**Scottish Parliament Count 5 May 2016 – count stages**

Member of RO staff to sign form

Count collation team

Accountant takes copy of Declaration/result to collation

Print notification of regional result form

Second count still going on

RO announces result and turnout, two minute speech from successful candidate **only**

Adjudicate doubtful votes

Radio for announcement of adjudication

Adjudicate doubtful votes

Manage counted papers table

Radio for announcement of adjudication

Manage counted papers table

Comms want copy of Declaration for media (once announced)

**Count Manager and ACM**

**Shadow Count Manager and ACM**

Regional count

Count ballot papers (verification)

10pm break

Constituency count

Count ballot papers (verification)

10pm break

Sort papers by candidate (second count)

Provisional result accepted – staff told they can go

Second count still going on

NB not able to ask for a recount at this stage; could ask for the spreadsheet to be recalculated

Results and turnout announced, two minute speech from seven successful candidates **only**

Agents given five minutes to review the spreadsheet, ask questions

Agents briefed on collation spreadsheet and result

Comms will also ask for a copy for media (once announced)

Announcement asking agents to come forward

Print collation spreadsheet and two copies of declaration form

Collate results from constituency and regional counts (inc West and Midlothian

Advise RO by radio – on way to stage with candidates

Provisional result accepted – staff told they can go

Share provisional result with candidates**\***

Share provisional result with election agents**\***

Ask election agents to wait in count area

Print declaration form

Ask candidates to wait in count area

Staff break

Sort papers by candidate (second count)

Count final postal votes (at Table 1A)

Print verification spreadsheet

Radio with turnout figure

- ask for announcement of turnout and agents to come forward for verification spreadsheet

Share verification spreadsheet with election agents

Staff break

Count final postal votes (at Table 1A)

Print verification spreadsheet

CM radio with turnout figure

- ask for announcement of turnout and agents to come forward for verification spreadsheet

Share verification spreadsheet with candidates

\*Any recounts would be requested at this stage