

OCAL GOVERNMENT ELECTIONS SCOTLAND 6 MAY 2027 (All Products)

	DAY	DATE		TIME	TASK	ACTION	COUNCIL ALERT	OWNER
NOV	MON	16 Nov		10:00	Live Election available on EasyPrint	◆		Project Team
	MON	23 Nov			Royal Mail OBA Access to printers, inform Idox what products for dispatching postal packs and poll cards/ letters you require.	◆		Council
DECEMBER	TUE	8 Dec		*By 10:00	Envelope data confirmed - Royal Mail Licences and exact corresponding addresses and postcodes confirmed in contest management to match Royal Mail Order.	◆		Council
	WED	9 Dec		* By 16:00	Variable data confirmed – order screen confirmed and locked down	◆		Council
	THUR	10 Dec		By 12:00	Initial Mailer checked and confirmed	◆		Council
	FRI	11 Dec		By 12:00	Outer envelope proofs & envelope B proofs uploaded to EasyPrint for sign off	◆	◆	Project Team
				By 17:00	Mailer proofs showing variable data uploaded for sign off (Royal Mail licence details should be checked)	◆	◆	Project Team
	MON	14 Dec			Revised mailer Reproofing showing variable data (if required)			Project Team
	WED	16 Dec		By 12:00	Outer Envelope & Envelope B Proofs signed off for printing **(envelopes for 2027 will be ordered and sent for print on council approval providing Royal Mail have also approved them)	◆		Council
JANUARY	THUR	21 Jan		*By 10:00	EasyPrint poll card proofs showing variable data confirmed	◆		Council
	TUE	26 Jan		12:00	Printer poll card proof showing variable data uploaded to EasyPrint		◆	Project Team
	WED	27 Jan		12:00	Printer Poll Card proofs showing variable data signed off	◆		Council
	THUR	28 Jan		By 13:00	Revised mailer Reproofing Printer Proofs showing variable data (if required)		◆	Project Team
				By 15:00	Printer poll card / Mailer proofs showing variable data signed off	◆	◆	Council
	FRI - TUES	29 Jan – 2 Feb			Test data uploaded to EasyPrint – Ballot Book, Candidate, Absent Vote Data, (poll card data if required) data reports signed off	◆		Council
				Test Candidate proofing confirmed on EasyPrint	◆		Council	
FEBRUARY	MON	8 Feb		Deadline	March update registration application deadline (for 1st issue of poll cards)			ERO
	MON	8 Feb		*By 17:00	Test proofs mailer/ballot papers (poll card proofs if required) available on EasyPrint		◆	Project Team
	WED	10 Feb			Test proofs signed off on EasyPrint	◆		Council
	FRI	12 Feb			2 nd Mock election if required by councils			Project Team
	FRI	26 Feb			Sample Postal Vote Statements Produced and Dispatched to all customers			Project Team
	MON	1 Mar		10:00	1 st upload of poll card data to suppliers			ERO
				10:00	1 st Upload Poll Card data & sign off data report when processed (Idox)	◆	◆	Council (Idox customers)
				15:00	1 st Run Poll Card proofs uploaded to EasyPrint		◆	Project Team (Idox customers)
	TUE	2 Mar		11:00	1 st Poll card proofs signed off	◆		Council (Idox customers)
	MON	15 Mar	-35	Deadline Publication (Midnight)	Publication of Notice of Election (Direction 3)			Council

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MARCH	TUE/ WED	16/17 March			1 st Run of poll cards dispatched (Direction 4)			Project Team (ldox customers)
	FRI	19 March			Change dates in Poll Card Mailer in preparation of 2 nd poll card run (if required)	◆		Council
	MON	22 March	-30	Deadline (Midnight)	FIENA registration application deadline			ERO
	WED	24 March	-28	12:00	1 st Upload of Absent Voter	◆		ERO
				14:00	Data report signed off	◆	◆	Council
				By 17:00	1 st Run Mailer proofs uploaded to EasyPrint for sign off		◆	Project Team
	THUR	25 March		**By 10:00	Deadline for 1 st Upload of Absent Vote Data	◆		ERO
				**By 11:00	1 st Mailer proofs uploaded to EasyPrint for sign off (data uploaded at 10am)	◆		Project Team
				By 12:00	1 st Run Mailer Proofs signed off	◆	◆	Council
				*15:00	Live Ballot book data uploaded to EasyPrint & data report signed off	◆	◆	Council
				16:00	**1 st Run Mailer Proofs signed off (data uploaded at 10am)	◆	◆	Council
					1 st upload of PVMS images	◆		ERO (PVMS)
	FRI	26 March			Good Friday			
	MON	29 March			Easter Monday			
	TUE	30 March	-24	Deadline	FIENA application determination deadline			ERO
APRIL	FRI	2 April	-23	Publication	FIENA published			ERO
				Deadline (Midnight)	SIENA registration application deadline			ERO
				After 16:00	Publish Notice of Poll	◆		Council
					Live Candidate data uploaded to EasyPrint	◆		Council
				By 19:00	Confirm Candidate data Proofing	◆		Council
				20:00	Postal / Station Ballot paper printer proofs uploaded		◆	Project Team
				***	Any councils that have uploaded, received proofs and signed off ballot papers will go into production over the weekend.			Project Team
	SAT	3 April		**10:00	Deadline to Confirm Candidate data Proofing	◆		Council
				13:00	Postal / Station Ballot paper printer proofs uploaded		◆	Project Team
				***	Any councils that have uploaded, received proofs and signed off ballot papers will go into production over the weekend.			Project Team
	MON	5 April	-21	12:00	Ballot paper proofs signed off	◆		Council
	TUES	6 April		10:00	Fiena poll card data upload			ERO
				By 12:00	2 nd Upload of Poll Card data & sign off report when processed	◆	◆	Council (ldox customers)
	WED	7 April		By 10:00	2 nd Poll card proofs uploaded on EasyPrint for sign off		◆	Council (ldox customers)
				By 14:00	2 nd Poll card proofs signed off on EasyPrint	◆		Council (ldox customers)

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APRIL	THUR	8 April		Deadline (Midnight)	SIENA application determination deadline			ERO
	FRI	9 April		Publication	SIENA published			ERO
					Notification of missing images (if any)			Project Team (Idox customers)
				By 12:00	Electronic copy of ballot papers / CNLs (if required) sign off or available to download from EasyPrint	◆	◆	Project Team
	MON	12 April		10:00	Interim data upload (include all AVs approved from registered electors as at 8 April Siena)	◆		ERO
				11:00	Interim Elector Data report signed off	◆	◆	Council
				13:00	Modifications / Deletions files if applicable for PVMS customers	◆		ERO (PVMS)
				16:00	Interim Mailer Proofs uploaded		◆	Project Team
				17:30	Interim Mailer Proofs signed off	◆		Council
					2 nd Poll cards dispatched for delivery	◆		Project Team (Idox customers)
	MON/TUE	12/13 April		By 15:00	1 st Live run inspection boxes signed off / Site visits /Scanned Inspections complete (staggered between 12 th & 13 th April)	◆		Council/ Project Team
	TUE	13 April			Interim run upload of PVMS images & missing images (if required)	◆		ERO (PVMS)
	THURS	15 April			1 st run Mailers dispatched to Royal mail (registered electors as at 30 March) (Direction 5)	◆		Project Team
	FRI	16 April			POSTAL PACKS ARRIVING ON ELECTORS DOORSTEPS			Royal Mail
	MON	19 April	-12		Scanned copies of live inspection packs interim run sent to councils & signed off (if required)	◆	◆	Council/ Project Team
					Final election NA application deadline			ERO
					Interim run – Dispatched to Royal Mail (registered electors as at 8 April)	◆		Project Team
	TUE	20 April	-11	Deadline (17:00)	Deadline for applications to vote by post or to change existing absent vote details (e.g. cancellation, redirection of ballot papers etc.)			ERO
				Between 17:00 – 21:00	Third (FENA) – Upload Absent voter Data File (Priority)	◆		ERO
					Modifications / Deletions files if applicable for PVMS customers	◆		ERO (PVMS)
				Once Processed	Sign off data report	◆		Council
	WED	21 April	-10	** Deadline By 12:00	3rd run Poll Card Data File to Idox (Deadline for 3 rd Absent Vote Data To ensure dispatch date of 27 th April for 3 rd 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 16:00	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

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APRIL	THUR	22 April		12:00	3 rd run poll card proofs uploaded to Easyprint		◆	Project Team
				13:00	Final missing images uploaded	◆		ERO (PVMS)
				** By 17:00	3 rd run poll card proofs signed off	◆		Council (Idox customers)
	MON	26 April	-7		Final scanned inspection uploaded to Easyprint for sign off	◆	◆	Council / Project Team
					3 rd Upload Poll cards dispatched	◆		Idox Customers
					Station/Tendered Ballot Books delivery commences (councils to be notified)			Project Team
	TUE	27 April	-6		Final Postal Packs dispatched to Royal Mail (Direction 6)	◆		Project Team
					Continuation of Station/Tendered Ballot Book delivery (Councils to be notified)	◆		Project Team
					Final election NA poll cards issued			Council
					Final election NA applications determination deadline			ERO
				Deadline (17:00)	Deadline for applications to vote by proxy			ERO
	WED	28 April	-5		Final Station/Tendered Ballot Book delivery (Councils to be notified)			Project Team
				Publish	Final election NA published			ERO
MAY	THURS	6 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 EROs (strictly due to sealing)			Council

**** 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