KEY MILESTONES TIMELINE

LOCAL GOVERNMENT ELECTIONS SCOTLAND 4 MAY 2017 (All Products)

	DAY	DATE		TIME	TASK	ACTION	COUNCIL ALERT	OWNER
JAN	FRI	27 Jan		10:00	**Live Election available on EasyPrint**			**Project Team**
FEB	WED	1 Feb		* By 11:00	**Variable data confirmed – order screen confirmed and locked down**	♦		**Council (RO)**
	FRI	3 Feb		*By 10:00	**Envelope data confirmed - Royal Mail Licences and exact corresponding addresses and postcodes confirmed to match Royal Mail Order.**			**Council (RO)**
				*By 10:00	**EasyPrint poll card / mailer proofs showing variable data confirmed**	♦		**Council (RO)**
				*By 15:00	**Outer envelope proofs & envelope B proofs uploaded to EasyPrint**			**Project Team**
	MON	6 Feb		12:00	**Printer poll card / Mailer proofs showing variable data uploaded to EasyPrint**			**Project Team**
				14:00	**Envelope & Envelope B Proofs signed off**	♦	♦	**Council (RO)**
	TUE	7 Feb		Deadline	**March update registration application deadline**			**ERO**
	TUE/ WED/ THUR	7/8/9 Feb		By 15:00	**Revised mailer Reproofing Printer Proofs showing variable data (if required)**		♦	**Project Team**
	THUR	9 Feb		By 17:00	**Printer poll card / Mailer proofs showing variable data signed off**	♦	♦	**Council (RO)**

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	DAY	DATE		TIME	TASK	ACTION	COUNCIL	OWNER
FEB	FRI - TUES	10 Feb – 14 Feb			**Test data uploaded to EasyPrint – Ballot Book, Candidate, Absent Vote Data, data reports signed off**	♦		**Council (RO)**
					Test Candidate proofing confirmed on EasyPrint	♦		**Council (RO)**
	MON	13 Feb			**Envelope B, Outer Envelope and Envelope A sent to Royal Mail for approval.**			**Project Team**
	THUR	16 Feb		*By 17:00	**Test proofs mailer/ballot papers available on EasyPrint**	♦	♦	**Project Team**
	FRI	17 Feb			**Test proofs signed off on EasyPrint**	♦	♦	**Council (RO)**
	FRI / WED	17 Feb / 1 March			**2nd Mock election if required by councils**			**Project Team**
MARCH	WED	1 March		Publication	**Publication of March Update**			**ERO**
					Sample Postal Vote Statements Produced and Dispatched to all customers			**Project Team**
	THUR	2 March		12:00	**1st upload of poll card data to suppliers**			**ERO**
				17:00	**1st Upload Poll Card data & sign off data report when processed (Idox)**	♦	♦	**Council (RO) (Idox customers)**
	FRI	3 March		10:00	**1st Run Poll Card proofs uploaded to EasyPrint**	♦		**Idox**
				14:00	**1st Poll card proofs signed off**	♦	♦	**Council (RO) (Idox customers)**

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	DAY	DATE		TIME	TASK	ACTION	COUNCIL ALERT	OWNER
MARCH	MON	**13 March**	-35	**Deadline Publication (Midnight)**	**Publication of Notice of Election (Direction 3)**			Council (RO)
	TUE/ WED	**14/15 March**			**1st Run of poll cards dispatched (Direction 4)**	♦		Idox customers
	MON	**20 March**	-30	**Deadline (Midnight)**	**FIENA registration application deadline**			ERO
	TUE	**28 March**	-24	**Deadline**	**FIENA application determination deadline**			ERO
				*15:00	**Live Ballot book data uploaded to EasyPrint & data report signed off**	♦	♦	Council (RO)
	WED	**29 March**	-23	**Publication**	**FIENA published**			ERO
				Deadline (Midnight)	**SIENA registration application deadline**			ERO
					Live Candidate data uploaded to EasyPrint	♦		Council (RO)
	WED	**29 March**		**By 19:00**	**Confirm Candidate Proofing**	♦	♦	Council (RO)
	THUR	**30 March**		****10:00**	**Deadline to Confirm Candidate Proofing**	♦	♦	Council (RO)
				13:00	**Ballot paper printer proofs uploaded**		♦	Project Team
				17:00	**Ballot paper proofs signed off**	♦	♦	Council (RO)

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	DAY	DATE		TIME	TASK	ACTION	COUNCIL ALERT	OWNER
APRIL	FRI	**31 March**	-19	By 16:00	**1st Upload of Absent Voter (to include all AVs approved for registered electors as at 29 March FIENA) data**	♦	♦	ERO
					Data report signed off	♦		Council (RO)
	MON	3 April		12:00	**FIENA poll card data upload**			ERO
				By 11:00	**1st Run Mailer proofs uploaded to EasyPrint for sign off**		♦	Project Team
				By 13:00	**2nd Upload of Poll Card data & sign off report when processed**	♦		Council (RO) (Idox customers)
				By 15:00	**1st Mailer proofs signed off**	♦		Council (RO)
				By 15:00	**2nd Poll card proofs uploaded on EasyPrint for sign off**	♦		Idox
				By 17:00	**2nd Poll card proofs signed off on EasyPrint**	♦		Council (RO) (Idox customers)
	TUES	4 April		By 12:00	**Electronic copy of ballot papers available to download from EasyPrint**		♦	Project Team
	THUR	6 April		Deadline (Midnight)	**Siena application determination deadline**			ERO
					2nd Poll cards dispatched for delivery	♦		Idox
	FRI	7 April		Publication	**SIENA published**			ERO
	MON/ TUE	10/11 April		By 15:00	**1st Live inspection boxes signed off / Site visits complete (staggered between 10th & 11th April**	♦		Council (RO)/ Project Team

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	DAY			TIME	TASK	ACTION	COUNCIL ALERT	OWNER
APRIL	MON	10 April		10:00	**Interim data upload (include all AV's approved from registered electors as at 7 April SIENA)**	♦		ERO
				10:30	**Data report signed off**			Council (RO)
	MON	10 April		14:00	**Proofs uploaded**		♦	Project Team
				16:00	**Proofs signed off**	♦		Council (RO)
	THURS	13 April			**1st run Mailers dispatched to Royal Mail (registered electors as at 29 March)**	♦	♦	Project Team
	FRI	14 April			**Scanned copies of live inspection packs sent to councils & signed off (if required)**	♦	♦	Project Team
					Interim run – Dispatched to Royal Mail (registered electors as at 7 April)	♦		Project Team
	Mon	17 April	-12	Deadline (Midnight)	**Final election Notice of Alteration (FENA) application deadline**			ERO
	TUE	18 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 / poll card data file**	♦		ERO
				Once Processed	**Sign off data report**	♦	♦	Council (RO)
	WED	19 April	-10	** Deadline By 10:00	**Deadline to upload 3rd run Absent Voter Data File to Idox (To ensure dispatch date of 25th April for 3rd run Postal Packs)**	♦		ERO
				**Deadline By 10:30	**Deadline to sign off data report**			Council (RO)
				By 11:00	**Poll card file and sign off data report (if required)**			Council (RO) (Idox customers)

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APRIL	WED	19 April	-10	By 14:00	**3rd run Mailer Proofs**		♦	**Project Team**
					Poll card proofs uploaded to EasyPrint			**Idox**
				** Deadline By 16:00	**3rd run Mailer Proofs signed off**	♦		**Council (RO)**
				** By 17:00	**3rd run poll card proofs signed off**			**Council (RO) (Idox customers)**
	MON	24 April	-7		**Final live inspection box delivered and signed off / Site visit completed**	♦		**Council (RO) / Project Team**
					3rd Upload Poll cards dispatched	♦		**Idox**
	TUE	25 April	-6		**FENA poll cards issued**			**ERO**
					FENA applications determination deadline			**ERO**
					Final Postal Packs dispatched to Royal Mail / Station Ballot Books delivered to Council	♦		**Project Team**
	TUE	25 April	-6	Deadline (17:00)	**Deadline for applications to vote by proxy**			**ERO**
	WED	26 April	-5	Publish	**FENA published**			**ERO**
	THURS	4 May	0	07:00 – 22:00	**Polling Day**			**Council (RO)**
				17:00	**Emergency proxy for disability, occupation, service or employment**			**ERO**
				21:00	**Correction of clerical errors to registers**			**ERO**
			N/A		**Rejected AV data to ERO's (strictly due to sealing)**			**Council (RO)**

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2017

Definitions: FIENA – First Interim Electoral Notice of Alteration
SIENA – Second Interim Electoral Notice of Alteration
FENA – Final Election Notice of Alteration

Colour Coding:

ERO	
RO	
eCount Project Team	
Idox poll card customers	
Mock Election	

AV packs/poll cards for electors verified post 18/19 April i.e. will be issued locally by ROs; similarly proxy poll cards.

**Item times shown with an ** are deadlines for receipt of data or sign off of proofs / data reports. Dispatch dates cannot be guaranteed unless these deadlines are met. If ROs are having any difficulties with respect to the deadlines they must contact their print controller immediately.