

## eCOUNTING 2022

# INFORMATION BULLETIN

*Issue 01 – 27 August 2021*

Welcome to the first project bulletin of 2021.

Most communication has taken place directly with the 33 (council + ERO) member user group to date. The most recent communication has been two substantial updates in July and August as well as a virtual meeting of the user group in August.

As the local government election 2022 approaches, we are starting these regular bulletin updates that will be sent to ROs, DROs and Elections Managers as well as any additional User Group Members. We expect these will also be uploaded to the EMB website. With project bulletins becoming regular, the information will be short and sharp. This particular bulletin is slightly longer due to it being the first, and reiterating some information that has been communicated recently.

INFO	GENERAL
	<ul style="list-style-type: none"><li>• The project team would like to announce that there has been a change in resource recently. Dougie McGregor has decided to fully retire and will now enjoy some well-earned rest after a long spanning career in public sector which finalised with a substantial and key role in supporting not only electronic counting projects, but wider electoral work over the past number of years. Dougie has been invaluable to the project in both 2017, and getting us to the position we are in today. Dougie's knowledge, commitment and skills will be greatly missed and the project team would like to formally record their thanks to Dougie for his input to this project and wish him well for the future in spending more time with family.</li><li>• With this said, the team has filled this role with the very welcomed appointment of Aileen Knudsen who has recently retired from her role within South Lanarkshire Council. Aileen will take up the role of local government liaison lead and once settled in this new role will become one of the key contacts for councils. We are looking forward to the knowledge and depth of experience that Aileen will bring to the project and we are sure this will bring confidence to councils having a familiar face in this position.</li><li>• The project team has conducted a number of one to one sessions with individual councils over the last month and would like to reiterate that this opportunity is always available. If you have any</li></ul>

	<p>questions or would benefit from an open chat about any aspect of eCount, we can arrange a Teams call.</p>
<p><b>INFO</b></p>	<p><b>ENGAGEMENT</b></p> <p><b>EQUIPMENT LEVELS</b></p> <ul style="list-style-type: none"> <li>• Following the recent communication from Liz on 12<sup>th</sup> August, a number of individual conversations have been sparked, particularly relating to equipment levels and individual requirements for 2022. We would encourage any initial feedback on the proposed equipment levels sent out.</li> <li>• For those councils who have been contacted in previous months to note that they are in scope for a 'split count centre' (Fife, South &amp; North Lanarkshire, Highland, Aberdeenshire) we will be back in touch in the coming week regarding this. New information is available which will be used to inform your decision making and should make the decision for this easier.</li> </ul> <p><b>eCOUNTING DELIVERY MANAGERS</b></p> <p>Fujitsu are in the process of recruiting Project Managers who will be responsible for Delivery of each Council's eCount and for ensuring that your print and logistics needs are met. (In previous projects these people were known as regional managers but they are essential doing the same role). These people will mostly be new to the Project so please bear with us for the time being whilst recruitment is completed and they build the substantial knowledge they need to have. Recruitment is well advanced with the first members of the regional team commencing on Monday 30<sup>th</sup> August.</p> <ul style="list-style-type: none"> <li>• The PMs will be allocated to Councils during September and the aim is to set up initial introductory Teams meetings with each Council in September/October.</li> <li>• Your PM will be responsible for developing all elements of delivery plans with you. All engagement activities for the time being will be conducted by the current core project team.</li> <li>• Their work will cover all elements including count centre layout, logistics, detailed requirements, timings, print, additional training needs, set up of staff on system etc.</li> </ul> <p><b>DIFFERENCES TO 2017</b></p> <ul style="list-style-type: none"> <li>• Please remember that based on feedback, formal training will now take place in 2022 only. The large scale mock election (Perth 2016) will <b>not</b> take place in this project. We therefore encourage maximum participation in the events noted below in 'dates for diary'.</li> <li>• It is also worth noting that a fundamental difference is that individual call off contracts with Fujitsu are <b>not</b> required for this project. All councils have already signed up to the 'agency agreement' in 2019</li> </ul>

	<p>which means individual contracts are not required. This work took a substantial amount of time and effort in the 2017 project and will remove a chunk of 'engagement' requirement.</p>
<p><b>ACTION</b></p>	<p><b>DATES FOR DIARY</b></p> <p><b>SOFTWARE CHANGES DEMONSTRATION (ONLINE)</b></p> <ul style="list-style-type: none"> <li>• Demonstrations of the new software, focussing on the registration and verification process, have been scheduled for next week (<b>30 Aug – 3 Sep</b>) every day at 11am. All user group members received an invite to these sessions.</li> <li>• The response to these sessions has been excellent so far. We would encourage user group members to extend the invite to their wider teams where appropriate. As these sessions will have a focus on verification, you may wish to invite colleagues who could be in a position to conduct this role next year.</li> <li>• For any wider team members that would like to be involved, please just forward on the invite, you don't need to seek permission. Any problems with this, please email <a href="mailto:jack.lochans@gov.scot">jack.lochans@gov.scot</a> and we can manually add colleagues to the invite.</li> </ul> <p><b>IN PERSON DROP IN SESSIONS</b></p> <ul style="list-style-type: none"> <li>• Since there is no autumn training this time, we have created an earlier opportunity for those in the community who have little or no experience of eCounting to come to a drop-in familiarisation session at Silvan House, Edinburgh. These sessions will allow familiarisation with the end to end process, count centre set up/layout, workflow and processes and can include hands-on experience. These sessions will be tailored to the needs of attendees. The project team have blocked out two dates: <b>Tuesday 7<sup>th</sup> September</b> <b>Thursday 9<sup>th</sup> September</b></li> <li>• To come along on either of these dates, please email <a href="mailto:jack.lochans@gov.scot">jack.lochans@gov.scot</a> / <a href="mailto:liz.ure@gov.scot">liz.ure@gov.scot</a> and we will make arrangements.</li> <li>• A further opportunity for in person drop in sessions in Silvan House will be arranged for later this year if there is appetite for this.</li> </ul> <p><b>END TO END COUNT DEMONSTRATION (ONLINE)</b></p> <ul style="list-style-type: none"> <li>• A live streamed end to end eCount session has been scheduled for <b>28<sup>th</sup> September</b> (time and calendar entry to follow). This will provide an opportunity for Senior elections staff eg ROs, DROs and Election Managers to see the final proposed solution for 2022, including the new workflow processes, in a 'live' environment. This will be followed by a Q&amp;A.</li> </ul>

	<ul style="list-style-type: none"> <li>• Please let us know if this date is unsuitable. It may be challenging to arrange a further live streamed event but we can look at other options if necessary.</li> </ul>
<p><b>INFO</b></p>	<p><b>FORMAL TRAINING</b></p> <ul style="list-style-type: none"> <li>• As noted in previous communication, formal in person training will take place over February and March 2022 in the recently agreed 3 locations of Edinburgh, Aberdeen and West of Scotland (Location TBC)</li> </ul> <p><b>Aberdeen:</b></p> <ul style="list-style-type: none"> <li>• P&amp;J Live 14<sup>th</sup> – 18<sup>th</sup> February 2022</li> </ul> <p><b>Edinburgh</b></p> <ul style="list-style-type: none"> <li>• Silvan House 21<sup>st</sup> February – 25<sup>th</sup> March 2022</li> </ul> <p><b>West of Scotland</b></p> <ul style="list-style-type: none"> <li>• Glasgow currently assisting to locate a suitable venue to host. Anyone else is very welcome to make suggestions.</li> <li>• Dates will be confirmed and will likely be within the timescale of 21<sup>st</sup> February – 25<sup>th</sup> March 2022</li> <li>• Work will commence to begin booking councils onto training dates later in the year.</li> </ul>
<p><b>INFO</b></p>	<p><b>WORKING GROUPS</b></p> <p><b>PRINT WORKING GROUP</b></p> <ul style="list-style-type: none"> <li>• Print working group will kick off on Monday 30<sup>th</sup> August with the first session set to review all proposed print material. Aileen will take the lead on reporting back to user group what is proposed via this working group.</li> <li>• It is the target to have all elements of print (material, timetable, PV dispatches) fed back and agreed by the user group by mid October 2021.</li> <li>• Print is a crucial element of election delivery, and we know the importance of getting this 100% correct 1<sup>st</sup> time. A detailed plan is already in place for print which will be refined and finalised where appropriate via the print working group.</li> <li>• Work will take place in November to begin gathering council information (contest info and vacancies etc.) to allow users to be set up on EasyPrint. This is the portal that will be used for the upload of data and managing the print process through to proofs and production.</li> </ul>

	<ul style="list-style-type: none"> <li>• EasyPrint training for anyone that requires it will take place in December 2021 and will be followed at the turn of the year by a host of other print activities including mock elections for test of data and processes, as well as formal data upload.</li> <li>• The print timetable as agreed through the print working group (as well as EMB and project board) will be used to finalise detailed print delivery plans including crucial timelines for confirming print quantities.</li> <li>• <b>Reminder</b> – councils are responsible for paying for all elements of print and this will be invoiced directly by Fujitsu to each individual council based on order quantities. Should anyone require a reminder of contract print prices to allow budget forecasting, please get in touch with <a href="mailto:jack.lochans@gov.scot">jack.lochans@gov.scot</a></li> </ul> <p><b>ADJUDICATION WORKING GROUP</b></p> <ul style="list-style-type: none"> <li>• Adjudication working group is scheduled for 8<sup>th</sup> September</li> <li>• The purpose is to discuss how consistency in 1<sup>st</sup> level adjudication can be achieved both in training and live elections and to establish consistency in reasons for rejection.</li> <li>• Feedback will be provided to the user group on the recommendations for adjudication based on the outputs of this working group</li> </ul>
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