEC Regional Chief will recommend a recount to the Regional Returning Officer. The Regional Returning Officer will announce in the Centre when a recount is being ordered.

A recount of ballot papers follows the procedures of the counting procedures at the Polling Station and should be done in presence of agents and observers.

Recount outcomes will be recorded on a fresh RRF and sent to the Regional Tally Centre. If the new RRF remains uncleared through the data entry, form review and audit processes (that is, the data from the recount remains not acceptable compared to the number of voters registered in the polling station) it will be sent to the Exclusion Area. If a RRF is not cleared and the RRF contains the result of a recount, the Form Review/Audit Supervisor and the NEC Regional Chief must recommend the exclusion of the RRF from the tally.

Possible irregularity:

The tally of votes on the RRF is not equal to the number of ballot papers in the ballot box

If after data entry, form review and audit the RRF as entered in the system continues to show more votes counted than the number of ballot papers put forward for the count (RRF line H), the system will not 'clear' the RRF and will direct the application of black stickers at Form Review and Audit stages.

If the difference between the number of ballot papers in the ballot box as detailed in Line H and the data entered on the RRF is less than 2% the NEC has decided that a recount is not required unless other circumstances such as the condition of the TEE require it. If the variance is less than 2%, the system will not flag the RRF for review and will allow the clerks to place a blue sticker on the RRF.

The Form Review/Audit Supervisor will examine the form again for any obvious administrative errors in completing the form. If the Form Review/Audit Supervisor and NEC Regional Chief agree, a form can be reset and sent back to data entry. Agents and observers will have such a form and the decision explained to them. In particular, Form Review/Audit will check if the Presiding Officer incorrectly used a two digit of number instead of a three digit number. For example 23, instead of 023, or 5 instead of 005 OR if the Presiding Officer added the number of spoiled ballot papers to line H of the RRF.

These problems can be solved by Form Review/Audit Supervisor in the Centre who corrects the form with a green pen, and then forwards to a fresh data entry process.

Cases that cannot be solved by audit at the Regional Tally Centre must refer to DEO and be investigated.

If a black stickered RRF has been the subject of District Office investigation and an explanation report is already attached, the Form Review/Audit Supervisor and NEC Regional Chief will decide on a recommendation to the Regional Returning Officer. The Regional Returning Officer will consult the National Returning Officer before deciding to exclude a RRF from the count.

If a black stickered RRF has not been the subject of District Office investigation, an explanation report will be requested by the Form Review/Audit Supervisor. The District Office will perform an investigation and a written explanation will be provided in writing and signed by the District or Assistant Returning Officer and sent to the Regional Tally Centre. To compile the explanation the District Returning Officer may interview the Ward Coordinator, Polling Centre Manager or Presiding Officer; read the Polling Station journal for incidents; have District staff study the Register of Voters to check the number of the signatures/thumbprint and their uniqueness; or check the number of used and unused ballots.

If the explanation report shows that after examination of used ballot paper stubs, unused ballot papers, spoilt ballot papers and the register of voters the number of ballot papers in the box is in fact equal to the number of the votes recorded on the RRF then NO recount of ballot paper is required. Form Review/Audit Supervisor and NEC Regional Chief will correct Line H of the RRF in green pen, reset the form and send for data entry.

If the explanation report shows that after examination of used ballot paper stubs, unused ballot papers, spoilt ballot papers and the register of voters the number of ballot papers in the box is NOT equal to the number recorded on line H of the RRF, then the Form Review/Audit Supervisor and NEC Regional Chief

will request a recount. The Regional Returning Officer will announce the recount in the Centre.

A recount of ballot papers follows the procedures of the counting procedures at the Polling Station and should be done in presence of agents and observers. A recount under these circumstances must pay special attention to the ballot papers to ensure all are genuine and legitimate ballot papers. Any suspicions that illegitimate ballot papers have been added to the ballot box will mean that the recount is immediately suspended. The District Returning Officer will consult the NEC Regional Chief and will, unless other evidence is available, request the Regional Returning Officer to exclude the polling station from the results.

If the recount proceeds without suspicion, the recount outcomes will be recorded on a fresh RRF and sent to the Regional Tally Centre. If the new RRF remains uncleared through the data entry, form review and audit processes (that is, the data from the recount remains not acceptable compared to the number of voters registered in the polling station) it will be sent to the Exclusion Area. If a RRF is not cleared and the RRF contains the result of a recount, the Form Review/Audit Supervisor and the NEC Regional Chief must recommend the exclusion of the RRF from the tally.

5. Certification and reports

5.1 Workload reports

The Regional Tally Centre IT system will generate work in progress reports that inform centre leadership on the number of RRFs taken-in, the number of RRFs processed, the number of RRFs under Form Review and Audit, the number of RRFs in Audit.

5.2 Dashboards

NEC has developed a dashboard that will be displayed in Regional Tally Centres to show the workrate.

5.3 Summary reports

The summary of District-level results for each election by PEA section 94(1) will be certified in the Regional Tally Centre by the District Returning Officer. It will be posted at the District Office and copies made available to agents and observers at the District Office and Regional Tally Centre.

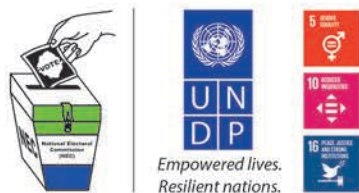
The summary of Regional-level results for each election required by PEA section 94(3) will be certified in the Regional Tally Centre by the Regional Returning Officer. It will be posted at the District Offices and copies made available to agents and observers at the District Offices and Regional Tally Centre.

5.4 Provisional results

Provisional results are certified and announced by the National Returning Officer at NEC HQ in Freetown.

All provisional results will be published to the website immediately following certification. If Regional Tally Centres are still operating, copies of provisional results will be available to agents and observers.

Polling station level RRF data will be published to the website once the provisional results for that election is certified.



SNEC – Support to the National Electoral Commission of the Republic of Sierra Leone



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