

# **Wei blong Vot mo hao blong kaontem**

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**Buk blong ol ofisol**



**Ripablik blong Vanuatu, 2021**



# Wanem i stap insaed

<b>Mesej i kam long Prinsipol Elektorol Ofisa I go long ol vot ofisol .....</b>	<b>2</b>
<b>Japta 1: Ol eleksen .....</b>	<b>3</b>
<b>Japta 2. Ol rod blong vot mo ol vot ofisol .....</b>	<b>9</b>
Ol rod blong vot	
Ol vot ofisol	
<b>Japta 3. Bifo vot .....</b>	<b>15</b>
Karem mo kasem ol balot pepa mo buk	
Trening blong ol poling staf	
Mekem poling stesen i redi	
<b>Japta 4. Vot .....</b>	<b>18</b>
Bifo vot i stat	
Openem taem blong vot	
Taem ol vot ofisol, polis, ejen mo obseva i vot	
Helpem ol vota	
Proksi vot	
Ol balot pepa mo envelop we i damaj damej	
Oda mop is long Poling Stesen Oda mo pis long poling stesen	
Blokem Poling Stesen poling stesen spos ol man oli mekem rabis fasin	
Klosem vot	
Fasin blong klosem vot	
Pakemap ol balot pepa	
<b>Japta 5. Kaontem .....</b>	<b>25</b>
Fasin blong kaontem	
Mekem ples i redi blong kaontem	
Ol rod mo fasin blong kaonting	
Rekonsiliesen blong ol balot pepa	
Sotemaot ol balot pepa	
Kaonting blong ol balot pepa	
Klosem kaonting	
Pakemap mo karem ol pepa blong vot	
<b>Anex .....</b>	<b>36</b>

# Mesej i kam long Prinsipol Elektorol Ofisa i go long ol Vot Ofisol

Vanuatu elektorol Ofis (VEO) hemi glad tumas blong givim Buk blong Vot mo Kaonting i go long ol Ofisol blong helpem olgeta blong saed blong ol fasin mo rod blong eleksen.

Blong mekem se fasin blong eleksen i gud ol man bae oli mas mekem gud wok blong olgeta, oli mas stap responsibol mo mekem sua se ol staf oli mekem gudfala wok. From we onesti blong ol man we oli wok long eleksen hemi impoten blong sakeses blong eleksen, ol man bae oli mas mekem gud wok blong olgeta – samting ia hemi impoten tumas blong mekem se ol eleksen oli fea – mo Vanuatu i nidim fri mo fea eleksen blong mekem se ol rod mo fasin blong kasem independens i stanap gud.

I gat fulap eksperiens i stap stat long 40 ia kasem tedei. Buk ia i wantem givimaot ol gudfala fasin blong wok blong mekem se rod mo fasin blong eleksen oli stanap gud mo oli folem lo.

Stat long 2020, fulap Poling Stesen bae oli karem ol VES Vot Skana/Tablet. Masin ia bae i save ridim otomatikli namba blong ID kad mo faenem nem blong vota we i stap long stret poling stesen mo faenem spos hemi vot finis o no.

Skana/Tablet we i save ridim ID kad namba oli save holem long han o i stap long kompiuta. VES Vot Skana/Tablet hemi save rikodem taem wan man i vot finis mo talem hamas man i vot long Poling Stesen ia Skana/Tablet ia hemi helpem bigwan ol eleksen.

Buk ia i wantem sowem gud ol regulesen we hemi stamba blong eleksen. Oli mekem buk ia blong ol man oli save go long hem kwik taem. Spos yu no sua long wan samting, bae yufala i mas go askem long of supevaesa mo ol retening ofisa.

VEO i wantem gohed wetem komitmen blong hem mo hemi askem spos man i gat komen blong mekem oli welkam blong talemaot. Yumi talem tankiu long sapot blong ol patna blong mifala blong mekem buk ia mo tankiu long ol tim we oli wok long hem. Buk ia bae hemi helpem bigwan ol eleksen staf blong yumi.



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Vanuatu Elektorol Ofis (VEO)

# Japta 1.

## Oi elekSEN

Oil kaen elekSEN	Nasinol jenerol Eleksen (Palemen) Provinsol elekSEN Minisipol elekSEN Referendum By-ElekSEN (taem oli nidim blong mekem elekSEN eni taem)
Huia i manejem elekSEN	Elektorol Komisen (EC) mo Vanuatu Elektorol Ofis (VEO)
Legol stamba	Konstitusen blong 1980 Lo blong Representesen blong Pipol – 1982 Lo blong Desentrelaesesen - 1994 Lo blong Munisipaliti - 1980 Lo blong Lokol Gavman Eleksen - 1982 Lo blong Nasonol Referendum - 2004 Oil lo, rod mo fasin blong EC mo VEO. I gat wan lo long wanwan elekSEN be Konstitusen mo Desentrelaesesen Lo mo ol lo, fasin mo rod blong EC mo VEO i stanap tu.
Dei blong Vot	
Vot Taem	7:30 am – 4:30 pm
Huia i save vot	Oil Ni-Vanuatu citizen we oli rejista wetem valid elektorol kad o ID Kad mo nem i stap insaad blong elektorol rol long wanwan poling stesen.
Wei ples blong vot	Eni man we hemi rejista finis hemi save vot long poling stesen insaad blong konstitiuensi blong hem we hemi sem ples we hemi rejista long hem.
Poling Stesen	Poling Stesen hemi ples we man i vot mo ples we oil elekSEN ofisol oli wok long saed blong elekSEN.





Vot Ofisol	<p>Poling Stesen staf          Presaeding Ofisa (PO)          Poling klak 1          Validesen Klak          Poling Klak 2          Spos i gat 2 Poling Klak, i gat wan jekpoen (taem oli jekem man).          Long ol bigfala Poling Stesen bae i gat fiu jekpoen blong mekem se ol samting oli hariap mo bae i gat kiu kontrola blong helpem ol man insaed blong kiu.</p>
Ol man we oli save kam insaed blong Poling Stesen	<p>Ol man we oli rejista, man we i vot o i stap wet blong vot.          Ol Vot Ofisol          Ol VEO Ofisol we oli gat spesol wok long vot mo kaonting.          Ol man we oli karem akreditesen olsem ol ejen, pati mo kandidet (oli mas gat baj)          Ol Nasinol mo intanasinol obseva (we i gat baj)          Ol memba blong media we oli gat valid media kad mo VEO baj          Ol kandidet taem oli kam blong vot.          Be oli save kam bak insaed taem oli statem kaonting.          Ol polis oli mas stap long doa mo oli save kam insaed spos Presaeding Ofisa i askem olgeta.</p>

Helpem ol vota	Fasin blong VEO hemi blong helpem ol disebol man. Ol vota we oli disebol, ol olfala mo woman we i gat bel oli mas go long foret blong kiu. Ol vota we ae blong olgeta ino gud o olgeta we oli no save muvmuv gud oli save askem se wan man we i rejista finis i helpem olgeta.
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**Lete m olfala o ol disebol i go long foret blong kiu fastaem.**



<p>Ol raet mo responsibiliti blong ol ejen blong pati/Kandidet</p>	<p><b>Wan ejen blong pati o kandidet hemi save:</b></p> <ul style="list-style-type: none"> <li>• Stap insaed blong Poling stesen taem ol man oli vot mo taem oli kaontem.</li> <li>• Askem infomesen long PO be ino mas blokem fasin blong vot.</li> <li>• Saenem ol vot mo kaonting fom mo rikodem ol risal.</li> <li>• Talem long Presaeding Ofisa spos oli luk sam fasin ino stret mo askem se oli putum insaed blong elektorol ripot.</li> </ul> <p><b>The party/candidate agents must:</b></p> <ul style="list-style-type: none"> <li>• Saenem Kod blong Kondak.</li> <li>• Karem baj wetem ID foto</li> <li>• No mas blokem vot mo kaonting</li> <li>• No mas gat wan saen we i sowem pati o kandidet blong hem.</li> <li>• Mas lego Poling Stesen spos oli no obei mo spos PO i askem.</li> <li>• Lukaot: Bae i mas gat wan (1) ejen blong pati o kandidet nomo insaed long wanwan taem.</li> </ul>
<p>Raet mo responsibiliti blong ol obseva</p>	<p>Ol Nasinol mo Intanasinol obseva we oli karem akreditesen blong VEO oli:</p> <ul style="list-style-type: none"> <li>• Oli save kam insaed blong Poling Stesen enitaem nomo</li> <li>• Oli save luk fasin mo rod blong vot mo kaonting enitaem</li> <li>• Askem infomesen long PO be ino mas blokem fasin blong vot.</li> <li>• Rikodem eni samting we oli luk ino stret insaed blong buk blong olgeta.</li> <li>• Saenem ol vot fom after kaonting.</li> </ul> <p>Ol obseva oli mas:</p> <ul style="list-style-type: none"> <li>• Saenem Kod of Kondak.</li> </ul>

Raet mo Responsibiliti blong ol obseva	Fasin blong olgeta i mas stap gud oltaem mo no tekem saed taem ol man oli vot o taem oli kaontem.  Putum baj i klia mo karem wan nrafala ID foto.  Stap kwaet nomo mo no tajem ol pepa.  Lego Poling Stesen spos PO i askem.
Raet mo Responsibiliti blong ol media.	Ol media oli: <ul style="list-style-type: none"><li>• Kam insaed long Poling Stesen enitaem nomo taem oli vot mo taem oli kaontem, blong mekem wok blong olgeta.</li></ul> Oli mas: <ul style="list-style-type: none"><li>• Fasin blong olgeta i mas stap gud oltaem mo no tekem saed taem ol man oli vot o taem oli kaontem</li><li>• Putum VEO baj o Pres kad i klia mo no putum eni saen blong pati o kandidet.</li><li>• Stap kwaet nomo mo no tajem ol pepa</li><li>• No toktok wetem ol vota mo no tekem ol foto taem man i vot.</li></ul>
Sikiuriti mo sefti	Polis mo militeri oli responsibol blong sikiuriti long Poling Stesen. Bae oli stap blong help kontrolem ol man long doa mo wetem ol kiu.
Ol komplen	Wan vota, wan ejen blong pati o kandidet hemi save putum wan komplen spos hemi luk se ol fasin ino stret long taem blong vot o kaonting.  Ol PO oli mas stretem kwiktaem ol komplen.



Onesti blong eleksen	<p>EC mo VEO oli stanemap narafala fasin blong mekem sua se i gat onesti. Hem:</p> <p><b>Trensparensi (i mas sowem se hemi ones)</b></p> <p>Ol ejen blong pati o kandidet, ol obseva mo ol media oli save lukluk fasin blong eleksen.</p> <p>Yusum transparen boks mo sil wetem namba blong klosem ol bag. Ol namba blong sil oli rikodem oltaem mo oli save faenem olgeta.</p> <p><b>Sekresi (vot hemi sekret long wanwan man).</b></p> <p>Man bae i save vot long sekret from ol voting but (booth). Bae ino gat 2 man be 1 nomo insaed be spos wan disebol man i stap bae i gat 2 man.</p> <p>Yusum ol envelop i mekem se man i save vot long sekret.</p> <p><b>Blokem ol man we oli vot tu (2) taem</b></p> <p>After we man i vot, oli putum strong ink long tam blong hem mo stampem kad blong hem blong blokem hem ino vot bageken.</p> <p><b>Proksi</b></p> <p>Lo i talem se man i save gat proksi, hemia wan man i vot long hem folet tingting blong hem.</p>
Ol elektorol ofens	<p>Ol elektorol ofens oli samting we man i mekem blong brekem ol lo blong EC.</p> <p>Ol aksen ia i karem penalti o man i save go long jail. Oli:</p> <ul style="list-style-type: none"> <li>• Taem wan man i blokem wan elektorol ofisa long wok blong hem.</li> <li>• Taem man i vot tu (2) taem.</li> <li>• Taem man i preten se hemi wan narafala man, o hemi givim mane o gif o hemi toktok strong long ol vota.</li> <li>• Taem man hemi damej o stilim ol pepa.</li> <li>• Taem man i talem kiaman toktok long saed blong wan kandidet.</li> <li>• Taem man i karem wan foto, nem o wan logo blong wan kandidet long 100 meta blong Poling Stesen.</li> <li>• Spos wan rabis fasin (elektorol ofens) i hapen, PO i mas rikodem long buk blong hem mo askem polis i karem man ia.</li> </ul>

# Japta 2.

## Ol step blong vot mo ol vot ofisol

### Ol step blong vot

A simple voting process has been designed to make the voting process clear and easy, to safeguard against impersonation and multiple voting while ensuring strict secrecy of the ballot. Essentially, the voting process involves a series of steps. These steps briefly describe the movement of the voter, once s/he enters the polling station.

#### Step 0.



#### Kam long Poling Stesen (PS)

Vota i kam insaed blong Poling Stesen wetem valid kad blong hem mo hemi wet long kiu bifo hemi go insaed.

#### Step 1.



#### Aedentifikesen

**A** Spos Vota i gat Nasonol ID blong hem, hemi save go stret long VES Validesen Klak. Vota i sowem elektorol kad blong hem. Klak i jekem lef tam blong hem blong mekem sua se ino gat ink mo spos hemi no vot finis.

Fulap Vot Stesen oli gat wan VES Vot/Skana/tablet. Skana/Tablet ia i save skan ID kad otomatikeli mo faenem nem blong vota insaed blong detebees blong Vot/pollin Stesen. Skana o tablet oli holem long han o hemi stap insaed blong kompiuta finis.

Aedentifikesen klak i skanem namba we i stap long Nasonol ID kad blong vota. Hemi jekem se vota i rejista finis long Vot Stesen ia mo jekem tu se hemi no vot finis.

**B** Spos vota ino gat ID blong hem, hemi go long Vot Klak 1 (Polling Klak) blong aedentifikesen.

Oli jekem infomesen i stap insaed blong elektorol rol wetem infomesen blong kad.

#### Step 2.



#### Karem ol balot pepa

Oli givim long vota ol balot pepa mo wan envelop.

#### Step 3.



#### Jusum Kandidet

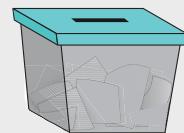
Vota i go insaed long vot kona hemwan, be spos hemi nidim help, wan vot staf i mas go wetem hem.

Vota is jusum vot pepa we i gat nem, foto mo saen blong kandidet we hemi jusum.

Vota i putum pepa blong hem insaed blong envelop.

Vota i lego kona blong vot (booth)

#### Step 4.



#### Vot

Vota i putum envelop wetem pepa insaed blong boks blong vot mo sakem ol pepa we hemi no yusum long bin.

#### Step 5.



#### Ink, karem bak kad mo lego stesen

Vota i putum lef tam blong hem insaed blong ink

Spos vota i givim wan elektorol kad, hemi mas karem bak wetem stamp insaed.

Vota il lego Poling Stesen

## **Vot Ofisol**

Oi Poling Stesen Ofisol oli mas mekem sua se oli folem ol ruls blong VEO mo no mas talem tingting blong vot blong olgeta long ol man. Oli mas rispektem sekresi blong ol vota mo taem oli kaontem oli mas mekem gud wok blong olgeta mo mekem kwiktaem.

## **Presaeding Ofisa (PO)**

Oi Presaeding Ofisa oli mas ripot long Rejistresen Ofisa, we wok blong hem hemi blong supevaesem ol fasin blong eleksen long levol blong konstituensi. Oli ripot long Provinsol Elektorol Ofisa.

Taem oli ripot, oli mas folem hemia:

**HQ - PRINSIPOL ELEKTOROL OFISA**

**PROVINS-PROVINSOL ELEKTOROL OFISA**

**KONSTITUENSI-REJISTRESEN OFISA**

**POLING STESEN-PRESAEDING OFISA**



## **Wok blong PO**

PO i mas folem gud ol prosija, bifo, long taem blong vot, mo afta vot mo long kaonting. Ol fasin ia i stap insaed blong buk ia.

Blong mekem gud wok blong hem, PO i mas:

- Karem ol PS pepa mo trenem ol staf bifo dei blong vot.
- Manejem mo mekem sua se i gat oda insaed blong Poling Stesen.
- Supevaesem ol fasin insaed mo aotsaed Poling Stesen.
- Supevaesem ol balot pepa bifo mo afta.
- Mekem sua se tablet i stap wetem sem man oltaem.
- Mekem sua se taem blong vot mo taem blong kaonting i folem oda mo prosija.
- Kontrolem ol doa blong poling stesen mo mekem sua se ol man we oli kam insaed oli gat baj, mo mekem sua se ino gat tumas man insaed.
- Helpem ol olfala, ol disabiliti, ol woman we i gat bel, ol papa mo mama wetem ol smol pikinini mo helpem ol vota spos oli nidim.
- Mekem sua se i gat wan vota nomo insaed blong vot kona long wanwan taem be spos hemi nidim help hemi save go helpem.
- Mekem sua se i gat sekresi taem ol man oli vot.
- Stap klosap blong Balot Boks oltaem.
- Mekem sua se ol vota oli putum envelop stret insaed balot boks.
- Mekem sua se ol vota oli sakem ol pepa we oli no yusum insaed long bin.
- Jekem se ol poling staf oli folem ol prosija blong vot mo kaonting oltaem nomo.
- Helpem ol proksi vota.
- Jekem gud ol media, obseva mo ol ejen mo mekem sua se oli saenem Kod of Kondak. KK i mas go bak long VEO.
- Stretem ol komplen kwiktaem nomo.
- Mekem sua se ol kaonting mo rikoding blong risal oli stret gud.
- Raetem gud ol ripot mo ofisol ripot blong PS.
- Pakem gud ol sensitiv mo ol no-sensitiv pepa mo karem long rejistresen ofisa.



# Poling Klak 1 mo validesen blong VES: Aedentifikesen blong ol vota mo givim ol pepa blong vot



Aedentifikesen blong ol vota i save hapen long tu (2) fasin: sowem "elektorol kad" long VEO o sowem "nasonol ID kad". Spos vota i sowem elektorol kad, bae oli jekem infomesen insaed blong elektorol rol. Spos vota i sowem nasonol ID kad, bae oli skanem mo yusum tablet blong mekem wan otomatik jek.

Spos vota i sowem elektorol kad, fas vot klak i mekem hemia:

1. Jekem se vota i no gat ink long lef tam blong hem blong mekem sua se hemi no vot finis.  
**Spos vota i gat ink finis, hemi no save vot.**
2. Karem elektorol kad mo talem se ino gat stamp yet insaed. Hemia blong jekem se vota ino vot yet.  
**Spos elektorol kad i gat stamp finis, vota bae ino save vot bageken.**
3. Jekem elektorol kad long saed blong aedentiti, ej mo spos hemi woman o man.
4. Jekem elektorol rol blong mekem sua se kad namba mo nem blong hem i stap insaed blong rol blong stret poling stesen ia.

**Lukaot:** Spos man ino gat elektorol kad blong hem, bae hemi no save vot. Semak, spos nem blong wan man ino stap insaed blong elektorol rol, bae hemi no save vot, no mata we oli gat wan valid elektorol kad. Spos oli no glad, oli save putum wan komplen long Suprim Kot.

5. Spos ol samting i stret, putum wan tik long lef marjin blong rol klosap blong namba blong vota.
6. Spos vota i sowem wan nasonol ID kad, VES validesen klak i mas akseptem vota, mo :
  - a. Skanem nasonol ID kad blong karem infomesen blong vota (mo yusum tablet) mo jekem spos vota is gat raet blong vot long Poling Stesen ia, mo spos hemi no vot finis.
  - b. Jekem nasonol ID kad mo foto blong mekem sua se aedentiti i stret wetem ej mo spos i stret man o woman.
  - c. Mo tu, tablet/kompiuta bae i jekem aedentiti, raet blong vot mo rikodem se vota i kam vot long stret Poling Stesen.
7. Givim wan buk blong balot pepa mo envelop long vota.
8. Talemaot gud long hem fasin blong vot mo yu no mas sowem tingting blong yu long saed blong jois blong yu. Helpem speseli ol man we oli vot long fes taem.

Eksampol



- a. Karemaot pepa we hemi jois blong yu, long buk;
  - b. Putum pepa we yu jusum insaed envelop
  - c. Putum envelop insaed blong balot boks mo sakem ol narafala pepa insaed long bin, klosap blong balot boks.
  - d. Spos yu yusum wan elektorol kad, kam bak blong karem kad.
9. Sowem rod long vot I ko long poling but.
10. Spos i gat man insaed, givim elektorol kad long poling klak 2.
11. Karem ol proksi vota i go long PO.

**Lukaot:** Ol pepa o envelop we oli damej o oli spolem, oli save riplesem. Folem ol prosija long narafala japta.

## Poling Klak 2: Putum ink long vota mo putum stamp long elektorol kad.



Sekon Poling Klak:

1. Taem wan vota i vot finis, putum strong ink long lef tam blong hem. Spos vota hemi wan proksi vota, yu mas putum ink tu long hem.  
Spos vota i sowem wan elektorol kad, sekon poling klak i mas:
2. Putum stamp insaed blong elektorol kad klosap blong "Deit blong vot" wetem VEO stamp mo putum deit mo inisol blong hem.
3. Krosem nem blong vota long sekon kopi blong elektorol rol blong PS.
4. Givim bak elektorol kad long vota mo askem hemi lego poling stesen kwiktaem.

Hemi gud spos klak 1 mo klak 2 mo VES klak oli stap long wan tebol nomo. Hemia wan jekpoen o wan poling tebol.

Long ol bigfala poling stesen, i gat fulap jekpoen blong mekem se ol kiu oli go kwiktaem. Long ol bigfala poling stesen ia, i gat wan o tu (2) presaeding ofisa wetem wan balot boks, i gat fulap jekpoen mo wan elektorol rol blong PS. Wok hemi semak long ol jekpoen.

## Kiu Kontrola

Long ol bigfala poling stesen we i gat fulap jekpoen, i mas gat wan kiu kontrola we wok blong hem hemi:

- Manajem ol kiu folem ol prosija blong PO.
- Jekem ol doa kasem taem we kaonting i finis.
- Jekem se ol man we oli gat raet nomo oli stap insaed blong poling stesen mo jekem se ol vota oli lego poling stesen taem oli vot finis.
- Sowem rod long ol vota long ol jekpoen. Oli save yusum ol saen blong helpem ol man long ol kiu .
- Mekem sua se ol man oli rispekte oda insaed blong stesen.
- Talemaot ol infomesen long ol vota folem toktok blong PO.
- Helpem ol vota we oli nidim help.
- Talemaot long PO spos i gat eni problem.
- Narafala wok we PO bae i givim.

Ol kiu kontrola oli jekem ol doa long poling stesen kasem taem we kaonting i finis mo kasem taem we oli pakem ol pepa finis.

Spos ino gat kiu kontrola, ol polis bae oli mekem wok ia mo helpem ol PO long saed blong kiu



# Japta 3. Bifo vot

## Taem blong dilivarem mo risivim ol pepa mo ol buk

Ol provinsol elektorol ofisa mo ol rejistresen ofisa insaed blong konstituensi (ol eria sekreteri mo ol eria administreta) oli responsibol blong deliveri blong ol pepa we oli sensitiv mo olgeta we oli no sensitiv tumas (sensitiv = ol buk mo ol pepa we spos man i damejem, bae i save afektem ol eleksen) insaed blong konstituensi blong olgeta

Ol Sensitiv pepa hemi ol buk mo pepa we spos man i damajem, bae i save afektem ol eleksen (ol pepa blong vot, elektorol rol, ofisol stamp, strong ink). Ol non-sensitiv pepa hemi ol buk mo ol pepa we oli impoten be spos man i damajem bae ino afektem tumas ol eleksen. Be spos oli damaj, oli mas replesem: olsem Balot boks, ples blong vot, ripot pepa blong vot ples).

VES verifikasen klak bae hemi yusum wan kompiuta nomo wetem wan bar-code skana (i gat 2 skana, wan we oli yusum long han mo nrafala oli yusum long desk).

Ol pepa oli putum insaed blong ol bag we i gat smol lebel nomo.

Ol Presaeding ofisa (PO) bae oli karem ol pepa ia long poling stesen mo tu, bae oli karem ol balot boks, ol poling but (ples blong vot) wetem ink blong oli save manejem vot mo kaontem insaed blong PS.

Oli sud tekemaot ol pepa blong vot wan dei bifo taem blong vot.

Wanwan kit blong wanwan poling stesen i kam wetem wan lis blong ol pepa we i stap insaed. PO i mas jekem fastaem afta i mas saenem. (jekem lis long anex 1)

Insaed blong ol boks bae i gat tu (2) Code of kondak mo ol akreditesen baj (blong givim raet). Bae hemi mas raetem insaed blong ol baj mo karem ol stesen woka oli saenem Code blong kondak, bifo oli kam insaed long poling stesen. Ol grup we bae oli nidim ol baj, oli:

- Presaeding ofisa
- Poling stesen woka
- Elektorol komisina
- Ol intanasinol obseva
- Lokol obseva
- Ol media
- Ejen blong politikol pati
- Ol man we oli gat ol spesol baj



## Trening blong ol Poling Ofisas

Ol provinsol elektoral ofisa mo ol rejistresen ofisa (ol eria sekreteri) bae oli trenem ol presaeding ofisa long saed blong fasin blong vot mo kaontem ol risal wan wik bifo vot i stat. Ol presaeding ofisa bae oli mas trenem ol poling staf wan dei bifo eleksen dei. Trening ia bae i stap long poling stesen. Bae oli yusum ol non-sensitiv pepa, bae oli mas praktis mo preperem semtaem PS blong hemi redi long neks dei.



## Preperem ol poling stesen

Ol poling stesen staf bae oli mas wok blong preperem ol poling stesen, wan dei bifo. Bae i gat some PS speseli ol bigfala PS bae oli karem ol samting olsem tapolen, ol saen, ol tep blong blokem ples.

Ol PO bae oli mas wokem gud poling stesen long ol ples ia:

- Ol ples blong go insaed mo kamaot;
- Ol ples blong kiu (blong wet);
- Ol ples blong mekem sua se ol kit blong pepa oli sef. Ol sensitiv pepa (balot pepa, ol form, ink....) bae oli openem nomo long stret dei blong vot.

Anda long supavisen blong PO, ol poling staf bae oli:

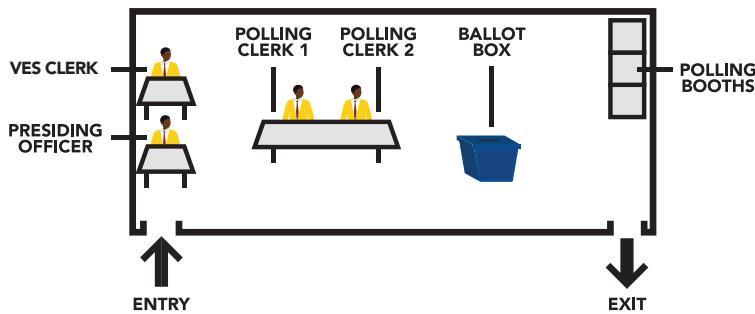
- Karemait ol politikol pepa we oli stap olbaot raon long poling stesen long 100 meta, long dei bifo dei blong vot;
- Stanemap ol saen, spos i gat nid blong hem;
- Stanemap ol laen blong kiu;
- Jekem se ol politikol pati oli no putum pepa olbaot;
- Ol politikol pati o ejen blong olgeta oli no mas mekem wok blong olgeta long 100 meta long dei blong vot.

# Hao blong setemap ol poling stesen

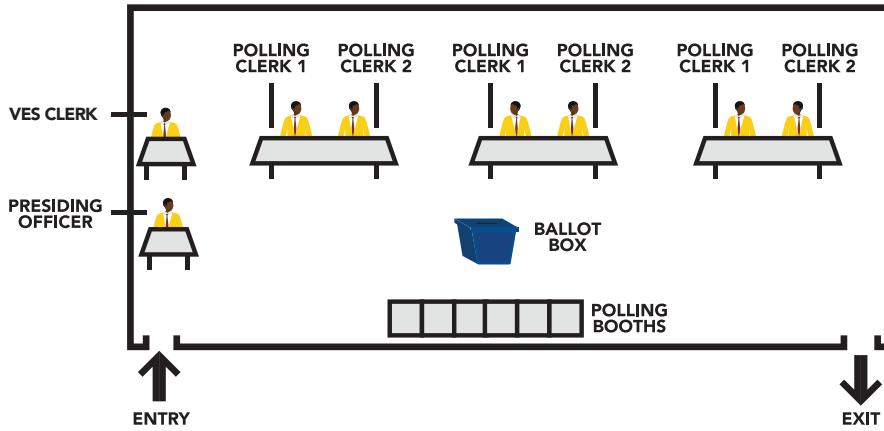
Ol poling stesen staf bae oli mas setemap ples blong vot blong mekem se i gat plante spes blong ol man. Taem you setemap ol samting insaed, yu mas mekem blong helpem man i vot mo mekem se ol samting oli stap gud; Speseli ol man we oli gat disabiliti oli mas luk se i isi long olgeta.

Hemia wan eksampol

## Nomol Poling Stesen



## Ol bigfala poling stesen



Ol samting we yu mas lukaotem gud taem yu stanemap poling stesen (PS)

- Ol jea blong ol poling staf, ol ejen blong pati, mo ol obseva oli mas stap long wan fasin blong oli save lukluk long ful rum speseli ol boks blong vot, oltaem nomo.
- Ol poling staf oli sud stap long wan ples we oli save luk ol man we oli kam insaed blong poling stesen.
- Setemap ol tebol long wan wei blong mekem se ol man oli save muvmuv mo ino gat konfusien taem oli muvmuv, i go long wan tebol folet narafala tebol.
- Setemap ol poling but (ples we ol man oli vot) long wan wei we ol man oli haet gud taem oli vot mo long wan wei we ol vota mo vot ofisol oli save luk gud wijwan i fri blong narafala vota i save ko insaed.
- Setemap poling stesen blong mekem sua se ol man we I gat disabiliti oli save muvmuv long gudfala fasin (spos i posibol).

# Japta 4. Taem blong Vot

## Taem blong vot hemi: stat long 7:30am kasem 4:30pm

Ol presaeding ofisa (PO) oli responsibol blong mekem sua se stret fasin blong vot oli folem gud long stret dei blong vot

Ol poling stesen staf oli mas kam long stesen long 6am (be ino afta) long stret dei blong vot blong mekem sua se ol samting oli stret mo redi.

### Bifo vot i stat

- Ol PO oli mas talem bageken long ol poling staf wanem stret wok blong olgeta mo askem se oli saenem Code blong kondak blong ol staf we oli wok insaed blong poling stesen (oli mas mekem wan ot -wan promes blong mekem stret wok).
- Ol poling stesen ofisol oli mas wok tu blong stanemap poling stesen (stanemap ol tebol mo ol ples blong vot) blong mekem se vot i stat stret long 7.30 am.
- Ol PO oli mas givim ol pepa long ol narafala ofisol (ol poling stesen staf oli mas mekem sua se oli karem wanem oli nidim).
- Ol PO bae oli mas talem gud long ol VES klak blong stanemap gud ol samting mo stat blong jekem ol VES vota (ol ID blong ol man we oli kam vot)
- Ol PO oli givimaot ol pepa blong vot wetem ol enevlop, long sem namba, long voting/poling klak 1. PO i mas save hamas hemi givimaot.
- Ol PO oli mas raetem ripot blong olgeta insaed blong PS ofisol ripot, olsem ol ditel blong poling stesen, ol fom, putum ol nem blong ol pati ejen mo ol obseva.
- Ol PO oli askem ol pati ejen mo ol obseva blong saenem Code blong Kondak, bifo oli kam insaed blong Poling Stesen, spos oli kam. Ol intanasinol obseva oli saenem finis taem oli karem ol akreditesen baj blong olgeta. Ol intanasinol obseva oli no mas saen bageken.

## Openem Poling Stesen – 7:30am

Long 7.30 am, taem ol man oli stap insaed finis (olsem ol ejen mo ol obseva), PO bae hemi:

1. Openem ol balot boks mo sowem long ol man se hemi empti nomo.
2. Klosem balot boks mo silim (klosem gud) tufala saed blong hem wetem sikiuriti sil mo ridim long ol man ol sil namba.
3. Raetem ol sil namba we yu yusum blong klosem gud balot boks insaed blong "Rikod blong sil" fom. Ol ejen bae oli mas saenem mo rikodem ol namba insaed blong buk blong rikod blong olgeta.

Afta we ol samting ia i finis, PO bae i mas talemaot se Poling Stesen hemi open blong ol man i save kam insaed blong vot.



## **Ol Poling ofisol, ol polis, ol pati ejen mo ol lokol obseva bae oli vot festaem**

**Ol poling ofisol mo ol sikiuriti staf** we nem blong olgeta i rejista insaed blong PS we oli wok long hem, bae oli vot fastaem bifo pablik (ol narafala man) oli vot. Ol lokol obseva mo ol pati ejen o kandidet oli save kam insaed blong PS (Poling Stesen) long taem ia.

Oli vot olsem ol narafala man nomo, folem ol fasin we i stap insaed blong japta 2 blong buk ia.

**Ol pati kandidet o ejen mo ol obseva** bae oli vot bifo ol pablik (ol narafala man) o bae yu mas letem olgeta blong vot fastaem taem oli kam insaed spos nem blong olgeta i stap insaed blong elektorol rol blong poling stesen we oli stap long hem long taem ia.

## **Helpem ol olfala man mo woman, ol woman we oli gat bel, ol mama we oli stap givim titi yet long ol pikinini blong olgeta mo ol man we i gat disabiliti**

VEO i gat wan polisi blong hem blong helpem gud ol man we i gat disabiliti.

PO wetem ol poling staf oli mas:

- Mekem sua se ol man we oli nidim help (ol olfala, ol disabiliti, ol woman we oli gat bel, ol mama we oli stap givim titi yet long ol bebi mo ol mama o papa we oli gat ol smol pikinini) oli muv i kam fastaem long kiu.
- Mekem sua se ol staf oli sowem rispek mo digniti long olgeta.
- Talem gud long ol disebol se oli save karem wan man o woman wetem olgeta spos oli nidim help blong vot. Man we i helpem hem i no save helpem tu (2) man semtaem. Mas mekem wanwan.



## Hu nao i save helpem ol disebol vota

Wan disebol man we i jusum wan man blong helpem hem, i mas mekem sua se man ia hemi rejista finis. Ol poling klak, ejen mo obseva oli no save helpem ol disebol insaed long stret ples blong vot (booth). PO nomo bae i save helpem hem mo hemi no mas talem long wan man sekret vot we man ia i mekem.

PO bae i rikodem insaed blong PS Ofisol Ripot hamas taem man o waman ia i helpem ol disebol man blong vot.

### Proksi vot

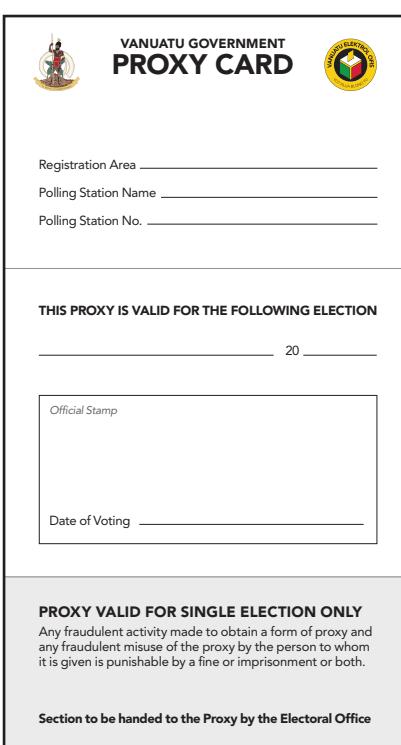
(Taem wan narafala man i vot  
folem tingting blong yu)

Ol man we oli no save vot long stret dei blong vot from oli sik, oli disebol, oli gat ol narafala wok blong mekem long edukesen o narafala wok, oli save jusum wan man (o woman) bae i vot folem tingting blong olgeta (proksi man). Proksi man ia bae hemi mas gat rejistresen blong hem long sem poling stesen mo hemi no save vot pitim tu (2) man. Proksi man ia bae i vot folem tingting blong narafala man mo hemi vot long sem fasin nomo.

### Fasin blong proksi vot

(taem narafala man i vot)

1. Proksi i mas talem long poling klak 1 se bae hemi vot long narafala man; Poling ofisol bae hemi sendem hem i go luk PO.
2. Proksi bae hemi mas sowem long PO elektorol kad blong hem, proksi fom we i givim raet long hem (luk anex 2) mo elektorol kad blong narafala man we hemi vot from. Spos oli apruvum proksi, PO bae i givim wan proksi kad. Man i mekem proksi bae i mas sowem kad ia long Poling Klak.
3. Spos PO hemi luk se ol samting i stret, hemi talemaot long Poling klak 1 se ol samting i oraet mo sendem proksi i go bak long hem.
4. Poling Klak 1 i mas faenem tufala nem insaed blong PS elektorol rol, putum wan tik long tufala nem mo givim tufala kad long poling klak 2;
5. Poling klak 2 i givim 2 poling buk mo 2 envelop long proksi mo faenem wan fri balot boks blong hemi save go vot insaed.
6. Afta we hemi vot, proksi bae i karem ink long finga blong hem, tu (2) taem: fastaem long lef tamb mo second long lef index finga;
7. Spos hemi yusum elektorol kad, poling klak 2 bae i krosem nem blong tufala long elektorol rol blong PS mo givim bak tufala elektorol kad long proksi man.
8. PO bae hemi rikodem ol ditel insaed blong PS ofisol Ripot.



## Mekem sua se ol samting oli stret long poling stesen

Hemi wok blong Presaeding Ofisa blong askem ol man we oli no rispekte wok blong ol poling ofisa blong lego poling stesen. Spos vota, ejen, obseva o ofisol i no rispekte pis mo oda, PO bae i mas kolem ol polis kwiktaem nomo.

Oli mas rikodem eni problem insaed blong PS Ofisol Rikod.

## Stopem vot long poling stesen from problem

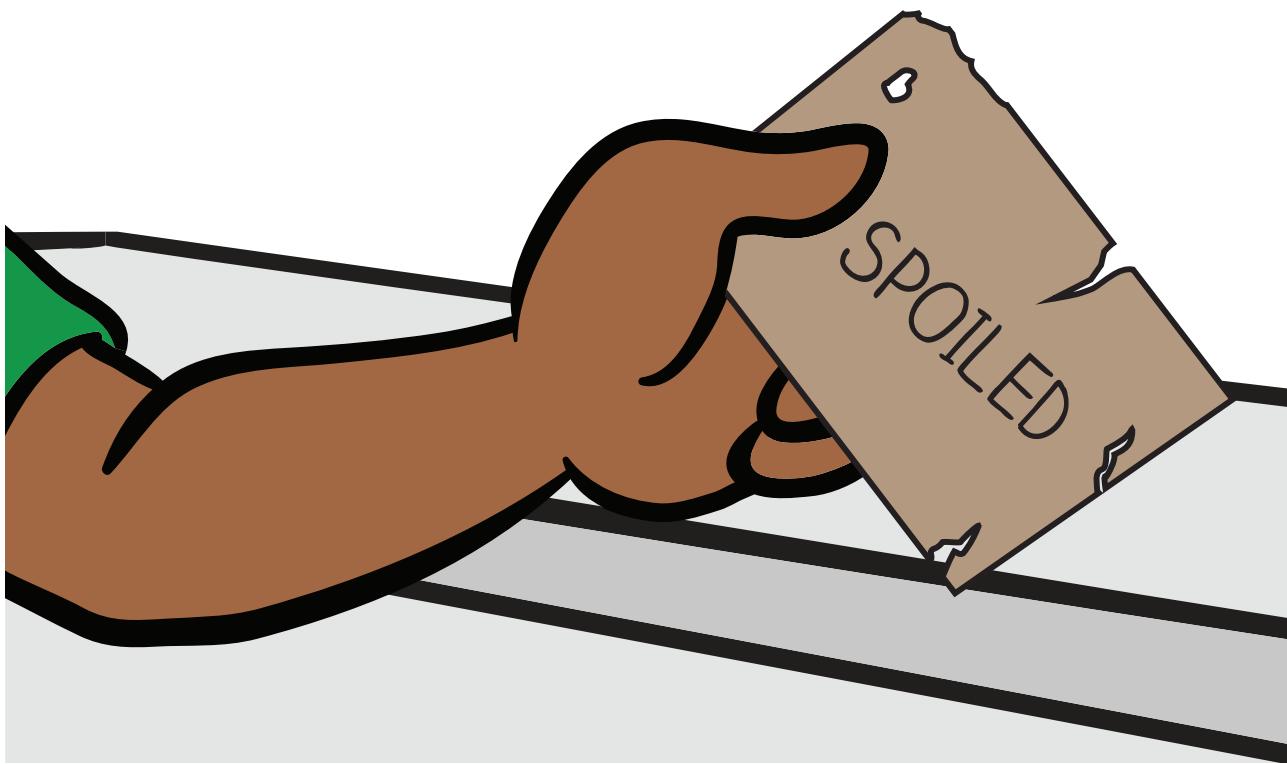
PO i mas stopem wok blong poling stesen spos rejistresen ofisa (eria sekreteri) i talem long hem o spos polis i talem o spos oli luk se bae i gat denja from vaelens, storm o hariken, flad or nrafala samting we bae i nogud long laef blong ol staf o vota.

Afta we oli suspendem voting, PO wetem ol nrafala PS ofisol, oli mas:

1. Silim ol balot boks mo raetem sil namba insaed long fom blong "rikod blong sil";
2. Pakem ol buk blong eleksen folet ol fasin we oli lanem;  
Mekem sua se oli karem ol sensitiv buk:
  - Ol balot boks we i gat balot pepa
  - Elektorol rol blong PS
  - Stamp blong ofisol vot
  - Ol balot pepa we oli no yusum
  - Strong ink
  - Ol fom we oli fulumap finis
3. Raetem taem mo risen blong stopem vot insaed blong Ofisol Ripot blong PS mo talemaot long rejistresen ofisa we hem bae i talem long provinsol ofisa we hem bae i talem long HQ.

Spos risen blong blokem poling stesen i kam gud bageken, PS i save openem poling stesen, mo folet janel blong komuniikesen kasem HQ VEO.





## Ol balot pepa mo envelop we man i spolem finis

Wan balot pepa ino gud:

- Taem poling klak hemi mestem mo brekem o damejem
- Taem wan vota i mestem mo brekem o putum toti lo ballot pepa

Spos wan vota i talem se hemi spolem balot buk o envelop, poling klak i mas givim wan narafala wan mo karem bak damej wan.

Poling klak bae i mas karem bak poling buk o envelop mo raetem "SPOLEM" long bak blong hem. Ol buk o envelop we oli spolem bae oli putum long wan envelop we i stap insaed blong PS kit mo i talem "Envelop blong ol balot pepa we oli nogud"

**From ino gat nem long enevlop ia, PO bae i raetem hemwan, nem blong poling stesen mo namba blong hem long envelop ia.**

Taem vot i klos, Presaeding Ofisa bae i kaontem ol namba blong vot we i nogud mo raetem infomesen ia long envelop.

## Taem we vota i nomo save kam blong vot – 4.30 pm

Vota hemi nomo save kam blong vot afta long 4.30 pm be ol vota we i stap yet long kiu long taem ia, bae oli save vot. Spos eni man i kam long kiu afta taem ia, bae hemi nomo save vot.

## Klosing taem blong Poling Stesen

Long 4.30 pm stret, PO bae i mas mekem sua se ol man oli stap gud long kiu.

PO (o man we i lukaotem kiu) bae i kaontem ol vota we i stap long kiu, bae hemi mas stanap bihaen long las man insaed blong kiu mo bae hemi no letem nrafala man we i kam afta 4.30 pm insaed blong kiu.

Afta we las man insaed blong kiu i vot finis, vot bae i klos.

## Fasin blong klosem vot

Taem las vota i vot, PO bae hemi:

1. Talemaot long ol poling klak mo ol ejen/kandidet se vot i klos;
2. Klosem doa mo askem wan poling klak blong jekem ol man we oli kam insaed mo aotsaed Poling Stesen;
3. Silim hol insaed blong Balot boks mo rikodem sil long fom blong "Sil Rikod"; Yu mas prestem strong wetem pen taem yu rikodem ol sil namba blong mekem se oli kamaot gud long kabon kopi blong fom. Afta, kabon kopi bae i kamaot gud mo putum long wan sepreat ples.
4. Askem klak se oli mas kaontem ol namba blong ol vota we oli vot: blong mekem hemia bae oli kaontem ol tik we oli putum long ol nem (klak 1) mo ol nem we oli krosem (klak 2) insaed blong tu (2) kopi blong elektorol rol blong PS.
5. Namba i sud be semak insaed blong tu (2) kopi. Spos i rong, ol klak bae oli mas kaontem bageken mo jekem wea ples i rong.
6. Rikodem namba blong ol vota we oli kam blong vot insaed blong rekonsiliesen fom blong PS we i stap insaed blong Ofisol Ripot blong PS (luk ol eksampol long ol anex) mo insaed blong rekonsiliesen fom blong VES. Ademap ol namba blong tufala fom. Yu mas prestem strong wetem pen taem yu rikodem blong mekem se oli kamaot gud long kabon kopi blong fom. Afta, kabon kopi bae i kamaot gud mo putum long wan sepreat ples.
7. Totol namba ia i sud stap semak olsem totol namba blong ol balot envelop we i stap insaed blong balot boks, taem oli kaontem.
8. Pakemap ol pepa mo balot buk we oli yusum finis mo askem poling klak blong helpem yu.
9. Mekem poling stesen i redi blong statem fasin blong kaonting.

# Pakemap ol balot pepa mo buk

Taem blong pakem ol balot pepa mo buk i sud stat stret afta we ol rekonsiliesen fom i redi. Presaeding Ofisa bae i supevaesem ol Pakingg blong buk blong PS folet fasin ia:

- Hemi mas putum ol sensitiv roll mo pepa insaed blong ol envelop be hemi no silim kasem taem we kaonting i finis.

## Putum ol samting insaed long

### Paking envelope 1:

- Ol balot pepa we oli no yusum
- Ol envelop we oli no yusum
- Ol pepa mo envelop blong vot we i damej
- Ol proksi fom
- Ol kopi blong elektorol rol blong PS
- Kod blong kondak we ol obseva mo ejen oli saenem
- Kod blong kondak we ol poling ofisol oli saenem

Oli mas givim long Rejistresen Ofisa long levol blong Konstituensi

Long ol bigfala poling stesen bae oli putum ol pepa mo buk we oli no yusum insaed blong ol plastik bag. Oli mas putum nem long ol plastik bag mo klosem gud wetem selotep.

Ol envelop bae i mas gat nem blong PS mo kod blong hem mo talem wanem i stap insaed.

PO i mas saenem mo raetem deit.

- Ol poling klak oli mas tekemaot ol poling but (booth).
- Ol klak oli mas pakem (insaed blong kit blong poling stesen) ol narafala buk o pepa we oli yusum taem blong vot mo we oli no nidim blong kaontem ol vot mo putum long wan ples we bae ino blokem fasin blong kaonting.

PO bae i openem fom blong rekonsiliesen (PS reconciliation form) insaed blong Ofisol Ripot blong PS long stat blong kaonting. Taem kaonting i finis, PO bae hemi karemaot kabon kopi blong rekonsiliesen fom wetem ol narafala 4 kabon kopi blong sensitiv fom (fom blong risal, rekonsiliesen fom, kandidet fom), bae hemi putum olgeta long wan ples insaed blong envelop 5 mo givim long rejistresen ofisa, wetem Ofisol Ripot blong PS we hemi gat ol orijinol fom. I mas gat tu insaed ol fom mo ol ripot blong ol narafala poling stesen mo putum insaed ol bigfala envelop mo givim long Provin sol Elektorol Ofis blong oli redi blong mekem nasinol totol long HQ long Port-Vila. Envelop 1 kasem 4 i go insaed long balot boks bifo oli silim. Envelop 5 oli karem mo putum stret long han blong Rejistresen Ofisa we Presaeding Ofisa o Polis Ofisa i givim. Afta hemi sendem i go long Tali Senta blong kaontem ol vot.

**Lukaot:** Bae oli no statem kaonting kasem taem we Presaeding Ofisa i finisim ol fasin we i stap antap.

# Japta 5. Kaonting

## Fasin blong kaonting

Kaonting blong ol vot bae i stat taem oli klosem taem blong vot long evri Poling Stesen (PS)

Wanwan Presaeding ofisa hemi responsibol blong lukaotem fasin blong kaonting insaed blong Poling Stesen blong hem.

Ol ejen mo ol obseva oli save stap taem oli mekem kaonting mo oli save raetem insaed blong ripot buk blong olgeta.

I gat 3 stamba blong fasin blong kaonting:

- a. Rekonsiliesen blong ol pepa blong vot we oli givim long ol vota wetem ol pepa we i stap insaed blong balot boks;
- b. Sotemaot ol balot pepa;
- c. Taem blong kaonting

Taem kaonting i finis, oli raetem ol risal insaed blong Ofisol Ripot blong Poling stesen (PS) we i gat finis ol PS Risal Fom. Ol risal blong evri Poling Stesen (PS) blong kaontri oli sendem i go long Rejistresen Ofisa blong Konstituensi blong oli sendem i go long HQ. HQ nao bae i mekem total blong ol risal mo talemaot faenol risal.

Kopi blong ol risal oli putum long wanwan konstituensi blong ol man oli save luk.

## Ol man we oli save stap insaed taem blong kaonting

Ol man ia, wetem ol poling stesen ofisol, oli save stap insaed blong Poling Stesen (PS):

- Ol kandidet o ejen we i gat akreditesen (oli givim raet long olgeta)
- Ol lokol mo intanasinol obseva we i gat akreditesen
- Ol media ejen we i gat valid media kad wetem ID foto
- Ol kandidet

Oltaem, bae oli askem akreditesen baj mo oli mas putum long klos blong olgeta. Ol memba blong pablik oli save folem fasin blong kaonting spos oli stap aotsaed blong Poling Stesen.

PO bae hemi rikodem nem blong ol man we i stap insaed taem oli mekem kaonting (ol ejen, obseva, media, kandidet...) insaed blong Ofisol Ripot blong PS



## Redi blong kaonting

Bifo oli kaontem, Pakingg blong ol non-sensitiv buk mo pepa i mas finis fastaem mo ol poling ofisol we PO i supevaesem olgeta, i mas mekem poling stesen i redi blong kaonting, folem fasin ia:

- Joenem ol tebol blong mekem wan bigfala tebol blong ol balot pepa.
- Putum ol kandidet mo ol obseva long wan stret ples we oli save lukluk gud kaonting
- Putum ol tebol long wan wei we ol obseva mo ol ejen bae oli save lukluk gud mo long wan wei we ol staf bae oli stap gud blong kaonting.

**Lukaot:** Ol kaonting staf oli no mas tanem bak blong olgeta long ol ejen mo ol obseva taem oli wok be oli mas fesem olgeta oltaem nomo.

- Putum Balot boks long wan ples we ol man insaed oli save luk.
- Putum wan sepret tebol blong ol kaonting pepa.
- Mekem sua se ol pepa ia oli redi blong statem kaonting mo oli stap gud antap long tebol blong PO i save luk. I mas gat:
  - a. Ofisol Ripot blong PS
  - b. Ofisol Stamp
  - c. Kalkuleta
  - d. Ol lastik
  - e. Ol klip blong pepa
  - f. Ol pen (blak mo red)

**Lukaot:** Ol tebol we bae oli yusum blong kaonting ino mas gat wan samting antap long hem. Spos oli nidim wan samting, bae oli givim long olgeta.



**Lukaot:** Blong mekem sua se ol samting oli redi bifo kaontin taem, ol tebol oli no mas gat samting antap. Spos oli nidi narafala samting blong yusum blong kaon, bae oli karem spos oli nidim.

## Fasin blong kaonting

Taem Poling Stesen i redi, PO bae i talemaot long ol man we i stap insaed fasin blong kaonting

Kaonting i gat 3 steij blong hem

### 1. Rekonsiliesen

Rekonsiliesen i minim se ol pepa blong vot insaed blong Balot boks hemi semak olsem namba blong ol vota we oli vot insaed blong Poling Stesen ia, mo insaed blong Elektorol Rol blong PS (speseli ol nem we i gat tik insaed blong rol)

### 2. Sotemaot

Long taem ia, oli sotemaot ol balot pepa blong ol vot blong kandidet mo ol no valid vot

### 3. Kaontem ol balot pepa

Long taem ia oli kaontem ol total vot long wanwan kandidet mo ol vot we oli no valid (oli nogud)

Ol staf we oli stap insaed blong Poling Stesen bae oli mas stap long taem blong kaonting. Supevaesa blong kiu bae i lukaotem gud spos ino gat man i kam insaed.

## A. Rekonsiliesen blong balot pepa

PO, wetem help blong ol klak, bae i talemaot gud long ol man we i stap insaed wanem fasin blong folem blong mekem sua se ol man oli harem save gud wanem oli stap mekem:

1. Brekem ol sil (yu save livim wan i stap) mo toktok strong mo talemaot ol namba blong sil;
2. Openem Balot boks (ballot box) long wan fasin we ol man (kandidet, ejen, obseva mo staf) oli save luk;
3. Kapsaetem boks long metol blong tebol;
4. Kaontem ol envelop fastaem (be yu no openem olgeta);

**Lukaot:** Blong mekem kaonting i isi, putum 50 envelop togeda mo putum wan lastik raon long hem. Spos ino gat 50 envelop, raetem namba blong ol envelop long wan pis pepa mo klipim long bandol (yu no putum wan lastik raon long wan bandol we ino pitim 50).

5. Spos i gat wan balot pepa i stap aotsaed blong wan envelop mo spos i gat wan envelop we hemi no ofisol, oli mas putum long wan sepreat bandol (ol ofisol envelop oli gat Coat of Arms – spesol saen);

**Lukaot:** Ol envelop mo ol balot pepa we oli no ofisol we i no stap insaed blong envelop bae oli kaontem semak be bae oli talem se oli no valid.

6. Talemaot total namba blong envelop i stap insaed blong Balot boks;
7. Rikodem namba long PS rekonsiliesen fom, mekem sua se yu prestem gud wetem pen blong mekem se namba i klia gud long kabon kopi;
8. Jekem gud se namba blong vota we oli vot long eleksen (we oli rikodem long PS rekonsiliesen fom) i semak olsem ol envelop i stap insaed blong Balot boks;
9. Tufala namba ia i jud stap semak. Spos oli no stap semak, PO i mas luk spos problem ia i kam taem oli rikodem ol namba blong vota long elektorol rol, mo PO i mas talem se i gud o ino gud. Spos problem i gohed, oli mas rikodem long Ofisol Ripot blong PS
10. Talemaot risal blong rekonsiliesen long ol man we oli stap.

## B. Sotemaot ol balot pepa

Long taem ia, oli mas sotemaot ol balot pepa long nem blong wanwan kandidet. PO i mas talem spos ol balot pepa oli gud o no.

Blong talem gud spos ol balot pepa oli valid o oli no valid oli mas kaontem balot pepa blong evri man. Oli jud kaontem olsem wanwan balot pepa hemi valid gud. Be spos oli luk klia se man i vot hemi no wantem givim tingting blong hem long taem blong vot, pepa ia bae ino valid. Eleksen hemi blong karem tingting blong evriman.

Oi balot pepa oli no valid spos:

- Ino gat balot pepa insaed blong envelop
- Spos ino gat wan be tu (2) o tri balot pepa insaed blong envelop
- I gat ol saen long balot pepa o long envelop blong sowem aedentiti blong vota
- Balot pepa ino stap insaed blong envelop
- Balot pepa i stap insaed blong wan envelop we hemi no stret envelop blong gavman ( we oli luk finis taem blong rekonsiliesen)
- Balot pepa i damaj o oli spolem mo oli no save luk gud oli vot long huia.

## Taem blong sotemaot ol balot pepa

Bifo oli stat blong sotemaot, PO bae i mekem redi ol kad wetem nem blong wanwan kandidet we i stap long vot buk blong mekem se i isi blong kaontem ol balot pepa (bae i gat wan notpad blong hemia). Bae i gat wan kad blong putum ol namba blong no valid pepa insaed.

Oi Vot Ofisol bae oli helpem wetem ol kad blong mekem se oli redi. Lukluk long eksempol daon ia.



Afta ol staf oli mekem hemia :

1. Tekemaot ol lastik mo klip long ol envelop;
2. Karemaot ol no valid envelop mo putum long bandol wetem ol invalid vot;
3. Tekemaot ol balot pepa long wanwan envelop; putum ol envelop we ino gat samting insaed long wan saed;
4. Sotemaot ol balot pepa long fasin blong bandol mo long nem blong wanwan kandidet, folem fasin ia:
  - a. Sowem fastaem wanwan balot pepa long pati/kandidet o ejen mo ol obseva;
  - b. Putum insaed blong wanwan bandol blong kandidet
5. Ol balot pepa mo ol envelop we oli no valid, oli mas putum long bandol blong no valid vot.

**Lukaot:** Long taem ia, ol poling staf oli mas jekem gud oltaem anda long jea mo tebol blong olgeta blong mekem sua se ino gat wan i foldaon long graon.



## C. Fasin blong kaontem ol vot

Taem oli sotemaot finis ol balot pepa mo putum finis long wanwan bandol blong kandidet, oli kaontem wanwan bandol long oda we nem blong kandidet i stap insaed blong vot buk. Taem oli kaontem finis, nao oli kaontem ol no valid vot.

PO bae i talemaot strong ol risal we oli no ofisol yet afta we oli kaontem ol vot blong wanwan kandidet blong mekem se ol ejen mo obseva oli save rikodem long buk blong olgeta.

Fasin:

1. PO bae i askem long wan klak blong kaontem ol vot (oli folem oda blong nem we i stap insaed blong vot buk, after neks wan, neks wan...)
2. PO bae i kaontem bageken wanwan vot bong ol kandidet blong mekem sua se i stret;
3. Taem oli kaontem oli mas mekem long foret blong ol man we oli stap insaed oli save luk gud;
4. PO bae i talemaot risal long wan strong vois long ol obseva mo ejen we i stap insaed blong Poling Stesen oli save rikodem long buk blong olgeta;
5. Totol namba blong vot long wanwan kandidet oli rikodem long tu (2) kopi insaed blong risal fom blong Poling Stesen mo insaed blong Ofisol Ripot blong PS.

Taem kaonting i finis, wan kandidet o ejen blong hem oli save askem se PO i kaontem bageken be PO i save talem se hemi no agri (talem no) spos hemi luk se ino stret.



## Klosem kaonting

Taem kaonting i finis, PO i talemaot se kaonting i finis mo talemaot ol risal blong wanwan kandidet insaed blong Poling Stesen.

Afta we hemi talemaot ol risal finis, PO i mas raetem insaed blong PS Rekonsiliesen Fom mo insaed blong PS Risal Fom (insaed blong Ofisol Ripot) mo hemi mas putum infomesen ia: (luk anex 3). PO i mas raetem long wan klia fasin long kabon kopi.

- Namba blong vota we oli rejista
- Namba blong ol man we oli vot
- Namba blong no valid balot pepa
- Namba blong ol valid vot long wanwan kandidet
- Ol narafala samting we hemi jud talemaot.

PO wetem ol vot klak oli saenem fom. Ol ejen we oli stap insaed blong Poling Stesen oli mas saenem tu.



**Lukaot:** PO i mas lukaotem gud taem hemi raetem insaed blong ol fom. Spos hemi mekem wan mistek, hemi mas yusum red pen blong stretem problem mo putum inisol blong hem. PO nomo i save yusum red pen blong stretem ol mistek.

## Pakemap mo karem ol pepa

Taem kaonting i finis, PO i pakem ol balot pepa folet prosija mo givim ol sensitiv mo ol non sensitiv pepa long rejistresen ofisa we hemi responsibol long konstituensi. Rejistresen ofisa bae i karem ol pepa i go long PEO.

Ol sensitiv mo ol non sensitiv pepa oli mas pakem long wan sepreat fasin long Poling Stesen.

## PO i pakemap ol sensitiv pepa

Ol balot pepa mo envelop oli sensitiv pepa. Prosija blong pakem hemi olsem:

1. PO i kolektem ol balot pepa blong wanwan kandidet mo putum long wan bandol long wanwan kandidet.
2. Afta hemi joenem ol bandol blong mekem wan bandol nomo long ol valid vot.
3. Mekem wan sepreat bandol long ol no valid vot.
4. Ol valid vot (we oli pakem long wanwan kandidet) mo ol no valid vot oli pakem long sepreat envelop we oli sil.
5. Ofisol Ripot blong PS oli putum long wan envelop we i sil wetem ol pepa blong totol (Tali pepa).
6. Ol envelop oli mas gat infomesen ia:
  - Wanem i stap insaed.
  - Deit blong vot.
  - Nem mo namba blong Poling Stesen

**Lukaot:** Man i no save tajem sil blong envelop o wanem i stap insaed taem oli silim finis.

Taem oli pakem envelop 1 mo 2 (we oli pakem afta vot i klos) we i gat sensitiv pepa insaed, oli mas silim naoia.



**Lukaot:** Taem oli silim i minin se oli agri blong wanem oli stap mekem



PO bae i pakem ol sensitiv pepa insaed blong envelop folem prosija ia:

### **Paking envelop 3 i gat:**

- Oi valid vot envelop
- Oi no valid vot envelop

Oli mas karem long Rejistresen Ofisa long Konstituensi levol.

### **Paking envelop 4 i gat:**

- Tablet, Ofisol ripot blong PS we i gat Rekonsiliesen Fom blong PS, ol Risal fom blong PS, ol Sil fom blong PS, ol Ofens, Oi Not/Komen
- Tali pepa (totol namba) blong PS X 2

Oli mas karem i go long Rejistresen Ofisa – Konstituensi levol we hem bae i karem i go long Tali Senta long HQ.

### **Paking envelop 5 i gat:**

- Oli mas karemaot kabon kopi (kala) blong Ofisol Ripot blong PS afta we hemi finis. Foldem ol pepa ia mo putum insaed blong envelop.

Bae oli karem envelop ia long Rejistresen Ofisa - Konstituensi levol we hem bae i karem long Tali Senta long HQ.

#### **Lukaot:**

Envelop 5 bae go long Tali Senta long HQ long wan difren rod from sikiuriti. Spos wan samting i hapen wetem Balot boks mo ol envelop 1 kasem 4, bae oli mekem sua se kopi blong risal insaed blong envelop 5 bae i kasem gud Tali Senta.

**Lukaot:** Oi PO oli mas putum lebol long envelop bifo  
oli putum sil.



## Pakemap ol non-sensitiv pepa

Ol non sensitiv pepa bae oli pakemap kwiktaem afta we oli pakem ol sensitiv pepa finis. Bae oli pakem ol non-sensitiv pepa insaed blong Poling Stesen kit, we hemi sepret long Paking envelop 1 kasem 5.

Ol vot kona (booth) bae oli pakemap tu mo karem bak long PCM. Hemi impoten tumas se ol pepa i go bak long Provinsol Elektorol Ofis from bae oli yusum olgeta long ol narafala eleksen.

Ol Poling Stesen staf oli mas mekem sua se ino gat eleksen pepa i stap behaen.

## Delivri (Karem bak ol pepa)

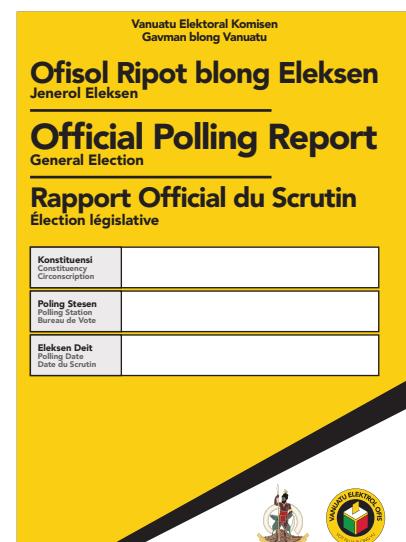
Ol sensitiv pepa we i stap insaed blong envelop i mas go insaed blong Balot boks mo i mas gat sil bifo oli karem long rejistresen ofisa blong konstituensi. Envelop blong Tali Senta i mas stap sepret blong moa deliveri.

Bifo PO i silim Balot boks (ballot box), hemi mas rikodem ol namba blong sil we hemi yusum blong silim boks mo hemi mas askem ol ejen blong mekem kopi tu mo putum fom insaed blong boks blong mekem se rejistresen ofisa i save jekem ol sil namba taem hemi openem boks blong mekem tali.

Taem wan rejistresen ofisa i kasem ol Balot boks finis wetem ol ripot blong ol Poling Stesen blong konstituensi, hemi mas mekem sua se ol Balot boks oli sef taem oli karem long HQ blong VEO long Port-Vila.



**Lukaot:** Ol sil namba wetem ol infomesen mo ol risal blong Poling Stesen oli mas rikodem long Ofisol Ripot Buk.



# Anex

# Annex 1.

## Polling station materials - Checklist

ITEM	QUANTITY	TICK	COMMENTS
Balot boks	1		
Sikiuriti Sil	8		
Elektorol Rol = Elektorol Rol blong PS	2		Namba i mas folem namba blong klak
Balot pepa	Namba blong Vota we oli rejista finis + 10%		
Vot Envelop	Namba blong Vota we oli rejista finis + 10%		
Tablet	1		
Lis blong Kandidet	1		
Lis blong Vot Ofisa	1		
Ripot blong Ofisol Eleksen (PS Rekonsiliesen Fom, PS Risal, Sil Fom, Ofens)	1		
Tali Fom	2		
Buk blong vot mo kaontem	1		
Oi ruls blong eleksen [Cap 146]	1		
Proksi fom B + Proksi kad			Kwantiti bae i folem namba long man we i askem.
Notbuk	1		
Infomesen posta	Sevrol		Bae oli mas putum aotsaed mo insaed blong Poling Stesen blong talemaot long ol vot ol raet mo responsibiliti blong olgeta wetem ol ofens tu.
Pablik notis	4		Putum long 4 difren ples
Black Pen	Sevrol		Kwantiti bae i depen long namba blong vot ofisol
Red Pen	1		Blong mekem ol koreksen. PO nomo bae i save yusum.
Stamp Pad	Sevrol		Kwantiti bae i folem namba blong vot klak 2

ITEM	QUANTITY	TICK	COMMENTS
Det Stamp	Sevrol		Kwantiti bae i folem namba blong vot klak 2
Ofisol stamp	1		
Boks blong ink	2		
Rula	Sevrol		Kwantiti bae i folem namba blong vot klak 2
Drawing Pins	Sevrol		Blong putum ol notis o kalko long wol
Tep	1		
Sisa	1		
Maka	2		
Lastik	1 Packet		
Klip blong pepa	1 Packet		
A4 Pepa	Sevrol		
Kalkulata	1		
Envelop blong valid vot	1		
Envelop blong no valid vot	1		
Envelop blong damaj pepa	1		
Sil envelop	5		Blong pakem sensitiv pepa mo fom
Strong ink botol	1		
Wan pis kaliko	1		Blong blokem kona blong vot
Telefon kad	1		
Kondak lis	1		Blong Presaedin ofisa spos hemi wantem ring HQ
Ot blong vot	Sevrol		Long wanwan ofisol
Kod of Kondak blong obseva mo media	Sevrol		
Kod of Kondak blong kandidet	1		
Ol akreditesen baj	Sevrol		Long wanwan ofisol
Ol ofisol hat blong eleksen	Sevrol		Folem namba blong staf
<b>Presiding Officer name and signature:</b>			

# Annex 2.

## Proksi Fom

### PROXY FORM - FORM A



The Representation of the People Act, Cap. 146 (Rule 1(3))

### APPLICATION TO VOTE BY PROXY

To the electoral officer for the constituency of \_\_\_\_\_  
I \_\_\_\_\_ (Put full names in capital letters.) \_\_\_\_\_ (National ID Card No.) \_\_\_\_\_ (Phone Number) \_\_\_\_\_ of \_\_\_\_\_ (Name of island)  
being registered to vote at \_\_\_\_\_ polling station hereby apply for the issue of  
proxy to \_\_\_\_\_ (Put full names in capital letters.) \_\_\_\_\_ (National ID Card No.) \_\_\_\_\_ (Phone Number) \_\_\_\_\_ of \_\_\_\_\_ (Name of island.)  
who is entitled to vote at the same polling station.

I am qualified to vote by proxy as I am unable to vote in person due to the following reason:

- 1.I am very old and cannot travel to the polling station
- 2.I am very sick and cannot travel to the polling station
- 3.I am disabled and cannot travel to the polling station
- 4.I will be overseas on the date of the elections (Provide reasons for being overseas during the elections below)
- 5.I will be working as an electoral officer in a polling station at which I am not registered to vote
- 6.I will be working outside of my registered constituency as required by my employer.

(Delete whichever is not applicable and give particulars and details stating how your attendance is prevented)

I enclose a certificate / letter from my:  
(Delete whichever is not applicable)

- Employer;
- Chief or Pastor;
- Labour Office, Public Service Commission or other employer;
- Doctor, Nurse or Dresser;
- Vanuatu Society for Disabled People or Office of Disability Promotion Advocacy;
- Educational Institution or scholarship Office;
- Letter from sponsoring institution or any other sponsoring authority;
- Letter from Honorary Consul, High Commissioner or Ambassador of Vanuatu in that foreign country.

Please attach:

- Appointment letter of the registration officer, principal electoral officer or Electoral Commission;
- Copy of applicant's birth certificate;
- Copy of the applicants Electoral Card.

If overseas please also attach:

- Copy of applicant's Passport and Ticket;
- A valid residence permit, visa or other foreign country equivalent.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ Signature of applicant \_\_\_\_\_

#### OFFICIAL USE ONLY

#### NOTIFICATION TO APPLICANT TO VOTE BY PROXY

To \_\_\_\_\_

Your application to vote by proxy has been rejected because \_\_\_\_\_

Your application to vote by proxy has been accepted but the person is not named on the roll for \_\_\_\_\_ and you are requested to nominate another person who is on that roll.

Your application to vote by proxy has been approved. The proxy form and your electoral card have both been delivered to, or made available for collection by \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_  
*Registration Officer (in the case of applicant under clause 2(5))*

# Anex 2.

## Proksi kad



VANUATU GOVERNMENT  
**PROXY CARD**



VANUATU GOVERNMENT  
**PROXY CARD**



Registration Area \_\_\_\_\_

Polling Station Name \_\_\_\_\_

Polling Station No. \_\_\_\_\_

Registration Area \_\_\_\_\_

Polling Station Name \_\_\_\_\_

Polling Station No. \_\_\_\_\_

---

**THIS PROXY IS VALID FOR THE FOLLOWING ELECTION**

\_\_\_\_\_ 20 \_\_\_\_\_

*Official Stamp*

Date of Voting \_\_\_\_\_

---

**THIS PROXY IS VALID FOR THE FOLLOWING ELECTION**

\_\_\_\_\_ 20 \_\_\_\_\_

*Official Stamp*

Date of Voting \_\_\_\_\_

**PROXY VALID FOR SINGLE ELECTION ONLY**

Any fraudulent activity made to obtain a form of proxy and any fraudulent misuse of the proxy by the person to whom it is given is punishable by a fine or imprisonment or both.

**Section to be retained by the Electoral Office**

**PROXY VALID FOR SINGLE ELECTION ONLY**

Any fraudulent activity made to obtain a form of proxy and any fraudulent misuse of the proxy by the person to whom it is given is punishable by a fine or imprisonment or both.

**Section to be handed to the Proxy by the Electoral Office**



**VANUATU GOVERNMENT  
PROXY CARD**



Family Name \_\_\_\_\_

First Name \_\_\_\_\_

Sex \_\_\_\_\_

Date of Birth or Age \_\_\_\_\_

Address \_\_\_\_\_

Registered as an elector at \_\_\_\_\_

*The proxy must be qualified as an elector and registered  
on the same electoral roll as the elector giving the proxy.*



**VANUATU GOVERNMENT  
PROXY CARD**



Family Name \_\_\_\_\_

First Name \_\_\_\_\_

Sex \_\_\_\_\_

Date of Birth or Age \_\_\_\_\_

Address \_\_\_\_\_

Registered as an elector at \_\_\_\_\_

*The proxy must be qualified as an elector and registered  
on the same electoral roll as the elector giving the proxy.*

**Is hereby authorised to vote by proxy on behalf of:**

Family Name \_\_\_\_\_

First Name \_\_\_\_\_

Sex \_\_\_\_\_

Date of Birth or Age \_\_\_\_\_

Address \_\_\_\_\_

Registered as an elector at \_\_\_\_\_

**Is hereby authorised to vote by proxy on behalf of:**

Family Name \_\_\_\_\_

First Name \_\_\_\_\_

Sex \_\_\_\_\_

Date of Birth or Age \_\_\_\_\_

Address \_\_\_\_\_

Registered as an elector at \_\_\_\_\_

Given at \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ and \_\_\_\_\_

Signature \_\_\_\_\_  
*(Electoral Officer)*

**Section to be handed to the Proxy by the Electoral Office**

Given at \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ and \_\_\_\_\_

Signature \_\_\_\_\_  
*(Electoral Officer)*

**Section to be retained by the Electoral Office**

# Anex 3.

## Fom blong ol Poling Stesen



### REKOD BLONG VOT BLONG POLING STESEN POLLING STATION RECONCILIATION / RAPPROCHEMENT DU BUREAU DE VOTE

Provins \_\_\_\_\_  
Province / Province \_\_\_\_\_ Namba blong Poling Stesen \_\_\_\_\_  
Polling Station number / Code du Bureau de Vote

Konstituensi \_\_\_\_\_  
Constituency / Circonscription \_\_\_\_\_ Nem blong Poling Stesen \_\_\_\_\_  
Polling Station name / Nom du Bureau de Vote

Deit blong Eleksen \_\_\_\_\_  
Date of polling / Date du scrutin \_\_\_\_\_ Poling Stesen i open \_\_\_\_\_  
Time of opening / Heure d'ouverture \_\_\_\_\_ Poling Stesen i klos \_\_\_\_\_  
Time of closing / Heure de fermeture

### REKOD BLONG NAMBA BLONG OL BALOT RECONCILIATION OF BALLOTS / RAPPROCHEMENT DES BULLETINS DE VOTE

A. Namba blong pipol we oli bin vot \_\_\_\_\_  
Number of people who voted / Nombre d'électeurs ayant voté

B. Namba blong envelop we oli karem aot long balot bokis \_\_\_\_\_  
Number of envelopes found in the ballot box / Nombre d'enveloppes trouvées dans l'urne

C. Namba blong ol vot we i no stret wetem namba blong  
ol envelop insaed long balot bokis ( $A - B = C$ )  
Record of discrepancy ( $A - B = C$ ) / Divergence ( $A - B = C$ )

### PRISAIDIN OFISA PRESIDING OFFICER / PRESIDENT RAPPORTEUR

Nem \_\_\_\_\_ Signea \_\_\_\_\_ Deit \_\_\_\_\_  
Name / Nom \_\_\_\_\_ Signature / Signature \_\_\_\_\_ Date / Date



## RISALT BLONG POLING STESEN

POLLING STATION RESULTS / RÉSULTATS DU BUREAU DE VOTE

Provins \_\_\_\_\_  
Province / Province \_\_\_\_\_ Namba blong Poling Stesen \_\_\_\_\_  
Polling Station number / Code du Bureau de Vote

Konstituensi \_\_\_\_\_  
Constituency / Circonscription \_\_\_\_\_ Nem blong Poling Stesen \_\_\_\_\_  
Polling Station name / Nom du Bureau de Vote

### SAMARI

SUMMARY / SOMMAIRE

1. Total namba blong vot we kandidet i kasem Total number of votes obtained by candidates Nombre total de suffrages exprimés	
2. Total namba blong rabis vot Total number of invalid ballots Nombre total de bulletins nuls	
3. Total namba blong ol gud vot (1+2=3) Total number of votes (1+2=3) Nombre total de suffrages valides (1+2=3)	

### RISALT

RESULTS / RÉSULTATS

Nem blong Kandidet (Folem oda long balot pepa) Names of Candidates (follow order from the ballot book) Noms des candidats (suivez l'ordre du bulletin de vote)	Pati / Independen Party / Independent Parti politique / Indépendant	Hamas Vot Votes Obtained Nombre de suffrages
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		



Nem blong Kandidet (Folem oda long balot pepa) Names of Candidates (follow order from the ballot book) Noms des candidats (suivez l'ordre du bulletin de vote)	Pati / Independen Party / Independent Parti politique / Indépendant	Hamas Vot Votes Obtained Nombre de suffrages
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		



Nem blong Kandidet (Folem oda long balot pepa) Names of Candidates (follow order from the ballot book) Noms des candidats (suivez l'ordre du bulletin de vote)	Pati / Independen Party / Independent Parti politique / Indépendant	Hamas Vot Votes Obtained Nombre de suffrages
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		
51		
52		
53		
54		
55		
56		
57		
58		
59		
60		
61		



Nem blong Kandidet (Folem oda long balot pepa) Names of Candidates (follow order from the ballot book) Noms des candidats (suivez l'ordre du bulletin de vote)	Pati / Independen Party / Independent Parti politique / Indépendant	Hamas Vot Votes Obtained Nombre de suffrages
62		
63		
64		
65		
66		
67		
68		
69		
70		
71		
72		
73		
74		
75		
76		
77		
78		
79		
80		
81		
82		
83		
84		
85		
86		



Nem blong Kandidet (Folem oda long balot pepa) Names of Candidates (follow order from the ballot book) Noms des candidats (suivez l'ordre du bulletin de vote)	Pati / Independen Party / Independent Parti politique / Indépendant	Hamas Vot Votes Obtained Nombre de suffrages
87		
88		
89		
90		
91		
92		
93		
94		
95		
96		
97		
98		
99		
100		

1. Total namba blong vot we kandidet i kasem Total number of votes obtained by candidates Nombre total de suffrages exprimés	
2. Total namba blong rabis vot Total number of invalid ballots Nombre total de bulletins nuls	
3. Total namba blong ol gud vot (1+2=3) Total number of votes (1+2=3) Nombre total de suffrages valides (1+2=3)	

Risalt ia hemi no ofisal kasem taem we Elektoral Komisen talemaot  
These results are provisional until officially announced by the Electoral Commission  
Ces résultats sont provisoires jusqu'à l'annonce officielle de la Commission Électorale

**PRISAIDIN OFISA**  
PRESIDING OFFICER / PRESIDENT RAPPORTEUR

Nem \_\_\_\_\_  
Name / Nom

Signea \_\_\_\_\_  
Signature / Signature

Deit \_\_\_\_\_  
Date / Date



## REKOD BLONG SEKURITI SIL BLONG BALOT BOKIS

RECORD OF THE BALLOT BOX SECURITY SEALS / REGISTRE DES SCELLÉS DE SÉCURITÉ DES URNES

Provins \_\_\_\_\_ Namba blong Poling Stesen \_\_\_\_\_  
Province / Province Polling Station number / Code du Bureau de Vote

Konstituensi \_\_\_\_\_ Nem blong Poling Stesen \_\_\_\_\_  
Constituency / Circonscription Polling Station name / Nom du Bureau de Vote

## RAETEM NAMBA BLONG SIL WE YU USUM LONG BALOT BOKIS

RECORD SEAL NUMBERS APPLIED TO THE BALLOT BOX / ECRIVEZ LES NUMÉROS DES SCELLÉS APPOSÉS SUR L'URNE

Sil we yu usum <b>bifo vot i stat</b> (long saed) Seals applied before polling (on each side) Scellés appliqués avant le vote (sur chaque coté)	Nem mo signeja blong Pati / Kandidet Ejen Name and signature of Party / Candidate Agent Nom et signature du Parti / Agent de Candidat
Namba blong sil Side seal No. No. de scellé latéral	
Namba blong sil Side seal No. No. de scellé latéral	
Sil we yu usum <b>taem vot i finis</b> (an tap) Seal applied after polling (on the slot) Scellé de fente appliqué après le vote (sur la fente)	Nem mo signeja blong Pati / Kandidet Ejen Name and signature of Party / Candidate Agent Nom et signature du Parti / Agent de Candidat
Namba blong sil Slot seal No. No. de scellé de fente	
Sil we yu bin tekemaot (an tap) Seal removed during reconciliation (from the slot) Scellé retiré pendant le rapprochement (de la fente)	Nem mo signeja blong Pati / Kandidet Ejen Name and signature of Party / Candidate Agent Nom et signature du Parti / Agent de Candidat
Namba blong sil Slot seal No. No. de scellé de fente	
Sil we yu usum <b>taem evri samting i finis</b> (long saed) Seals applied after counting and packing (on each side) Scellés appliqués après comptage et emballage (sur chaque coté)	Nem mo signeja blong Pati / Kandidet Ejen Name and signature of Party / Candidate Agent Nom et signature du Parti / Agent de Candidat
Namba blong sil Side seal No. No. de scellé latéral	
Namba blong sil Side seal No. No. de scellé latéral	

## PRISAIDIN OFISA

PRESIDING OFFICER / PRESIDENT RAPPORTEUR

Nem \_\_\_\_\_  
Name / Nom

Signeja \_\_\_\_\_  
Signature / Signature

Deit \_\_\_\_\_  
Date / Date

# Anex 4.

# VES Instruksen

## VESVotes – Voter validation application

### User Notes

#### Introduction

VESVotes is an application to identify an elector when they present themselves to vote at a polling station. The elector presents his/her **National ID Card** for scanning as they enter the polling station. After the card is scanned, VESVotes will search and retrieve the elector's information from the database. The system is able to determine if the person is eligible to vote at that polling station and whether or not that person has already voted in the election. If VESVotes determines that a person is eligible to vote, it records that event together with the date and time of the vote.

During voting, VES Votes will display the number of electors registered at that the polling station together with the percentage and number of registered electors who have voted.

On completion of voting, the data from mobile operations in various polling stations around the country is downloaded to the main database using the VESXfer application.

VESVotes can also export the voting data to an Excel spreadsheet for further analysis if required.

#### Setting up for Operation

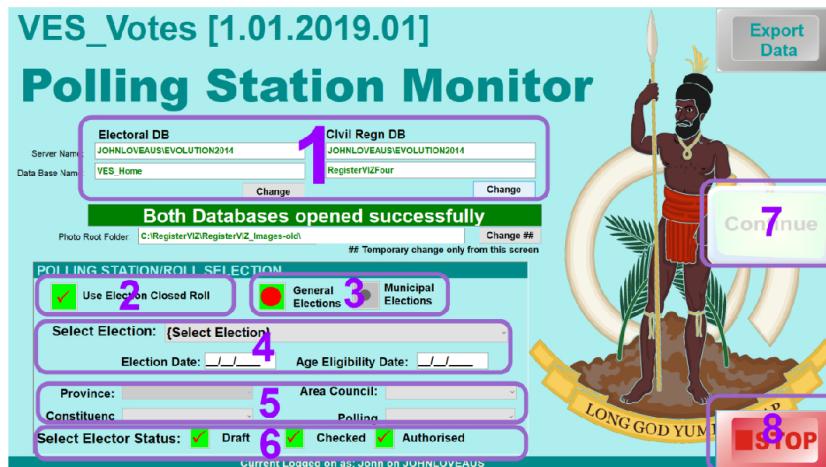
At most polling stations, the setup will comprise of a single laptop computer together with a barcode scanner. There are two type of scanners, a "hand held" scanner and a "desktop" scanner.

Instructions for set up:

- unpack the laptop and connect it to power using the adaptor supplied.
- Turn on the laptop and wait for it to start and display a log page.
- Log on as either "civilptone" or civilpttwo" using the passwords supplied.
- Wait for the desk top to be displayed.
- Plug in the scanner into one of the USB ports on the computer. When the scanner is ready it will sound a "chirp".

## Starting VESVotes

- Double click on the VESVotes Icon on  screen to display the Settings Screen.



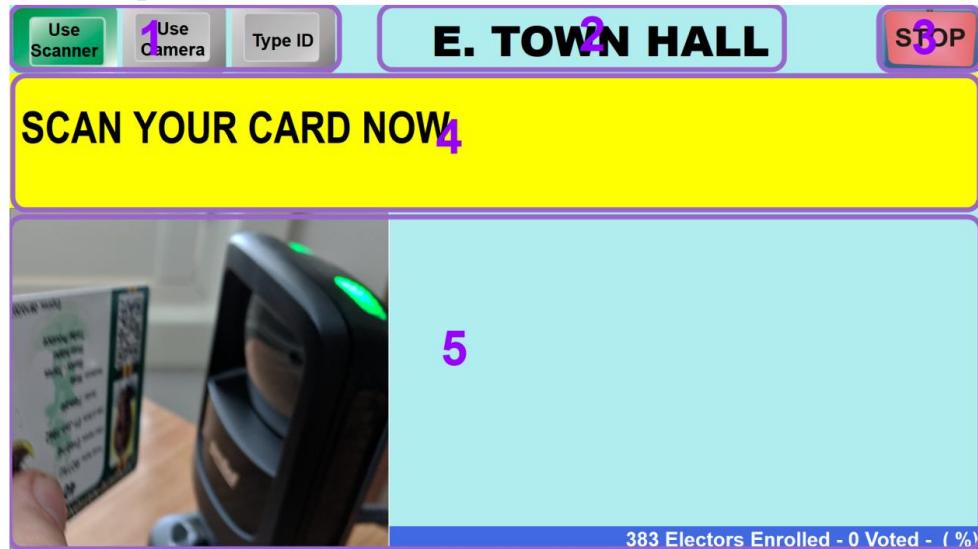
## Using the settings screen

- Database Selection:** If VESVotes has been previously used on the computer then it will attempt to open the previously used database. If it can do this, it will display the details of databases in this section. If it cannot, then these settings will be shown in **RED**. If shown in red, select the correct databases (see *Database Selection* below). Check that the databases are correct. If not, change the databases selected.
- This is the first part of polling station selection. It provides the opportunity to either use the main data information instead of the closed election roll. **Normally, you would use the Closed Election Roll.**
- Select either the mode General Election or Municipal Election. In General Election mode, the "Amendment Area" polling stations are included as appropriate. Note if in Step 4 you cannot find your target election, check that you have chosen the correct type of roll.
- From the drop-down list, select the correct election.
- Depending on the scope of the election, some of the details will be filled in. Select the empty boxes until you can select your polling station.
- Select the enrolment status used to include electors. (Current practice is to select "Draft", "Checked" and "Authorised").
- After you have selected your polling station, the **[Continue]** button will be displayed. Click this button to display the "Voting Screen."
- If you want to exit the application click the **[Stop]** button

### Note:

- The **Clear Votes** button should NOT normally be used as it deletes all the current information on people who have voted. It is used only in training to clear out the data after a training session.
- The **Export Data** button is used after an election to export voter information to an Excel spreadsheet.

### The Voting Screen



#### 1. Selection of scanning/input methods:

- a. **[Use Scanner]** : This is the normal mode when you are using a barcode scanner. If using a hand held scanner, press the trigger and point the scanner at the card. If using a "desktop" scanner, simply wave the card in front of the scanner.
- b. **[Use Camera]** : Select this when you are using either a web camera or the inbuilt camera in the laptop computer. (You may be prompted to select the camera to be used.)
- c. **[Type ID]**: This is used if the elector does not have an National ID Card and knows their Registration Number. When using this option, a numeric keypad is shown on the screen. You can use this or the number keys on your computer to enter the registration number. (Note: when using this method of input, VESVotes does not do any checks on the person's ID Card information).

Note: When Using inputs 2 & 3 (shown on the image above), you must click on the **[Next]** Button displayed on the Status/Message area (4) between electors. This is not necessary when using a barcode scanner.

2. Polling Station Name
3. **[Stop]** Button to finish scanning and return to the settings screen.
4. **Status/Message area**. This is where VESVotes displays information about the result of scanning and any extra buttons appropriate to the current situation.
5. VESVotes will display both a large and smaller photo of the Elector along with their personal details and electoral roll information. Also displayed in the lower right hand corner is the progress of the voting for the election for your polling station

### Scanning Results

After an ID Card is scanned the following results occur:

1. The person is enrolled at your Polling Station and has not previously voted: the status bar turns **GREEN** and a message "Vote Recorded" is displayed.

2. If the person is enrolled but not at your polling station, the message "Wrong Polling Station" is displayed and the status bar turns **RED**. Also, the enrolled polling station details are shown **RED**.
3. If the person has already voted in this election, the message "Already Voted" together with the date/time of that vote is displayed and the status bar turns **RED**.
4. If the person is not enrolled, the message "Not Enrolled" is displayed and the status bar turns **RED**.
5. If the ID Card scanned has not been registered or activated, the message "Card Not Activated" is shown, together with an **[Activate Card]** button. The status bar is turned **ORANGE**. To activate the card, click on the **[Activate Card]** button on the right hand end of the status bar.
6. If the ID card has been cancelled and a new card issued, the message displayed is "ID Card Cancelled" together with the date and reason for cancellation. The status area is **RED**.
7. If the card is not recognised as a Vanuatu National ID Card, the Message "Not a Vanuatu ID Card" is displayed and the status bar turns **RED**.

### **End of Scanning Session**

To exit from a scanning session, click on the **[Stop]** Button to return to the settings screen, then click on the **[Stop]** button to exit VESVotes application.

### **Database Selection**

1. To select or change the Electoral database that VESVotes uses on the Setting screen click on the **[Change]** Button under the Electoral Database display.

VES Votes will display the finding servers box. Wait while VESVotes searches the network for servers. This may take about 30 seconds.

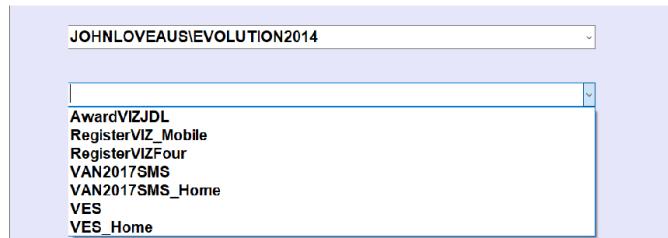


Note: VESVotes will only find servers on the same network segment that your computer is connected to or the server on your computer.

2. After the Server input box is displayed, select the server from the dropdown list if it is shown (the "Main" Server will probably not be shown in the servers list). To select the "Main" Server, type its IP Address (10.255.134.203) in the server input box.



3. After selecting or entering the server name, press either the **[Tab]** key or **[Enter]** key. VESVotes will then connect to the server and load a list of available databases in the Database input box. Select the correct database from list.



4. After selecting the server and database, click on the [Connect Database] button. VESVotes will open the database if possible. Check that you have selected the correct type of database. The database information will be shown in GREEN if everything is correct. If not, an error message may be displayed and the database information will be shown in RED.

The selection of the Civil (RegisterterVIZ) database is done in a similar manner.

# Anex 5.

# Oi fom blong karem ol pepa



## MATERIAL TRANSFER FORM

Before Polling

Province \_\_\_\_\_ Polling Station name \_\_\_\_\_

Constituency \_\_\_\_\_ Polling Station number \_\_\_\_\_

Item description	Quantity	Observations
Polling Station Kit		
Tablet		
Ballot Books		
Ballot Envelopes		
PS Electoral Roll		
Indelible Ink bottles		
Voting Booths		
Ballot Boxes		

Handed over by \_\_\_\_\_ Received by \_\_\_\_\_

ID No. if available \_\_\_\_\_ ID No. if available \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_



## MATERIAL TRANSFER FORM

After Counting

Province \_\_\_\_\_ Polling Station name \_\_\_\_\_

Constituency \_\_\_\_\_ Polling Station number \_\_\_\_\_

Item description	Quantity	Observations
Ballot box sealed with sensitive materials		
Tablet		
Envelope # 5 containing copies of Official Results Booklet		
Polling Station Kit (with stationary and non-sensitive materials)		
Voting Booth(s)		
Empty ballot box(es)		

Handed over by \_\_\_\_\_ Received by \_\_\_\_\_

ID No. if available \_\_\_\_\_ ID No. if available \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

# Anex 6.

## Akreditesen Baj

<p><b>POLING STESEN AKSES PAS</b></p> <p><b>POLING STAF</b></p> <p>POLLING STAFF / SCRUTATEUR (SCRUTRATRICE)</p> <p>NEM NAME/NOM POLING STESEN POLLING STATION/BUREAU DE VOTE</p> <p>KONSTITUENSI CONSTITUENCY/IRCONSCRIPTION ELECTORALE</p> <p>WOD WARD/QUARTIER</p> <p>ELEKSION DEIT ELECTION DATE/DATE DE L'ÉLECTION</p> <p>DEIT DATE</p> <p>SIGNEJA SIGNATURE (ELEKTORAL OFISA / ELECTORAL OFFICER / OFFICIER D'ÉLECTION)</p> 	<p>ELEKTORAL KOMISEN / ELECTORAL COMMISSION / COMMISSION ÉLECTORALE</p> <p><b>KOMISINA</b></p> <p>COMMISSIONER / COMMISSAIRE</p> <p>NEM NAME/NOM ELEKSION DEIT ELECTION DATE/DATE DE L'ÉLECTION</p> <p>DEIT DATE</p> <p>SIGNEJA SIGNATURE (ELEKTORAL OFISA / ELECTORAL OFFICER / OFFICIER D'ÉLECTION)</p> 
<p><b>POLING STESEN AKSES PAS</b></p> <p><b>PRISAIDIN OFISA</b></p> <p>PRESIDING OFFICER / PRÉSIDENT(E)</p> <p>NEM NAME/NOM POLING STESEN POLLING STATION/BUREAU DE VOTE</p> <p>KONSTITUENSI CONSTITUENCY/IRCONSCRIPTION ELECTORALE</p> <p>WOD WARD/QUARTIER</p> <p>ELEKSION DEIT ELECTION DATE/DATE DE L'ÉLECTION</p> <p>DEIT DATE</p> <p>SIGNEJA SIGNATURE (ELEKTORAL OFISA / ELECTORAL OFFICER / OFFICIER D'ÉLECTION)</p> 	<p><b>POLING STESEN AKSES PAS</b></p> <p><b>SPESEL PAS</b></p> <p>SPECIAL PASS / LAISSEZ-PASSER (SPÉCIAL)</p> <p>NEM NAME/NOM OGANAESSEN ORGANISATION</p> <p>ELEKSION DEIT ELECTION DATE/DATE DE L'ÉLECTION</p> <p>DEIT DATE</p> <p>SIGNEJA SIGNATURE (ELEKTORAL OFISA / ELECTORAL OFFICER / OFFICIER D'ÉLECTION)</p> 
<p><b>POLING STESEN AKSES PAS</b></p> <p><b>PATI / KANDIDET EJEN</b></p> <p>POLITICAL PARTY / CANDIDATE AGENT / AGENT DE PARTI / CANDIDAT</p> <p>PATI / KANDIDET PARTY/CANDIDATE / PARTICIPANT</p> <p>POLING STESEN POLLING STATION/BUREAU DE VOTE</p> <p>KONSTITUENSI CONSTITUENCY/IRCONSCRIPTION ELECTORALE</p> <p>WOD WARD/QUARTIER</p> <p>ELEKSION DEIT ELECTION DATE/DATE DE L'ÉLECTION</p> <p>DEIT DATE</p> <p>SIGNEJA SIGNATURE (ELEKTORAL OFISA / ELECTORAL OFFICER / OFFICIER D'ÉLECTION)</p> 	<p><b>POLING STESEN AKSES PAS</b></p> <p><b>MIDIA</b></p> <p>MEDIA / MÉDIAS</p> <p>NEM NAME/NOM OGANAESSEN ORGANISATION</p> <p>ELEKSION DEIT ELECTION DATE/DATE DE L'ÉLECTION</p> <p>DEIT DATE</p> <p>SIGNEJA SIGNATURE (ELEKTORAL OFISA / ELECTORAL OFFICER / OFFICIER D'ÉLECTION)</p> 
<p><b>POLING STESEN AKSES PAS</b></p> <p><b>NASONAL OBSEVA</b></p> <p>NATIONAL OBSERVER / OBSERVATEUR NATIONAL</p> <p>NEM NAME/NOM OGANAESSEN ORGANISATION</p> <p>ELEKSION DEIT ELECTION DATE/DATE DE L'ÉLECTION</p> <p>DEIT DATE</p> <p>SIGNEJA SIGNATURE (ELEKTORAL OFISA / ELECTORAL OFFICER / OFFICIER D'ÉLECTION)</p> 	<p><b>POLING STESEN AKSES PAS</b></p> <p><b>INTANASONAL OBSEVA</b></p> <p>INTERNATIONAL OBSERVER / OBSERVATEUR INTERNATIONAL</p> <p>NEM NAME/NOM OGANAESSEN ORGANISATION</p> <p>ELEKSION DEIT ELECTION DATE/DATE DE L'ÉLECTION</p> <p>DEIT DATE</p> <p>SIGNEJA SIGNATURE (ELEKTORAL OFISA / ELECTORAL OFFICER / OFFICIER D'ÉLECTION)</p> 





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