



## Presidential Election 2022

# Polling Station Secretaries' Handbook



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## WELCOME

Welcome to the 2022 Election for the President of the Democratic Republic of Timor-Leste.

By working as a Polling Station Secretary, you will be helping your fellow Timorese citizens to exercise one of their most important and basic human rights: to make a free choice of who will be their leaders and representatives. Many Timorese have worked hard for this over decades, and to be trusted by your community to ensure that this right continues to be enjoyed is something in which you should feel great pride.

There are six critical principles of election administration by which you must be guided.

- **Respect for the law** - The electoral laws are, in effect, “the rules of the game” on which the community has agreed. Election officials are like umpires in a sporting game, whose obligation is to make sure that the rules are understood and followed.
- **Non-partisanship and neutrality** - The political neutrality of the administration of the election is of the utmost importance. The people of Timor-Leste expect electoral staff to act fairly and without fear or favour. On election day you **cannot** favour any candidate, regardless of any personal feelings you may have. All voters must be treated equally and decisions taken by you must be consistent and in accordance with the law.
- **Transparency** - A successful election is one in which all of the candidates and voters can confidently accept that the outcome is the result of a fair process. To enable them to have that confidence, every aspect of the polling and counting must be open to observation.
- **Accuracy** - Elections are sometimes won or lost by a small number of votes, and for that reason it is important that every aspect of your work be done with attention to accuracy and detail.
- **Inclusiveness** - A fundamental feature of democratic elections is that all voters have an equal right to take part. For that to be realised in practice, however, it is essential that the voting process be made fully accessible to voters who might encounter obstacles to their participation, such as women and girls, people with disabilities, and the elderly.
- **Service to voters** - By the time you see them, all voters will have had to make an effort to come to the Polling Centre, and for some - such as those who have a disability, or who may have had to walk a long way - it may have been a considerable challenge. For that reason, it is important that you make their voting experience as safe and convenient as possible.

There have been some significant changes to the electoral process since the last national election in 2018, so please make sure you read this Handbook carefully so you understand entirely what is required of you at your Polling Station.

**Acilino Manuel Branco**  
Director-General of STAE

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## **Part 1 - Introduction - purpose and structure of this Handbook**

1.1 The purpose of this Handbook is to provide you with detailed instructions on how to do your job as Polling Station Secretary. It is part of a package of documents for you consisting of the following:

- this Handbook;
- forms to be completed by you; and
- instruction sheets for other Polling Station staff.

1.2 This rest of this Handbook consists of the following Parts:

- Part 2 - Polling Centres and Polling Stations;
- Part 3 - Changes to election procedures due to Covid-19;
- Part 4 - Polling Station staff and their roles;
- Part 5 - Preparations before election day;
- Part 6 - Fiscais, observers, monitors and media professionals;
- Part 7 - Polling on election day;
- Part 8 - Counting on election day;
- Part 9 - Return of materials to the Municipal Tabulation Centre; and
- Part 10 - Handling problems and emergencies.

1.3 Separate packages of documents have been prepared for polling which will be taking place in unusual situations, such as in hospitals, in prisons, in places where people are in isolation due to Covid-19 infection or suspected infection, in Parallel Voting Centres set up in Dili, and in foreign countries where there are Timorese voters.

## **Part 2 - Polling Centres and Polling Stations**

2.1 A Polling Centre is a place where voters go to cast their ballots. At least one Polling Centre is established in each suco, but some sucos with lots of voters may have more than one. Each Polling Centre has a “President”, who has overall responsibility for the conduct of the election there, and each Polling Station has a Secretary who manages its operations.

2.2 A Polling Station is a site within a Polling Centre at which a voter has his or her eligibility to vote confirmed, is given a ballot paper, marks it in secret, and places it in a

ballot box. Each Polling Station is staffed by a team of polling officials, and is supplied with all necessary materials including lists of registered voters, ballot papers, voting screens and a ballot box.

2.3 Your Polling Station has a nine digit identification code, to assist with tracking of materials. The first five digits identify the Polling Centre, and the last four identify your Polling Station. The codes must appear on the ballot boxes, lists of voters, and the records concerning the polling operation, counting and tabulation of votes. The Polling Centre President will advise you of the codes you will have to use.

2.4 Your preparation of accurate records of what has happened at a Polling Centre or Polling Station is a critical element of the transparency of election process. The Polling Station Akta is the most important form which you will have to complete. A sample Polling Station Akta is set out at **Annex 1**.

### **Part 3 - Changes to election procedures due to Covid-19**

3.1 Covid-19 poses a challenge for the safe conduct of elections, because the Covid virus spreads from person to person, either directly or indirectly, and on election day large numbers of people come together in a short time at polling and counting venues which are often crowded.

3.2 The latest advice from the World Health Organization (WHO) has highlighted the risk of airborne transmission of the virus, with particular concern about circumstances in which people gather in poorly ventilated rooms which can enable concentrations of virus in the air to build up. Unfortunately, many rooms in which Polling Stations have been located at previous elections in Timor-Leste have been exactly like that.

3.3 For that reason, a number of changes have had to be made from the way in which Polling Stations have operated in the past, including the following.

- **Ventilation** - To the greatest extent possible, polling will be conducted in well-ventilated locations.
- **Vaccination** - All polling staff, monitors, fiscais representing candidates and election observers (national and international) entering your Polling Station will be required to fully vaccinated. (The polling staff will have to prove their vaccination status prior to being employed, the rest when obtaining official accreditation - so polling staff will not have to require such proof from monitors, fiscais and observers with valid accreditations.) This is intended not only to provide protection against infection both for staff and for members of the public, but also to reinforce public confidence that voting will be safe.
- **Media professionals** - A different rule will apply to media professionals seeking access to Polling Centres. Their production of an accreditation document will not be sufficient to enable them to enter the Polling Centre; they will in addition to have

to produce either proof of full vaccination against Covid, or proof of a negative Covid test done in the five days preceding election day.

- **Gloves and face masks** - These will be worn by all polling staff whenever they are in the Polling Centre. Fiscals, observers, monitors and media professionals will also have to wear gloves and face masks, which (subject to availability of supplies) will be provided to those who do not bring their own. STAE will also attempt to provide gloves and masks to all voters, but that again will be subject to availability.
- **Sanitising of hands** - Everyone entering the Polling Centre will first have to sanitise his or her hands; STAE will supply the sanitiser.
- **Transfer of voters to isolation centres to vote** - Sub-articles 16(f) and (g) of Government Decree No. 7/2017 (*Regulation of Voting Procedures, Counting of Votes and Determination of Results*) as amended in 2022, contemplate a scheme by which voters with prescribed Covid symptoms will be prevented from entering a Polling Station. Specifically, the Decree includes the following duties in those listed for the Polling Centre President:

“(f) Notify the competent authority of the Ministry of Health and the person in charge of the PNTL present at the location, for the purposes provided for in the legal document that introduces exceptional and temporary surveillance measures in response to the COVID-19 disease pandemic, of the existence of voters presenting symptoms compatible with COVID19 infection, as described in that legal document;

(g) Inform the person responsible for the mandatory therapeutic isolation centre closest to the polling centre, of the transfer to that centre of citizens who have tested positive for COVID19, following tests carried out under the terms of the previous subparagraph, so that they can exercise their right to vote there, after being manually enrolled in the additional list of the isolation centre and deleted from the list of voters of the polling centre in which they were originally supposed to vote;”

If arrangements are made to implement this scheme, the STAE Municipal Coordinator will provide you with further detailed advice on how it will work.

#### **Part 4 - Polling Station staff and their roles**

4.1 As Polling Station Secretary, you are in charge of the Polling Station (subject to the directions of the Polling Centre President, to whom you report directly). Your general role includes:

- ensuring that the operations of the Polling Station run smoothly;
- completing forms;
- ensuring that fiscals, observers and CNE monitors are kept informed about what is being done; and

- ensuring that any difficulties which may arise during the polling are handled properly.

4.2 As Polling Station Secretary, you are obliged to:

- attend the training provided by STAE;
- be neutral and impartial towards all candidates;
- keep secret any confidential information you become aware of through the implementation of your duties;
- perform your duties with diligence until the electoral process is complete;
- report to your superior any irregularity found during the polling or counting processes; and
- strictly comply with guidelines from your superiors.

The same obligations apply to all staff at the Polling Centre.

4.3 You also have a range of specific duties conferred by law, as follows.

- Declare the Polling Station open, verify the identity and accreditation of electoral officials, candidates' fiscais, observers and media professionals, and further verify that media professionals have produced either proof of full vaccination against Covid, or proof of a negative Covid test done in the five days preceding election day.
- Supervise the checking of the voting screens and materials for the Polling Station.
- Show the empty ballot boxes to the Polling Station officials, candidates' fiscais, observers, monitors and voters, requesting immediately afterwards that one of the Identification Officers and the Ballot Paper Controller seal the ballot boxes, recording the relevant seal numbers.
- Order the display, in a visible place in the Polling Station, of a list of the members of the polling station staff.
- Ensure freedom of voting for all voters.
- Ensure and maintain order in the Polling Station so as to ensure the smooth functioning of electoral operations.
- Inform the president of the Polling Centre if requirements are met to resume electoral operations previously interrupted due to unusual occurrence, natural disaster or civil disturbance.



- Order the departure from the Polling Station of citizens who cannot vote at that polling station or who have already voted.
- Refuse to admit to the Polling Station voters who:
  - are manifestly drunk or under the influence of drugs;
  - are publicly and notoriously recognized as mentally ill;
  - present symptoms compatible with Covid-19 infection, as legally defined;
  - are confirmed positive for Covid-19; or
  - carry any type of weapon or blunt object.
- Inform the Polling Centre President of the exclusion from the Polling Station of voters who present symptoms compatible with Covid-19 infection, as legally defined, or who are confirmed positive for Covid-19.
- Forbid any type of propaganda inside the Polling Station and up to 100 meters from it.
- Authorise, as requested by the voter, the issue of a new ballot paper because he/she made a mistake while marking it, or unintentionally damaged the ballot paper, and record this in the Polling Station minutes.
- Stamp the word "Cancelled" on any returned ballot paper, sign it and keep it in the relevant envelope.
- Stamp the words "Null and Void" on a ballot paper deemed as null and void, sign it and keep it in the relevant envelope.
- Stamp the word "Discarded" on a ballot paper deemed as discarded, sign it and keep it in the relevant envelope.
- Stamp the word "Rejected" on a ballot paper deemed as rejected, sign it and keep it in the relevant envelope.
- Provide clarification to a voter, at his/her request and in the presence of the Polling Station officials, candidates' fiscais, electoral observers and monitors, regarding the voting process, without influencing the voter's choice.
- Ask the candidates' fiscais if they have any claims to submit and receive them, as well as any objections.
- Sign any such objections, together with all officials of the polling station.

- Implement any other duties that may be assigned to you by law or regulation.

4.4 Apart from yourself, a Polling Station also has the following staff.

- Two **Queue Controllers**, who manage the flow of voters in and out of the Polling Station.
- Four **Identification Officers**, who determine whether someone is entitled to vote, by checking his or her documents, and checking his or her hands for the presence of indelible ink marks which would show that the voter had already voted.
- One **Ballot Paper Controller**, who issues each voter with a ballot paper.
- One **Ballot Box Controller**, who guards the ballot box and ensures that each voter places one (and only one) ballot paper in it.
- One **Indelible Ink Controller**, who ensures that the voter is marked with the ink, and ensures that any disposable gloves being worn by voters are disposed of in a garbage bag set up for that purpose.

4.5 Individual instruction sheets for the various Polling Station staff are at **Annex 2**.

## **Part 5 - Preparations before election day**

5.1 On election day, it is critically important that the Polling Station be ready to serve voters from 07h00, as the full eight hours of polling will need to be available to ensure that everyone gets the opportunity to vote. For that reason, there are a number of important preparations which need to be made **before** election day. The Polling Centre President is responsible for most of these, but your assistance with them is likely to be needed.

### Determination of Polling Station location and layout

5.2 STAE is required by law to publish locations of Polling Centres at least 30 days before election day. It is, however, the responsibility of the Polling Centre President, working in cooperation with the Polling Station Secretary (or Secretaries), to plan the layout of the Polling Centre. This needs to be done before election day.

### *General principles of Polling Station layout*

5.3 As polling will be taking place in over 1,000 different Polling Centres in Timor-Leste, it is impossible to provide guidelines which will cover every possible situation. Some basic principles are as follows.

- The ideal position for Polling Station will be one where there is a fixed structure which will provide shelter and shade, but which is open to the fresh air. This could be a freestanding building, or a reasonably sized porch which forms part of a building.
- If there is no such building or porch available, the Polling Station should be located in a room with open windows and doors, to provide the best possible ventilation in the circumstances.
- The voting screens must be positioned in such a way that they are stable, and will enable the voters to mark their ballots secretly, and to feel confident that they can do so. Screens must not be placed close to a window where someone looking in from outside may be able to see how a person has voted.
- The furniture, voting screens and ballot boxes need to be positioned to take account of the need to maintain social distancing of 1 metre not only of staff, but also of fiscals, observers, monitors and any voters within the Polling Station.

5.4 The Polling Station needs to be accessible to all voters, including persons with disabilities. Factors which can influence accessibility include (but are not limited to):

- the nature of any steps and stairs;
- the widths of the entrance and exit;
- the way in which queue locations are specified;
- the presence of obstacles; and
- the placement of voting screens and the ballot box.

5.5 Wherever possible, Polling Stations should be set up with a separate entrance and exit, so that voters can proceed through the different stages of the polling process smoothly, as shown in the following illustration.



### The day before election day

5.6 You will need to arrive at the Polling Station site on the day before election day, at a time which will be set by the Polling Centre President.

5.7 On that day, you and the Polling Station staff, as directed by the Polling Centre President, will need to position the tape which will guide the queueing of the voters on election day. (If, for any reason, that cannot be done on the day before election day, it will have to be done no later than 06h00 on the morning of the election.)

### Receipt of equipment and materials

5.8 Prior to the start of the polling, all of the equipment and materials needed at the Polling Centre will have had to have been delivered by STAE. In general those deliveries are made on the day before the election, but that may vary across the country. Polling Centre Presidents will be given further information and instructions by the STAE Municipal Coordinator about plans for the delivery of equipment and materials, and requirements for their secure storage until election day. Depending on the arrangements made, you and the other Polling Station staff are likely to have to assist with the receipt and storage of the materials, as directed by the Polling Centre President.

5.9 Materials to be supplied by STAE fall into two main categories.

- **“Sensitive”** materials are items which, if stolen or misused, could damage the integrity of the election process. This category includes ballot papers, ballot boxes, ballot box seals, indelible ink, and lists of voters. Sensitive materials need to be well-secured and accounted for.

- “**Non-sensitive**” materials, though important for ensuring a sound election process, are unlikely to be able to be misused in a way which would damage the election’s overall integrity. Examples include hand sanitiser, and gloves and masks.

5.10 Materials to be supplied to each Polling Centre and Polling Station are set out at **Annex 3**. (Because of the rapidly evolving situation associated with the Covid-19 pandemic, last-minute changes may need to be made.) The STAE Municipal Coordinator will arrange for all sensitive materials for a Polling Station to be supplied in a sealed ballot box, and all non-sensitive materials in another sealed ballot box. The Polling Centre President will be responsible for coordinating the secure storage of the materials until election day.

## **Part 6 - Fiscals, observers, monitors and media professionals**

6.1 Apart from voters and polling staff, the following categories of people have a legal right to be present in Polling Stations to help to ensure the transparency and credibility of the election process, and it is an important part of your job to ensure that their work can be done effectively:

- fiscals nominated by candidates and accredited by STAE to observe the polling and counting on their behalf;
- independent observers (from Timor-Leste and other countries) accredited by STAE;
- monitors deployed by CNE as part of its supervision of the entire election process;
- monitors from other organisations, accredited by STAE; and
- media professionals accredited by STAE who produce either proof of full vaccination against Covid, or proof of a negative Covid test done in the five days preceding election day.

6.2 As noted previously, everyone in these categories will be required to be fully vaccinated against Covid, and to wear masks while in the Polling Centre. As part of your duty to maintain order in the Polling Station so as to ensure the smooth functioning of electoral operations, you must require each of them to stay at least 1 metre away from anyone else. If someone fails to cooperate with these requirements, you should inform the Polling Centre President, who will deal with them.

### Fiscals


6.3 Each candidate may designate one main and one substitute fiscal for your Polling Station. During the polling and counting, only one of them is entitled to be present at any given time. A fiscal has the following general rights:

- to monitor the conduct of voting operations, from the establishment of the Polling Centre and the Polling Station, until its final closure;
- to present questions to you, and obtain your answers, during the conduct of electoral operations;
- to follow, in his or her own vehicle, the transportation of ballot boxes and other Polling Centre or Polling Station materials;
- to monitor the process of counting votes and tabulation of the results;
- to sign the Polling Station Akta, and note all documents relating to voting and counting operations at which he or she is present;
- to file complaints and protests during the electoral process; and
- to deliver complaints and protests to CNE.

6.4 Fiscais are accredited by STAE for a specific Polling Station, and their accreditation documents will include a nine digit code.

6.5 Fiscais are required by law to:

- maintain impartiality in the course of their duties, not seeking unduly to favour the candidates that they represent;
- refrain from wearing any symbol or object which connects them with the candidate they represent;
- respect the Constitution, laws, and applicable regulations;
- cooperate with other fiscais so that the electoral process takes place in a transparent and orderly manner; and
- display their accreditation badge (see below) when requested by election officials or other competent national authorities.

	ELEISAUN PREZIDENSIAL 2022
	STAE :                    /                    / 2022
NARAN : _____ : _____ NÚ K. ELEITORAL : _____ KANDIDATU : _____ MUNISIPIU : _____ NARAN CV : _____ ESTASAUN VOTU : _____	
<b>3X4</b>	Dili, ____ / ____ / 2022  <u>Acilino Manuel Branco</u> Diretor Jeral STAE
<b>FISKAIS KANDIDATURA</b>	


Fiscais must not attempt to influence voters in any way, or to pressure or intimidate electoral staff.


#### Observers and monitors

6.6 Election observers and monitors have similar rights, and are subject to similar rules, to fiscais, except as follows.

- Observers and monitors are accredited to observe at any Polling Centre or Station, not just a single designated one.
- They must not interfere with or obstruct the electoral process in any way, and, in particular, they must not seek to give instructions or orders to polling officials.
- While they may request clarification from you on any aspects of the electoral process, they have no separate right to lodge formal complaints or protests (though observers from Timor-Leste who vote at your Polling Station do have the right to lodge complaints in their capacity as voters).
- They have the right to access and photograph any activity and any official documentation relating to the electoral process (but not in a way that is disrespectful of the voters, or could compromise the secrecy of the ballot).

6.7 Observers will have accreditation documents issued by STAE, and CNE monitors will have CNE identity cards. Other monitors' accreditations will be issued by STAE. Examples can be seen here.

 <b>ELEISAUN PREZIDENSIAL 2022</b> STAE :        /        / 2022	
NARAN : _____ _____ Nú K. Eleitoral : _____ Naran Organizaun : _____	
3X4	Dili, ___/___/ 2022  <u>Acilino Manuel Branco</u> Diretor Jeral STAE
<b>OBSERVADOR</b>	

 <b>ELEISAUN PREZIDENSIAL 2022</b> STAE :        /        / 2022	
NARAN : _____ _____ Nú Pasporte : _____ Naran Organizaun : _____	
3X4	Dili, ___/___/ 2022  <u>Acilino Manuel Branco</u> Diretor Jeral STAE
<b>OBSERVADOR INTERNACIONAL</b>	

 <b>ELEISAUN PREZIDENSIAL 2022</b> STAE :        /        / 2022	
NARAN : _____ _____ Nú K. Eleitoral : _____ Organizaun : _____	
3X4	Dili, ___/___/ 2022  <u>Acilino Manuel Branco</u> Diretor Jeral STAE
<b>MONITORIZADOR</b>	




6.8 As Polling Station Secretary, you must ensure that there is no interference with the legitimate activities of observers and monitors. If any dispute arises regarding the rights or obligations of observers or monitors, you should refer it to the Polling Centre President for resolution.

#### Media professionals

6.9 Media professionals are identified by a credential document issued to them by STAE, examples of which are shown here.



 <b>ELEISAUN PREZIDENSIAL 2022</b> STAE :         /         / 2022	
NARAN : _____  Nü. K. Eleitoral : _____  Naran Media : _____ -- -- --	
<b>3X4</b>	Dili, ___/___/ 2022  <u>Acilino Manuel Branco</u> Diretor Jeral STAE
<b>MEDIA NASIONAL</b>	

 <b>ELEISAUN PREZIDENSIAL 2022</b> STAE :         /         / 2022	
NARAN : _____  Nü. PASSAPORTE : _____  Naran Media : _____	
<b>3X4</b>	Dili, ___/___/ 2022  <u>Acilino Manuel Branco</u> Diretor Jeral STAE
<b>MEDIA INTERNASIONAL</b>	

They have the right to access Polling Stations to watch the polling and counting. Before entering, they must obtain the permission of the Polling Centre President, to avoid disturbing the voting or counting operations. They must also produce proof of full vaccination against Covid, or proof of a negative Covid test done in the five days preceding election day. They must comply with all laws relating to behaviour in Polling Centres, and, in particular, must:

- respect the privacy of individuals;
- refrain from interfering in electoral operations, and especially from questioning or interviewing people within the Polling Station;
- refrain from collecting images and information that compromise the secrecy of the vote; and
- during counting of votes, refrain from interfering in the process, and only report results of counting as provided by STAE.

If media professionals wish to film within your Polling Station, you should facilitate their doing that in a way which is respectful of the voters, does not interfere with the operation of the Polling Station, and protects the secrecy of the vote.

#### Questions, claims and objections

6.10 From time to time, voters or fiscais may seek to question decisions made by you or one of your staff. Often such questioning is the result of a misunderstanding, so in the first instance you must try to resolve the issue by giving a full and accurate explanation (with the assistance of the Polling Centre President, if necessary) of why the decision has been made.

6.11 You must then ask the complainant if he or she wishes to lodge a formal complaint. If he or she does, the Presidential Election Law prescribes the following specific process for dealing with it.

- It is submitted to a vote of the electoral officers (that is, you, the Polling Centre President, and (from your Polling Station) the two Queue Controllers, the four Identification Officers, the Ballot Paper Controller, the Ballot Box Controller and the Indelible Ink Controller) and is considered accepted if it obtains a vote in favour from at least six of them. (Even if, for some reason, there are fewer than 11 electoral officers present, an affirmative vote of six is still required for a complaint to be considered accepted.) This process of taking a vote of the electoral officers will be managed by the Polling Centre President, who may consult with STAE if needed. Any fiscals, observers and monitors present must be invited to observe the process.
- The decision is then communicated to the complainant who, if he or she so wishes, may address the complaint to CNE. The complaint, accompanied by all the relevant documentation, must be submitted in writing to the CNE representative at the respective Polling Centre or Polling Station, and is returned to the Municipal Tabulation Centre along with all other documents relating to the Polling Centre.
- Thereafter, a decision on the complaint will be made by CNE, and is ultimately subject to review by the Court of Appeal.

You must record the details of any formal complaint, including the time it was lodged and how it was resolved using these procedures, and also the total number of complaints, in the Polling Station Akta.

## **Part 7 - Polling on election day**

7.1 There are three main categories of activities relating to polling which you as Polling Station Secretary will be managing on election day:

- preparations prior to the opening of the poll (06h00 to 07h00);
- routine polling (07h00 to 15h00); and
- closing of the poll.

7.2 The key elements of the polling process for which you and your staff are responsible are:

- checking voters' documents to ensure that people qualified to vote, and only people so qualified, are able to do so;
- keeping a record of who has voted;

- preventing multiple voting, by marking voters' fingers with indelible ink, and checking for previous ink marks before a voter is issued with a ballot paper;
- guaranteeing the secrecy of the ballot, by ensuring that voters are able vote at a voting screen alone, and do not photograph their marked ballot papers;
- ensuring the voters who require assistance to vote receive it in the way prescribed by law;
- securing the ballot papers; and
- implementing procedures to prevent the spread of Covid.

#### Preparations prior to the opening of the poll (06h00 to 07h00)

7.3 Activities at the Polling Centre start at 06h00, and all staff will have to arrive by then. The following tasks are then to be performed.

- At 06h00, the President of the Polling Centre will formally confirm your identity, by reference to the badge you will have received from STAE.
- At 06h15, you will need similarly to confirm the identities of the staff of your Polling Station, as well as confirming the accreditation of any fiscais, observers and monitors - the production by such people of badges issued by STAE or CNE will suffice. In the case of media professionals, they will need to produce both an accreditation badge issued by STAE, and proof of full vaccination against Covid (or proof of a negative Covid test done in the five days preceding election day). You will have to make the same checks if any fiscais, observers, monitors or media professionals arrive later in the day.
- If any of your staff are absent, you will need to advise the President of the Polling Centre by 06h30, to enable replacement procedures to be initiated.
- Between 06h15 and 06h45, you and your staff will need to:
  - ensure that ballot boxes have been labelled with the nine digit code which identifies the Polling Station at which they are used;
  - ensure that the details identifying the Polling Station have been entered in the Polling Station Akta;
  - record the names of the Polling Station staff, and fiscais, in the Polling Station Akta;

- At 06h45, you and your Polling Station staff, in the presence of the fiscais and electoral observers, and monitors (if any), will have to perform the following tasks.
  - Check the voting screens to ensure that they have been correctly set up, and equipped with a nail which voters can use to mark their ballots.
  - Check and display the empty interior of the ballot box.
  - Seal the lid of the ballot box and read aloud the numbers of the security seals. (Ballot box seals as shown below are uniquely numbered, and are typically applied to opposite sides of the lid of the ballot box. They need to be pulled tight when being fitted, to make it impossible for the lid to be lifted away from the top of the box without breaking the seal. A ballot box, once sealed, must be kept sealed until it is opened for the vote count.)



- Record in the Polling Station Akta the numbers of the security seals.
- Count and check the stamps received, as listed in Annex 3, items 21 to 27.
- Count the ballot papers received.
- Record the number of ballot papers received in the Polling Station Akta.
- Display the list of candidates standing in the election at the entrance to the Polling Centre.
- Display the list of electoral officials working at the Polling Station.
- Display all necessary posters providing information to voters about the voting process.
- Record in the Polling Station Akta any irregularities, complaints or objections relating to the activities undertaken prior to the opening of the polling.

- Prior to 07h00, you will also have to ensure that:
  - tables and chairs for the Polling Station staff, and also the voting screens and the ballot box, have been set up and positioned in such a way that the voters will be able to proceed smoothly through the various stages of the polling process while maintaining social distancing of at least 1 metre;
  - the voting screens are positioned so as to ensure that the vote marked by the voter cannot be seen by anyone else;
  - all of the staff of the Polling Station have been issued with the equipment and materials that they need to do their work;
  - a garbage bag for the disposal of voters' gloves has been set up adjacent to the Indelible Ink Controller; and
  - all of the staff are wearing the required protective equipment, including face masks and gloves.
- At all stages of the process, you should explain to the fiscais, observers and monitors what is being done, including, in particular, Covid-safety measures to be followed.

#### Routine polling (07h00 to 15h00)

7.4 Most of the tasks associated with routine polling are performed by the staff of your Polling Station, rather than by you personally. However, as it is a major part of your job to ensure that the operations of the Polling Station proceed smoothly, as well as to provide guidance to your staff, you need to understand what they are supposed to be doing. The text which follows spells this out in detail.

7.5 At 07h00 the President declares the Polling Centre open, and immediately thereafter you must declare your Polling Station open, and record the time of opening in the Polling Station Akta.

7.6 By the time voters arrive at your Polling Station, they should, if supplies of gloves and masks have been made available by STAE, be wearing them.

7.7 As noted above, you must refuse to admit to the Polling Station voters who:

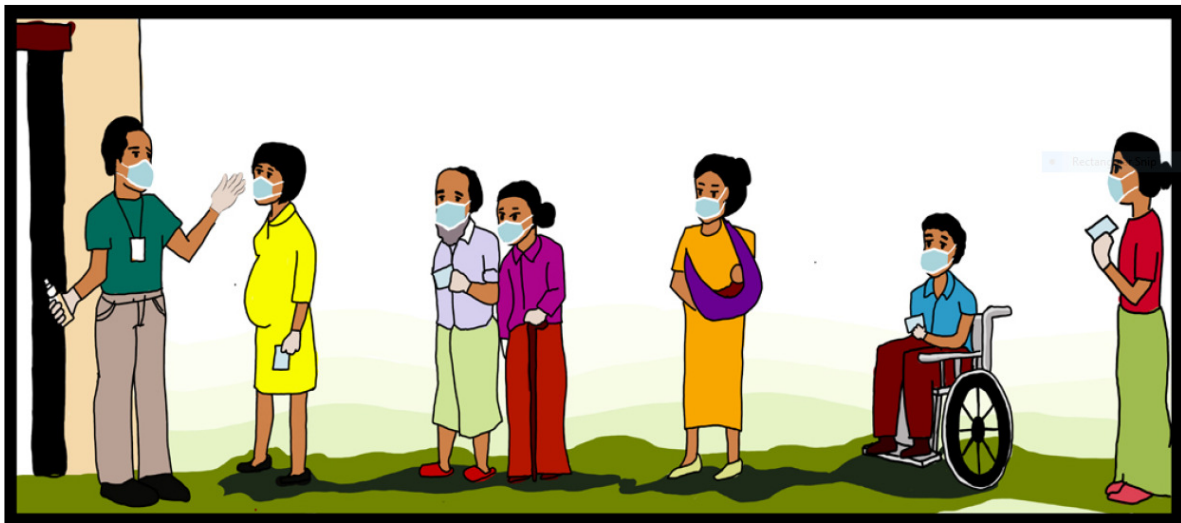
- are manifestly drunk or under the influence of drugs;
- are publicly and notoriously recognized as mentally ill;
- present symptoms compatible with Covid-19 infection, as legally defined;
- are confirmed positive for Covid-19; or

- carry any type of weapon or blunt object.

### *Order of voting*

7.8 The staff of the Polling Station vote first. They are entitled to vote there regardless of the suco in which they registered; any such staff who are registered in another suco will appear on a separate list of voters as described at paragraph 7.10 below. Other voters line up and vote on a first-come, first-served basis, except that the following voters have priority, and are directed to the front of the line by the Queue Controller, as shown below:

- pregnant voters;
- voters over sixty-five years old;
- voters with any kind of infirmity or physical disability;
- voters carrying children; and
- public administration officials and workers performing duties within the organisation and conduct of the electoral process.



7.9 The Polling Station Queue Controller at the entrance directs the voters to the Identification Officers, ensuring that the number of voters within the Polling Station is kept at a level which will enable social distancing of at least 1 metre to be maintained at all times.

- The Queue Controller requires voters to hand over any image-capturing mobile devices, such as cameras or smartphones, which they have with them. These are returned to the voters as they leave.

- The Queue Controller also checks that, if supplies of gloves and masks have been made available by STAE, the voters are wearing them.

### *Voter identification*

#### 7.10 Voter identification proceeds as follows.

- The voter shows the Identification Officer his or her voter card or, or in its absence, his or her Timorese ID card or passport. The voter must hold the document so that the Identification Officer can see it, but must not place it on the desk or table. The Identification Officer must not touch the document.
- The Identification Officer:
  - checks that the voter is already 17 years old by election day, as those under 17 are not permitted to vote;
  - checks whether the voter has a finger marked with indelible ink which would indicate that he or she has already voted - those so marked are not permitted to vote, and you (personally) must direct them to leave the Polling Station; and
  - checks if the voter's name as shown on the voter card is included in the voters list as registered in the suco corresponding to the Polling Centre.
- Where the voter is 17 or older, has not been marked with indelible ink, and is found on the voters list, the Identification Officer rules a line through the voter's name on the list, and directs the voter to the Ballot Paper Controller.
- If the voter's name is not on the voters list, but the voter has identified himself or herself with a voter card on which it is stated that he or she is registered in the suco corresponding to the Polling Centre, the Identification Officer directs the voter to the Ballot Paper Controller, and includes the voter's name in the "additional list of voters", entering the following details:
  - the voter's name;
  - the voter card number;
  - the voter's full address; and
  - the signature of the voter.
- If the voter is unable to produce evidence regarding his/her identity or registration in the suco corresponding to the Polling Centre, he or she cannot vote there, and the Identification Officer directs him or her to leave the Polling Station.

- However, the following categories of people are entitled to vote at the Polling Centre closest to the one at which they will be serving, even if it is outside the suco for which they are registered:
  - members of the armed forces, members of the security forces, fiscais, civil servants and agents of the public administration (including polling staff) who are providing support to the administration of the election; and
  - election observers and monitors, media professionals covering the election, and local staff of diplomatic missions (who may be supporting the observation of the election process by foreign diplomats).

A list of registered voters in these categories who will be able to vote at your Polling Centre will be provided by STAE to the Polling Centre President. If for any reason that list is not available, the details of such voters should instead be added to the additional list.

- Voters registered to vote at a Parallel Voting Centre in Dili are not entitled to vote at any other Voting Centre.

### *Issue of ballot paper*

7.11 Ballot papers are issued as follows.

- The Ballot Paper Controller signs and stamps the back of the ballot paper immediately prior to issuing it to the voter. (Ballot papers should **not** be signed and stamped in bulk.)
- The Ballot Paper Controller also:
  - if requested by the voter, provides him or her with an impartial clarification of the voting process, in the presence of the fiscais, observers and monitors; and
  - directs the voter to a vacant voting screen.
- If the voter when marking his or her vote makes a mistake or damages the ballot paper, he or she has the right to get a replacement. In such a case:
  - the voter goes to the Ballot Paper Controller and requests a replacement;
  - the Ballot Paper Controller requests authorisation from you, prior to the replacement of the damaged ballot paper by a new ballot paper;



- you must then authorise the replacement of the damaged ballot paper by stamping it with the word “Cancelled”, signing it, and placing it securely in the envelope provided for the storage of cancelled ballot papers;
- after the replacement of the damaged ballot paper has been authorised, the Ballot Paper Controller issues a new ballot paper to the voter.

### *Voting procedure*

7.12 The voter, having received his or her ballot paper, must go alone to the voting screen. Voting alone in that way is a fundamental requirement for a secret ballot, and it is your responsibility to ensure that only one person is in a voting screen at any time, except where the voter meets the requirements for being entitled to assistance to vote, as set out at paragraph 7.17 below.

7.13 The voter then:

- marks his or her choice by putting a mark in, or punching, the white square in the same line as the candidate for whom he or she intends to vote;
- folds the ballot paper with the printed part turned inside, in order to insert it in the ballot box;
- leaves the voting screen and places the folded ballot paper in the slot of the ballot box, in the presence of the Ballot Box Controller; and
- removes any disposable gloves he or she is wearing, and places them in the garbage bag adjacent to the Indelible Ink Controller.

### *Process for applying indelible ink*

7.14 The process for applying indelible ink as follows.

- The voter must insert his or her right hand index finger into the bottle of ink, so that a mark is placed on the finger from the fingertip to the cuticle.
- If the voter does not have an index finger on his or her right hand, the Indelible Ink Controller places a similar mark on any other finger of the right hand (or, if the voter does not have a right hand, of the voter’s left hand).
- The Indelible Ink Controller ensures that the ink mark on the voter is dry.
- If the voter does not have either hand, the Indelible Ink Controller marks the end of one of the voter’s upper limbs.

7.15 After the voter has been marked, the Indelible Ink Controller thanks the voter for voting, and asks him or her to leave the Polling Station.

#### *Abandoned ballot papers*

7.16 On rare occasions a ballot paper may be found abandoned in a Polling Station. In such a case, you must stamp the front of the ballot paper with the word “Abandoned”, and store it in the envelope provided for that purpose.

#### *Assisted voting*

7.17 Voters who are blind or have another disability which makes it impossible for them to vote on their own can choose another voter to accompany them to the voting screen and mark their votes for them.

- You may, in a case where you have serious doubts about the voter’s need for assistance, request the voter to provide a medical certificate stating the facts or circumstances that prevent the voter from marking his or her ballot paper without assistance.
- You must assess if the assistant was freely chosen by the voter. If you are certain that the choice of the assistant was not made freely, you must facilitate the choice of another assistant by the voter. (Here you need to bear in mind that the right of the voter to choose his or her own assistant is even more important in the Covid era than in normal times, as voters are more likely to feel confident that they will not catch Covid from a friend or family member than from someone they may not know.)
- Fiscals do not have the right to seek to influence a voter in his or her choice of assistant, and you must not permit them to attempt to do so.
- The assistant is legally obliged to maintain complete secrecy regarding the voting choice of the voter who was assisted.
- If STAE has supplied tactile ballot templates to the Polling Station, you should offer blind voters the opportunity to use one of them, rather than being assisted to vote.

#### *Steps to be taken if a ballot box becomes full*

7.18 If, during the course of the polling, the ballot box becomes so full that ballot papers can no longer be easily placed in it, a second ballot box (if available) must be put into operation, as follows.

- You must inform all present in the Polling Station that there will be a short pause while the second ballot box is put into use.

- You must then seal the slot in the lid of the first ballot box, record the seal number in the Polling Station Akta, invite fiscais, observers and monitors to note the seal number, and position the ballot box in a place where it will be continuously visible to all present.
- You must then display the second ballot box to show that it is empty, place seals on the lid, records the seal numbers in the Polling Station Akta, invite fiscais, observers and monitors to note the seal numbers, and announce that polling will be resumed.

### *Maintenance of hygiene*

7.19 Throughout the polling process, you and your staff are required to implement a range of infection control measures, including the following:

- disinfecting the ballot box lid after a voter has touched it;
- disinfecting the desks used by polling staff, if they have been touched by a voter;
- disinfecting the pen used by voters to sign the additional list; and
- collecting and placing in a garbage bag any used disinfectant wipes or other rubbish found lying around.

7.20 These tasks are vitally important for making the polling process as Covid-safe as possible, and you need to monitor closely that they are being done properly.

### Closing of the poll

7.21 Voting ends at 15h00 on election day. You must ensure that the Queue Controllers do not permit anyone to join the queue after 15h00. However, voters who were in the queue to enter the Polling Station at 15h00, as verified by both of the Polling Station Queue Controllers and reported to you, will still be admitted to the Polling Station, and permitted to vote. After they have voted, you must announce to all present that the poll has closed, and record the time of closing in the Polling Station Akta.

## **Part 8 - Counting on election day**

8.1 The counting of votes takes place at the Polling Centre level, and is managed by the Polling Centre President. As Polling Station Secretary, your role in the counting is to:

- undertake a ballot paper reconciliation for your Polling Station, as described below;
- transfer the ballot boxes used in your Polling Station to the Polling Centre President; and

- assist with the subsequent counting process as directed.

8.2 Counting is often the point on election day at which difficulties arise. The counting officials are required to make hundreds of individual decisions which affect the number of votes which will be credited to the candidates, and officials may well be more motivated to dispute decisions than was the case during the polling. Everyone present tends to be tired, becoming more so as a long count proceeds, and for that reason tempers sometimes become frayed. All of these problems become worse if the counting process does not proceed transparently, and with clinical efficiency.

### Ballot paper reconciliation

8.3 Before the counting process commences all outstanding questions claims and objections have to be resolved, using the process described at paragraphs 6.10 and 6.11 above.

8.4 The purpose of the reconciliation is to identify the number of ballot papers which should be in the ballot box or boxes. The reconciliation proceeds as follows.

- Assisted by staffers whom you designate, you must:
  - count the unused ballot papers (those not issued to voters);
  - record the number so counted in the Polling Station Akta;
  - render each unused ballot paper unusable by stamping the front of it with the words “Not Used”; and
  - insert the ballot papers in the separate envelope provided for that purpose.
- You must then:
  - count the cancelled ballot papers (those returned by voters who had made a mistake while marking their votes, as described at paragraph 7.11 above);
  - record the number so counted in the Polling Station Akta;
  - ensure that each such ballot paper has been stamped with the word “Cancelled”; and
  - insert the ballot papers in the separate envelope provided for that purpose.
- You must then:
  - count any abandoned ballot papers which have been found in the Polling Station;

- record the number so counted in the Polling Station Akta;
  - ensure that each such ballot paper has been stamped with the word “Abandoned”; and
  - insert the ballot papers in the separate envelope provided for that purpose.
- You must then count the number of voters marked off in the voters list, and the number included in the additional list of voters, enter those numbers in the Polling Station Akta, and follow the instructions on that form to complete it.

### Counting of votes

8.5 Once you have completed the reconciliation, you must take to the central counting location in the Polling Centre, and hand over to the Polling Centre President:

- the ballot box or ballot boxes;
- the Polling Station Akta;
- the lists of voters; and
- the unused, cancelled and abandoned ballot papers.

8.6 The initial steps of the counting are as follows.

- The President reads aloud the numbers of the security seals on the ballot box, and asks the candidates’ fiscais to confirm such numbers.
- After confirming the numbers on the security seals, the President, in the presence of electoral officials, candidates’ fiscais, electoral observers and monitors, media professionals and other attending citizens, opens the ballot box.
- After opening the ballot box, the President takes out the ballot papers, unfolds them and places them on the counting table, with the back side facing up and verifies if they are duly stamped and signed by the Ballot Paper Controller.
- The President enters in the Polling Centre Akta the number of ballot papers inside the ballot box duly stamped and signed by the Ballot Paper Controller.
- The ballot papers inside the ballot box or boxes that are not stamped or signed by the Ballot Paper Controller are separated from the remaining ballot papers, stamped as “rejected”, read and counted aloud by the President; and the number of such ballot papers is entered in the Polling Centre Akta.

- Where there is more than one Polling Station at the Polling Centre, the ballot papers inside the ballot box that are not stamped as “rejected” are mixed with other ballot papers with the same characteristics coming from the other Polling Stations, being subsequently grouped in batches of 50 each.

8.7 The votes recorded on the ballot papers are then counted individually as follows.

- A staffer designated by the Polling Centre President is handed a ballot paper from among those uncounted.
- He or she inspects it, holds it up so that it can be seen by the fiscals, observers and CNE monitors, and announces the **name** of candidate for whom the vote has been cast.
- A ballot paper is “invalid” (and therefore is not counted to any candidate) if:
  - it is a “blank vote”, i.e. a ballot paper that has not been marked or punched by the voter;
  - it is “null and void”, that is:
    - it has been marked or perforated in a way which makes it impossible to understand the choice made by the voter;
    - it allows the identification of the voter;
    - it indicates the choice of a candidate who has died or withdrawn from the election; or
    - any cut, drawing or erasure has been made, or any word written, upon it.
- If the ballot paper is invalid, the staffer doing the counting announces that, and states the reason for the invalidity. “Blank” and “null and void” votes are then placed in separate stacks.
- If a fiscal wishes to object formally to the decision on validity, or regarding the candidate for whom a vote has been cast, he or she must say so immediately.
- The ballot paper is then handed to one of the staffers responsible for storing the counted ballots, who places it in a stack corresponding to the candidate for whom the vote was cast (or, in the case of an invalid ballot, in a stack corresponding to the cause of its invalidity (blank, null and void, etc.)). Ballots subject to a formal objection are placed in a separate stack.

- Another designated staffer places a mark on the tally sheet against the candidate for whom the vote was announced. Marks should be grouped in fives, as shown in this example.

**ELEISAUN PREZIDENSIAL 2022**

Kódigo Sentru Votasion: 00007      Municipio: ALLEU      Seka: FATU BOSSA  
 Narsa Sentru Votasion: SEDE SUO FATU BOSSA      Partu Administratibu: ALLEU      Data: 19/3/2022

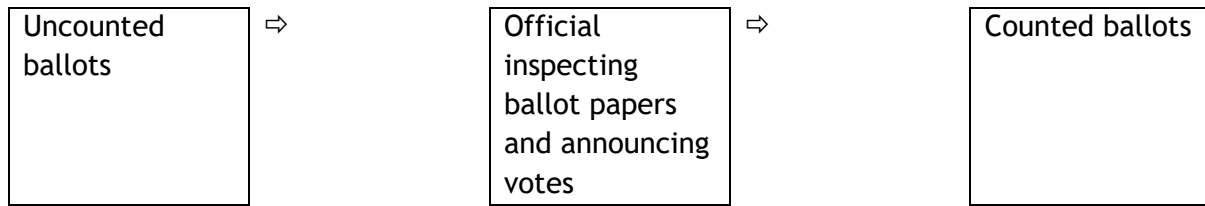
NARAN KANDIDATU	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	TOTAL KADA LINA	TOTAL VOTU NE'EBÉ HETAN	
KANDIDATU 1																18	18	
KANDIDATU 2																25	243	
KANDIDATU 3																4	4	
KANDIDATU 4																18	18	
KANDIDATU 5																3	3	
KANDIDATU 6																3	3	
KANDIDATU 7																4	4	
KANDIDATU 8																25	247	
<b>Totál Votu Válidu</b>																	<b>540</b>	
VOTU NULU																	31	
VOTU BRANQU																	7	

- Where there has been a formal objection, no mark is placed on the tally sheet.
- The process is repeated until all ballots have been counted.

8.8 Formal objections to a decision in relation to a ballot paper are resolved as soon as they arise using the process described at paragraphs 6.10 and 6.11, and a mark is placed in the appropriate place on the tally sheet reflecting the outcome of that process. The ballot papers to which objections were raised are placed in a separate envelope marked “Claimed Ballot Papers”.

8.9 The marks on the tally sheet are then added up. If it appears from the addition, and from a physical count of the invalid votes, that the total number of votes for each candidate and the number of invalid votes is different from the earlier physical count of all ballot papers, the Polling Centre President will direct the ballot papers in each candidate’s stack, and the various categories of invalid ballots and claimed ballots, to be physically counted again to resolve the issue.

8.10 To avoid difficulties with this process, it is critical that uncounted and counted ballots be kept in well separated areas, along the following lines.



8.11 The Polling Centre President may direct you to undertake some of these tasks under his or her supervision.

## **Part 9 - Return of materials to the Municipal Tabulation Centre**

9.1 When the counting has been concluded, you must, in accordance with the Polling Centre President's instructions, prepare all the remaining materials from the Polling Station for transfer to the Municipal Tabulation Centre. The President is then responsible for organising and managing the safe transport of the documents and materials to the Municipal Tabulation Centre. You and your Polling Station staff must assist with that, as directed by the President.

## **Part 10 - Handling problems and emergencies**

10.1 This Part covers a range of difficulties and emergencies which can arise during the polling and counting. Since it is impossible to foresee every conceivable problem, this list does not purport to be complete. Difficulties not mentioned here need to be addressed in consultation with the Polling Centre President, and, if necessary, with the STAE Municipal Director, keeping in mind at all times the need to operate in an open and transparent way.

### Replacement of electoral officials

10.2 If, at 06h30 on election day, the staff of the Polling Centre are not all present, the President of the Polling Centre must immediately inform the STAE Municipal Director, who will then appoint as a replacement any voter with a well-known reputation, as agreed with the majority of the electoral officials and candidates' fiscais present, determined in accordance with the instructions of the Polling Centre President.

10.3 If at 06h30 the President of the Polling Centre is absent, his or her place must be taken by the Secretary of the first Polling Station in numerical code order, who must then inform the STAE Municipal Director as soon as is practicable. In such a case, the Polling Station Secretary in question will in turn will be replaced by one of the Polling Station's Identification Officers, to be selected by the majority of the electoral officials of the Polling Station. All such replacements must be recorded in the Polling Station Akta.



### Shortages of critical materials

10.4 You are responsible for monitoring the use of critical materials at your Polling Station, including in particular ballot papers and indelible ink, as well as materials needed for Covid-safety, such as masks, gloves and supplies for sanitising. Any looming shortages should be notified to the Polling Centre President as early as possible, so that he or she can take remedial steps. The fiscals, observers and monitors should also be briefed.

10.5 If critical materials actually run out, you must notify the President, and advise the fiscals, observers and monitors of what has happened and what remedial steps are being put in place. The President must then decide whether polling will have to cease for a short time, and announce any such decision to the voters. In such a case you must note in the Polling Station Akta the times at which polling ceased and resumed. The Queue Controller for the Polling Centre must also be informed of the cessation by the Polling Centre President: and if the Polling Centre has more than one Polling Station, that Queue Controller must direct incoming voters to the Polling Station(s) still operating, until advised that the Polling Station which had run out of materials has been resupplied.

### Security

10.6 In general, it is the Polling Centre President who is responsible for dealing with security issues, and for liaising with PNTL agents if their intervention is required. Any disorderly or disruptive conduct within the Polling Station needs to be immediately notified to the Polling Centre President. You have a specific duty to prevent access to the Polling Station by persons who are drunk, drug-affected, mentally ill, or carrying weapons or any kind of blunt instrument.

10.7 If a fiscal refuses to comply with a lawful direction from you, including for the removal of any symbols connecting them with a candidate, you must instruct him or her to leave the Polling Station, and seek the intervention of the Polling Centre President if the fiscal in question refuses to cooperate.

### Accidents or illnesses

10.8 If a person at the Polling Station or queued to enter suffers an accident such as a fall, or is taken suddenly ill, the polling staff should provide all possible assistance. Steps which could be taken will depend on the exact circumstances, but could include:

- providing immediate first-aid, or seeking the assistance of nearby PNTL agents to do that;
- contacting local health authorities, or the person's family members;
- advising the Polling Centre President (who may, in serious cases, advise the STAE Municipal Director);

- where the Polling Centre has two or more Polling Stations, directing voters away from the Polling Station at which the problem has arisen; and
- if the Polling Centre President so decides, pausing the polling for a short time.

10.9 In any case, the Polling Station Secretary needs to make a note in the Polling Station Akta of the steps taken.

#### Suspension of polling

10.10 In situations in which a serious crisis of some sort has arisen, a decision may be made to suspend the polling. Responsibility for this rests with the Polling Centre President, who will advise you of the steps to be followed.

## Annex 1 - Sample Polling Station Akta

REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE  
 MINISTÉRIO DA ADMINISTRAÇÃO ESTATAL  
 SECRETARIADO TÉCNICO DE ADMINISTRAÇÃO ELEITORAL

### AKTA OPERASAUN ESTASAUN VOTASAUN ELEISAUN PREZIDENSIAL 2022

<b>Kódigu Estasaun Votasaun</b>	<b>Naran Sentru Votasaun</b>	<b>Data Eleisaun</b>
		<b>de Março de 2022</b>

<b>Munisipiu/RAEOA</b>	<b>Postu Administrativu</b>	<b>Suku</b>

<b>Oras Hahú</b>		<b>Oras Remata</b>	

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Numeru Xave Kaixa Vota Sorin Los				
Numeru Xave Kaixa Vota Sorin Karuk				
Numeru Xave Kaixa Vota Leten ( <i>Ida ne'e taka molok atu lori ba SV</i> )				

<b>Numeru Serial Buletin Votu Ne'ebé Simu</b>	<b>Numeru Serial Buletin Votu Ne'ebé Aumenta</b>	<b>Numeru Serial Buletin Votu Ne'ebé Hamenus</b>

(i) Buletin votu hira maka simu bainhira votasaun hahú	
(ii) Buletin Votu ne'ebé aumenta iha Votasaun nia klaran	
(iii) Buletin Votu ne'ebé hamenus iha Votasaun nia klaran	
<b>A. Totál Buletin votu ne'ebé maka simu ( i ) + ( ii ) - (iii )</b>	
<b>B. Buletin Votu hira maka la uza</b>	
<b>C. Buletin votu Kanseladu</b>	
<b>D. Totál buletin votu ne'ebé maka uza (A-B-C)</b>	
<b>E. Buletin votu Abandonadu</b>	
<b>F. Totál Votantes Ne'ebé Vota iha Estasaun Votu</b>	
	<i>mane</i>
	<i>feto</i>

REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE  
 MINISTÉRIO DA ADMINISTRAÇÃO ESTATAL  
 SECRETARIADO TÉCNICO DE ADMINISTRAÇÃO ELEITORAL

**LISTA OFISIAL ELEITORAL BA ELEISAUN PREZIDENSIAL 2022**

NARAN	NO. KARTAUN ELEITORAL	POZISAUN	ASINATURA
		Sekretariu Estasaun Votasaun	
		Ofisial Verifikador Identifikasaun	
		Ofisial Verifikador Identifikasaun	
		Ofisial Verifikador Identifikasaun	
		Ofisial Verifikador Identifikasaun	
		Ofisial Kontrolador Buletin Votu	
		Ofisial Kontrolador Urnas	
		Ofisial Kontrolador Tinta	
		Ofisial Kontrolador Fila	
		Ofisial Kontrolador Fila	

**LISTA FISKAIS KANDIDATURA BA ELEISAUN PREZIDENSIAL 2022**

NARAN FISKAIS	NO. KARTAUN ELEITORAL	KANDIDATURA	ASINATURA





## **Annex 2 - Instruction sheets for Polling Station staff**

### **POLLING STATION QUEUE CONTROLLERS' TASKS**

#### **Work as a team**

- One Queue Controller manages the voters waiting in line.
- One Queue Controller controls the entrance to the polling station.

#### **If you are managing the voters waiting in line**

1. Ensure the line is orderly.
2. Ensure the voters are at least 1 metre apart.
3. Give priority, by moving them to the front of the queue, voters who are:
  - Pregnant.
  - Holding children.
  - Infirm or with a physical disability.
  - A senior citizen.
  - An electoral official.
  - An observer, or candidate's fiscal.
  - Security forces on duty.
4. Check that, if supplies of gloves and masks have been made available by STAE, each voter is correctly wearing them. Also ensure that voters sanitise their hands.
5. Instruct each voter to:
  - Have their voter card, or Timorese passport or ID, ready to show the Identification Officer.
  - Be ready to hand to their smartphone or camera to the Queue Controller at the entrance.
6. Announce before 1500 hours that the polling will shortly close. At 1500 hours note who is the last voter in the queue and advise this to the Secretary. Do this jointly with the other Queue Controller.
7. Prevent anyone else from joining the queue.

#### **If you are controlling the entrance to the Polling Station**

1. Take custody of voters' smartphones and cameras, and return them to voters as they leave.
2. Tell voters that they must show their voter card or valid Timorese passport or Timorese identity card to the Identification Officer but not place it on their desk.
3. As soon as an Identification Officer is free, direct the first voter in the queue to him or her.
4. If a CNE or other monitor, candidate fiscal, observer or media professional arrives during polling or counting:
  - Confirm their production of an accreditation card (and, in the case of media professionals, their proof of full vaccination against Covid, or proof of a negative Covid test done in the five days preceding election day) and allow only those who have done so to enter.
  - Direct them to the Secretary.

**If you do not know what to do, or have a problem, ask the Secretary for help**

### **REMEMBER**

**Be Covid-safe. Wear your protective equipment at all times!**

## IDENTIFICATION OFFICER'S TASKS

- Greet every voter.
- Check the voter's hands for indelible ink. If the voter is marked with indelible ink he or she cannot vote. Ask him or her to leave the Polling Station.
- Ask to see the voter's voter card. **DO NOT** touch it or allow the voter to place it on your desk.
- If the voter does not have a voter card, or a valid Timorese passport or ID card, he or she cannot vote. Tell him or her to leave the Polling Station.
- Check the voter's date of birth. If the voter is not yet 17 years old on election day he or she cannot vote. Tell him or her to leave the Polling Station.
- If the voter is not marked with indelible ink and is 17 or more years old, check the name on the voter card against the voter list.
  - **IF** the voter does not have a voter card but has a Timorese passport or Timorese ID, check the name on that document against the voter list.
- If the voter's name is on the voter list:
  - Rule through the name on the voter list.
  - Direct the voter to the Ballot Control Officer.
- **IF** the voter has a voter card but his or her name is not on the voter list:
  - Check that the voter card is for this Suco. If it is for this Suco, the voter may vote.
  - If the voter card **IS NOT** for this Suco:
    - If the voter is a member of the armed forces or security forces, a fiscal, a civil servant or agent of the public administration (including a polling staffer) who is providing support to the administration of the election, an election observer or monitor, a media professional covering the election, or a local staffer of a diplomatic mission, the voter may vote at this Polling Station.
    - If any other voter, the voter cannot vote at this Polling Station. Ask him or her to leave the Polling Station.
- If the voter not on the voter list is eligible to vote at this Polling Station:
  - Check if the voter is on a list of "out-of-suco" voters prepared by STAE, and if so, rule through the voter's name on that list.
  - If the voter is not on an "out-of-suco" list, write the number of the voter card, the voter's name and the voter's address on the additional voter list and ask the voter to sign it. Make sure the pen is disinfected after the voter signs the list.
  - Direct the voter to the Ballot Paper Controller.
- Voters registered to vote at a Parallel Voting Centre in Dili are not entitled to vote at any other Voting Centre.

**If you do not know what to do, or have a problem, ask the Secretary for help**

### REMEMBER

**Be Covid-safe. Wear your protective equipment at all times!**



## BALLOT PAPER CONTROLLER'S TASKS

- Greet every voter.
- Stamp and sign the back of the ballot paper.
  - Do this just before you issue the ballot paper to the voter.
  - **DO NOT** stamp and sign more than one ballot paper at a time.
- Issue the ballot paper to the voter as soon as there is a vacant voting screen.
- Tell the voter to:
  - Go alone to a vacant voting screen.
  - Mark his or her vote.
  - Fold the ballot paper so the printed part is inside, before leaving the voting screen
  - Put the ballot paper in the ballot box.
- If requested to do so by the voter, provide him or her with an impartial clarification of the voting process, in the presence of the fiscais, observers and monitors.
- Inform the Secretary if the voter claims to be blind or to have a disability which will require him or her to be assisted to mark his or her vote.
- If a voter comes to you saying that he or she has made a mistake or damaged the ballot paper, and needs a new one:
  - Tell the voter to give the damaged or mistakenly-marked ballot paper to the Secretary.
  - Ask the Secretary for permission to issue a new ballot paper.
  - When permission is given, stamp and sign the back of the new ballot paper, and hand it to the voter.

**If you do not know what to do, or have a problem, ask the Secretary for help**

### **REMEMBER**

**Be Covid-safe. Wear your protective equipment at all times!**

## BALLOT BOX CONTROLLER'S TASKS

- Keep watch over the ballot box at all times to ensure its security.
- Monitor the voting screens to ensure that there are not two people in a screen at the same time.
- Greet every voter.
- Check that the voter has folded the ballot paper correctly, with the printed part inside, and if not, tell the voter to do so.
- Ensure that the voter places one, and only one, ballot paper in the ballot box.
- After the voter has placed the ballot paper in the ballot box, tell him or her to:
  - Remove any disposable gloves he or she is wearing.
  - Place them in the garbage bag set up for them.
  - Proceed to the Indelible Ink Controller.
- Tell the Secretary if the ballot box is getting so full that it is becoming difficult for voters to get their ballot papers into the slot.
  - **DO NOT** attempt to use an implement such as a ruler to push the ballot papers further down into the ballot box, as that could damage them and make people's votes invalid.

**If you do not know what to do, or have a problem, ask the Secretary for help**

### REMEMBER

**Be Covid-safe. Wear your protective equipment at all times!**

## INDELIBLE INK CONTROLLER'S TASKS

- Shake the bottle before the first voter is marked, to ensure the contents are well-mixed. Repeat the process every time 50 voters have been marked since the bottle was last shaken.
- 
- Instruct the voter to insert his or her right hand index finger into the bottle of ink, so that a mark is placed on the finger from the fingertip to the cuticle.
- If the voter does not have an index finger on the right hand, mark any other finger on the right hand.
- If the voter does not have a right hand, mark any finger on the left hand.
- If the voter has neither a right hand nor a left hand, place a mark on the end of one of the voter's upper limbs.
- Wipe up any excess ink that spills on the Polling Station equipment.
  - If you do this using a disinfectant wipe, dispose of it in the garbage bag after use.
- Tell the voter to wait outside the Polling Station for three minutes to allow the ink to dry, and then leave the Polling Centre.
- Tell the Secretary straight away if it appears to you that the supply of indelible ink is running low.

**If you do not know what to do, or have a problem, ask the Secretary for help**

### REMEMBER

**Be Covid-safe. Wear your protective equipment at all times!**

### **Annex 3 - Materials to be supplied to each Polling Centre and Polling Station**

The following materials are listed in the Annex to Government Decree No. 7/2017 (*Regulation of Voting Procedures, Counting of Votes and Determination of Results*) as amended in 2022.

1. Ballot boxes with the corresponding numbered security seals;
2. Ballot papers;
3. Indelible ink;
4. Sufficient voting compartments;
5. Electoral operations minutes form, with the following documents:
6. Electoral results sheet;
7. Electoral officials attendance list;
8. Confidentiality declaration to be signed by electoral officials;
9. Remarks book;
10. Voters list;
11. Additional list of voters;
12. List of voters on duty;
13. Itinerant list;
14. Tabulation of results form for public display;
15. Materials delivery form;
16. Polling Station signs;
17. Advice sheet for the names of the electoral officials;
18. Large format ballot paper sample;
19. Claim and objection forms;
20. Labels for electoral officials, candidates' agents and observers;
21. Stamp with the word "CANCELLED";
22. Stamp with the word "CLAIMED";
23. Stamp with the word "BLANK";
24. Stamp with the word "NULL AND VOID";
25. Stamp with the word "UNUSED";
26. Stamp with the word "REJECTED";
27. Stamp with the word "ABANDONED";
28. Stamp with the phrase "Presidential Election 2022";
29. Envelope for valid ballot papers;
30. Envelope for blank ballot papers;
31. Envelope for null and void ballot papers;
32. Envelope for ballot papers subject to claims;
33. Envelope for cancelled ballot papers;
34. Envelope for unused ballot papers;
35. Envelope for rejected ballot papers;
36. Envelope for abandoned ballot papers;
37. Full list of presidential candidates and substitutes;
38. Calculator;
39. Sufficient staplers, pens and nails;
40. Tape;
41. Polling Station Akta form;
42. Polling Centre Results Akta form;

43. Ballot box delivery form from the Polling Centre to the National Tabulation Centre;
44. Claim and objection form;
45. Numbered security seals;
46. Ballots boxes to transport minutes and votes subject to claims, if any;
47. Envelopes;
48. Other stationery.
49. Personal protective material against COVID-19, which includes face masks, gloves, visors, complete protective suits, disinfectant liquid and body temperature measuring devices.

It is intended that the following items to assist in preventing the transmission of Covid will also be supplied.

1. If available, disposable gloves and masks for voters - rated covid appropriate;
2. Free standing garbage bags 75cmX75cm;
3. Hand sanitizer - 500 ml; and
4. Disinfectant.