**eCounting**
**2022**

# eCOUNTING 2022

# INFORMATION BULLETIN

*Issue 05 – 5 November 2021*

Welcome to the fifth project bulletin of 2021.

You will find copies of all Bulletins on the EMB website at eCounting Bulletins 2022

| Info | **General** |
|---|---|
| | In addition to this being circulated to the wider election community please feel free to circulate to others in your wider teams. |
| Info | **Engagement** |
| | • **Equipment Levels** – An email and updated equipment summary table was sent to the User Group on 22 October 2021. Regional Managers will work through detailed count layout with councils using these recommended equipment levels as a starting point.  There will be opportunities in these discussions to make small adjustments to your equipment provision where necessary.  A key point to note is that the 2022 eCounting solution has more flexibility because it includes the ability to easily repurpose a workstation during a count eg registration/verification once complete could be used by a 1st Level Adjudicator.  This can, of course, be discussed with your Regional Manager.

• **Count Centre Surveys/Visits** – Surveys are ongoing and likely to be complete by the end of November.  Please use this opportunity to raise any eCounting issues/considerations for your Council.

• **Ballot Paper Account Working Group**
You may recall from Bulletin Issue 03 a Working Group was set up to discuss recommendations for dealing with Ballot Paper Accounts in preparation for eCount Registration/Verification.  The recommendations from this group will be sent to the User Group for their views/input within the next week.

• **Performance Testing**
The final system performance tests, involving over 150k ballots, will be undertaken at the end of November.  User group representatives are invited to attend these tests if they wish to see the system operating at scale. Because of the limits on the number of people who can be in the test count centre, we would ask that anyone attending takes on a role (or more than one) in the count.   These events take place on 24th and 25th November in Silvan House, Edinburgh and the test counts will take around 4 hours to complete. These tests will include running all the reports as well as the post- |

count data transfer activities.  We can accommodate a limited number of observers towards the end of each count if you only wish to see the reports generation and data transfer aspects.  If you wish to take part in these test counts, please email liz.ure@gov.scot.  We very much welcome volunteers since that minimises the need for casual staff!

- **Print Timetable**
  Formal approval of the Print Timetable was given by the EMB and will be shared with the User Group and circulated with the EMB Directions shortly.

- **Idox Print Controllers**
  Idox Print Controllers have commenced their communications with councils on:-
  o Easyprint set up and training information
  o Print requirements
  This early communication will ensure Easyprint is set up for you and appropriate paper supplies are ordered.

- **Print Contingency**
  The Convener of the EMB gave an update at SOLACE on Friday 29 October 2021 on work that had been undertaken by the eCount Project Team to identify options to provide additional resilience to the print process for the elections in 2022.  While the EMB agreed a position with respect to the options presented, given the impact and costs across all Returning Officers (ROs), the EMB wanted the matter to be considered by all ROs.  An email and the paper was sent to ROs on Monday 1 November 2021 asking for views to chris.highcock@edinburgh.gov.uk by Friday 12 November 2021.

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| **Action** | **Training** |
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| | - **Booking of Face to Face Training** – An email was sent to the User Group on 24 October 2021 requesting preferred dates for face to face training for their eCount Team **by Friday 12 November 2021**.  The eCount Project Team will be in touch with you asap after this deadline to advise of your allocated training date and venue.  Obviously, we will do our best to accommodate your preferences. |
| | - **Livestream Recording** (**End to End System Demonstration)** – The on-demand recording will be sent to the User Group within the next couple of weeks. |
| **Info** | **Count Week** |
| | **Count Venue Availability** – We would like to take this opportunity to remind Councils of the general count venue availability requirements. |
| | - All Councils are asked to ensure that their count venue is booked and available to Fujitsu from 9am Monday 2 May until 10pm Friday 6 May 2022 |
| | - All power must be in place on the floor along with tables and chairs, by 9am on Monday 2 May 2022. |

If you have any issues with meeting these general requirements, can you please let your SG lead contact and your RM know.

A high level overview of count week activities is provided below:

**Monday 2nd May 2022**
- Venue readiness – all power, tables, chairs in place by 9am ready for count centre build. Fujitsu then begin unpacking and building the count centre ready for preliminary testing.

**Tuesday 3rd May 2022**
- System configuration including software tests and configuration of the training/test environment.

**Wednesday 4th May 2022**
- Smartcard enrolment for operator staff, short training sessions for scanner operators and marshals and ad hoc additional training. Small trial count for staff and demonstrations to candidates, agents and other stakeholders as required.

**Thursday 5th May 2022**
- eCount software configured for live election including final testing.

**Friday 6th May 2022**
- Count day

Further detail will be available in due course and plans specific to your Council, for example, the detailed plan for the Wednesday will be developed with your RM. However, it is expected that the above timetable is followed as a standard timeline. Additional training and demonstrations as well as smartcard enrolment can in most cases be accommodated during the day or in the evening.

If the timetable above is not practical or possible for any reason, do please let your SG lead (or any of the Project Team) and your RM know as soon as possible so we can discuss your requirements.

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