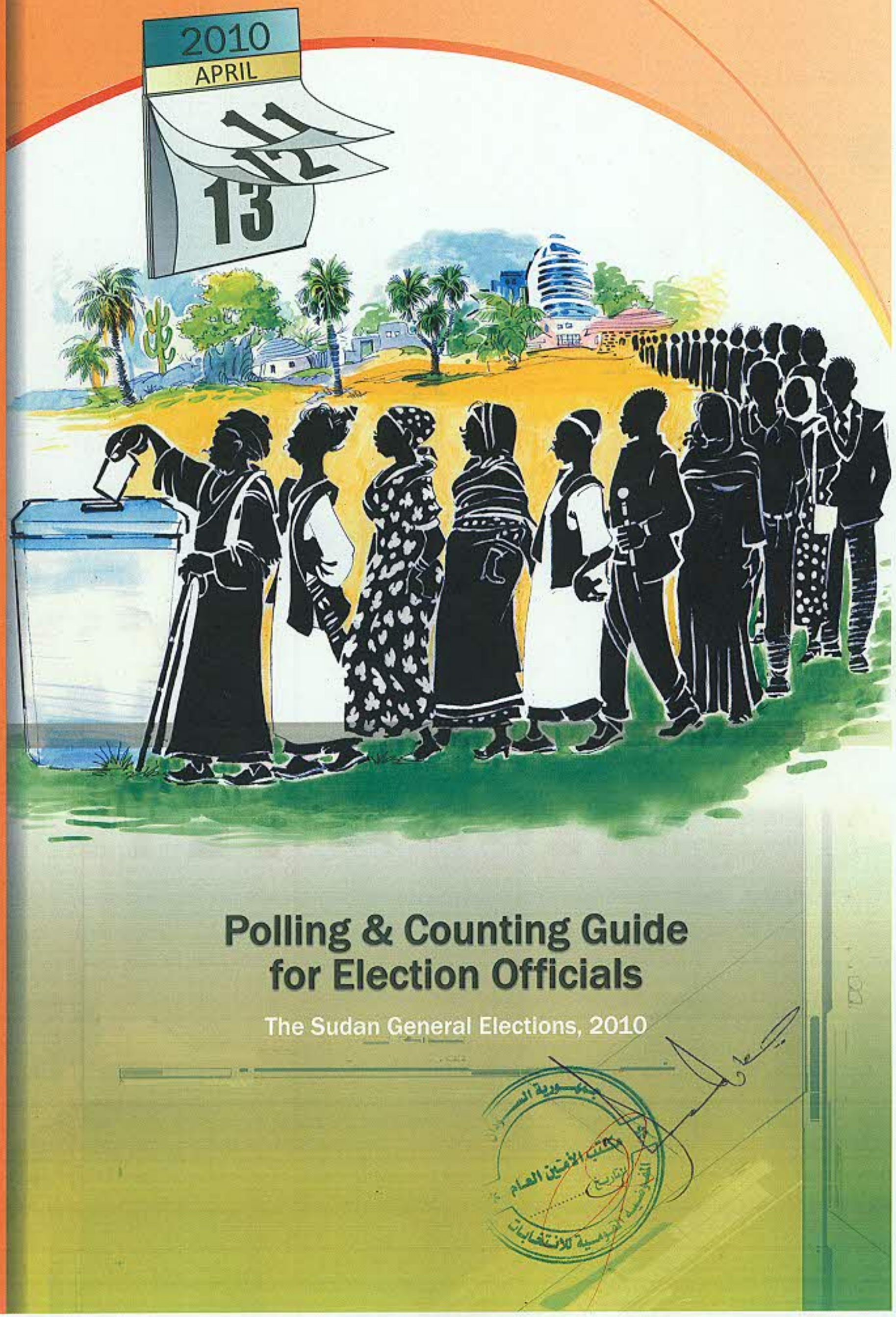
POLLING & COUNTING GUIDE

المفوضية القومية للانتخابات
NATIONAL ELECTIONS COMMISSION



Polling & Counting Guide for Election Officials

The Sudan General Elections, 2010

جمهورية السودان
مكتب الأمين العام
التاريخ
المفوضية القومية للانتخابات

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A Message from: National Elections Commission

To: Every Election Official

The National Elections Commission would like to express thanks to all staff participating in these important and historical elections in Sudan, and for all those of you gave an exemplary performance during registration and exhibition.

Following the publication of the "Handbook for Polling Staff", The National Elections Commission provides you with this Guide containing detailed information on polling and counting procedures.

All electoral officials are required to make themselves familiar with procedures in this guide for a successful and smooth implementation of the elections. It is advisable that you go through this guide book very carefully before polling starts.

Our goal is to conduct free, fair and transparent elections. The election officials who serve in this election must guarantee that they will:

- Abide by the National Elections Act 2008 and the National Elections Commission's Rules and Regulations governing these elections.
- Maintain transparency and impartiality at all times.
- Maintain the secrecy of the vote and protect the privacy of voters' personal information.
- Count and report the results of the voting at the polling station accurately and promptly.

It is our belief that you will uphold the confidence vested in you by the National Elections Commission.

Thank you once again for your time and service during this critical juncture for our beloved Sudan.

Best wishes for a successful, free and fair election.

GENERAL PRINCIPLES

- Each voter must vote in person. Voting on behalf of another person is not allowed.
- More than one voter behind the voting screen at a time is not permitted, except when a voter with disabilities is being assisted.
- Voters will vote at polling centres (generally formerly registration centres) where they registered.
- Only registered persons are allowed to vote.
- Each voter must mark his or her ballots in secret behind the voting screen provided for this purpose.
- Voters will be inked to prevent double voting.
- The elderly, people with disabilities and pregnant women will be given preference.
- Those in line at the close of the day are allowed to vote.
- Observers and agents should be able to see ballot boxes at all times.

CHAPTER 1

Type of elections	Executive Elections: President of the Republic of Sudan, President of Government of Southern Sudan, Governors), Legislative Elections: (National Assembly, Southern Sudan Legislative Assembly and State Legislative Assembly)
Who administers the elections?	The National Elections Commission (NEC), and with powers delegated from the NEC : The Southern Sudan High Committee, and the State High Committees
Legal and regulatory framework	The National Elections Act 2008; NEC General Elections Rules, Orders, Regulations and Procedures 2009
Polling days	3 days : 11 April - 13 April, 2010
Polling time	8am – 6pm every day
Who can vote?	All eligible Sudanese whose names are in the Final Voter List for a particular polling station
Where to vote?	There will be several locations within each geographical constituency. Most of them will be in the same place as registration centres or close by. The NEC will announce in advance the locations so that voters will know where to vote Registered voters can vote only in the polling centre where their names have been allocated.
Polling centres	A polling centre is a location where voting will take place. Within any particular polling centre there may be a number of polling stations. The NEC will provide guidelines on the maximum number of stations in a centre.
Polling stations	A polling station is the designated place within the polling centre where a team of polling staff work together to issue ballot papers to voters.
Polling staff	**Polling centre staff:** • **Head of Polling Centre** ; In a location where more than 3 polling stations are grouped together, one of the heads of polling station shall be designated to fulfill the role of the head of polling centre. In some places where there are many polling stations it will be necessary to have a person who is supervising without carrying out other tasks. • **Polling centre queue controllers (depending on size of centre)** **Polling station staff:** • Head of Polling Station, • Polling station queue controller, • Identification officer, • Inker and Executive ballot paper issuer • National Assembly Ballot Paper Issuer • State Assembly ballot paper Issuer • Southern Sudan L.A. Ballot Paper Issuer (only in Southern Sudan)

Who can be present in the polling centre and station?

- Voters
- Relevant NEC Staff and anyone else authorised by NEC
- Candidates, accredited party/candidate agents
- Accredited observers
- Media personnel with valid press cards
- Identifiers
- Police

As a general rule, Police will remain outside the polling stations. The head of the polling station may call upon them for assistance and they can enter if the situation requires additional security.

The above categories, except voters, MAY stay overnight at the polling centres/ station if they wish to watch the polling materials. For Police it is mandatory.

Party/candidate agents, observers and media

Party/independent candidates' agents and observers help ensure that the elections are transparent and credible.

Mass media are natural partners in the efforts of the NEC to disseminate accurate information and relevant and effective messages to the population on the basis of fairness and equality.

All these representatives will have access to the polling centre/stations AT ALL TIMES during the polling and counting processes to perform their tasks. The head of polling station may limit the number of observers and agents and media in a station if there is overcrowding that might impede the smooth flow of polling

Can voters with disabilities be given help to vote?

It is the policy of NEC to make the voting process as easy as possible for persons with disabilities.

Voters with a disability (and their escorts, if any), old people and pregnant women should be given priority to go to the front of the queues.

Voters who may need assistance to vote include:

- The blind
- Persons who physically cannot mark the ballot paper
- The elderly and illiterate

Such persons can be assisted by their escort or a helper of their choice. If a person having no escort or helper requests assistance, the head of polling station will assist by accompanying the person behind the screen and putting a mark on the ballot on the person's behalf. The head of polling station will not disclose the person's choice. The names of the persons who have been assisted will be recorded in the polling station journal.

Security and safety

There will be Police appointed to individual polling stations until counting of votes has been completed and polling materials have been retrieved to the State High Elections Committee.

The police officers will always be outside the polling stations unless their presence is required by the senior polling officials.

The police will provide security to ballot boxes and other sensitive materials that will be kept overnight at the polling centres/stations. Party and candidate agents, observers and media may also be there if they so wish, as space permits

The NEC will use security seals, which are plastic pull-through strips that, once engaged, can only be released by cutting. These seals will be used to seal the ballot boxes and therefore guarantee that the boxes remain sealed and are not tampered with at any stage of the process.

Each seal has a unique serial number that can be recorded by all agents and observers.

Election offences

Election Offences are breaches or violations of the National Elections Act 2008 and other rules and regulations.

Those actions that constitute an offence in connection with polling and counting procedures can, if convicted, result in fines and/or imprisonment.

Complaint

A voter or a party/candidate agent can lodge a complaint regarding irregularities observed during polling or counting. Party agents have a specific form on which they can lodge complaints (see Annex)

Head of polling station will try to resolve complaints immediately.

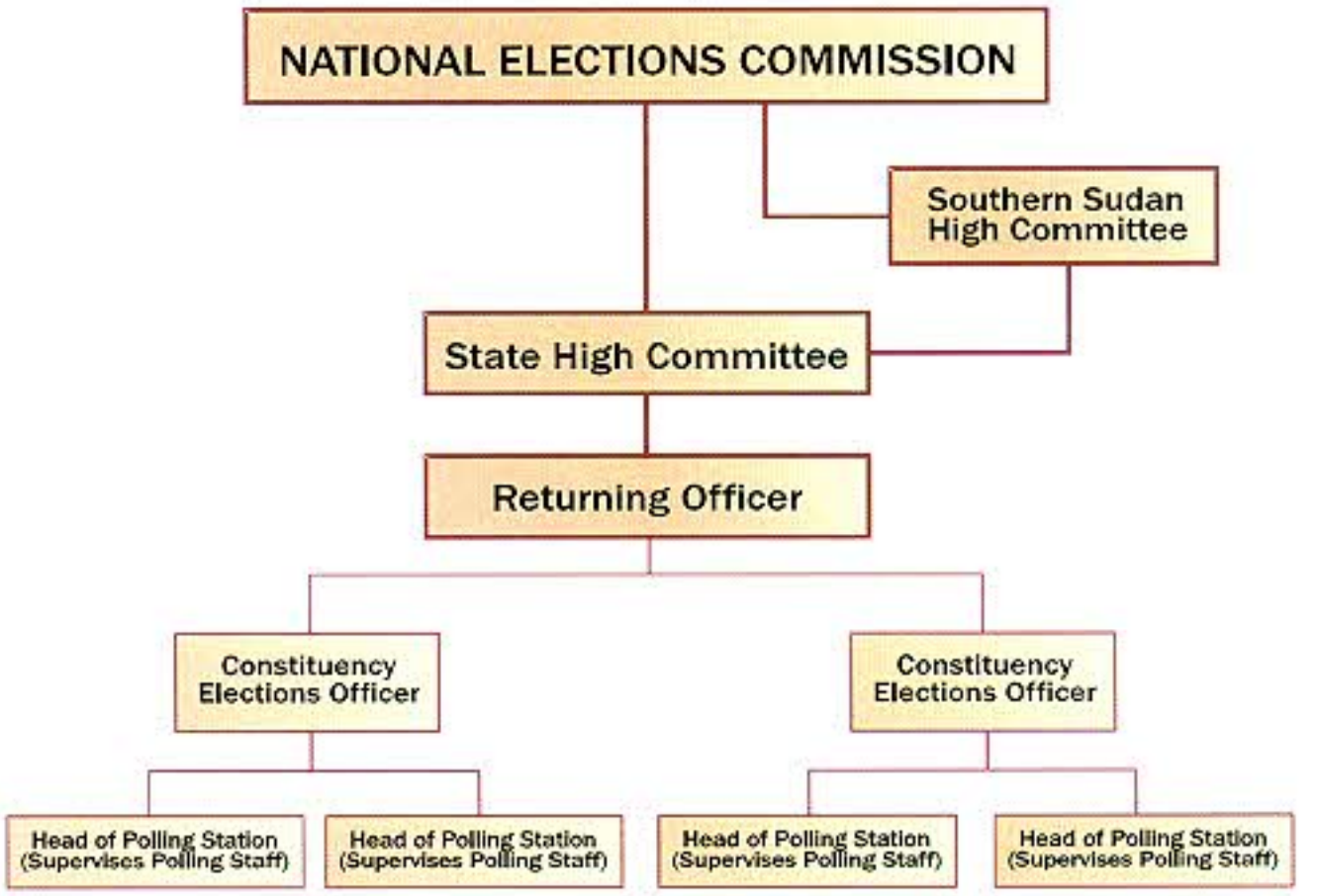
Counting of votes and announcement of results

Counting of votes will be done after polling has finished at the polling stations by the same polling officials. The results of the stations will be declared and posted at the polling centre. Results will also be announced at state level.

The **official announcement of results** will be done at the National Level in Khartoum.

The Management of the Elections

The diagram below illustrates the entities in charge of the polling and counting process in different stages. The NEC is responsible for making policy and defining the electoral procedures. The Southern Sudan High Committee is delegated with power to supervise and coordinate the High Committees in the South for the election of the President of the Government of Southern Sudan and the Southern Sudan Legislative Assembly.

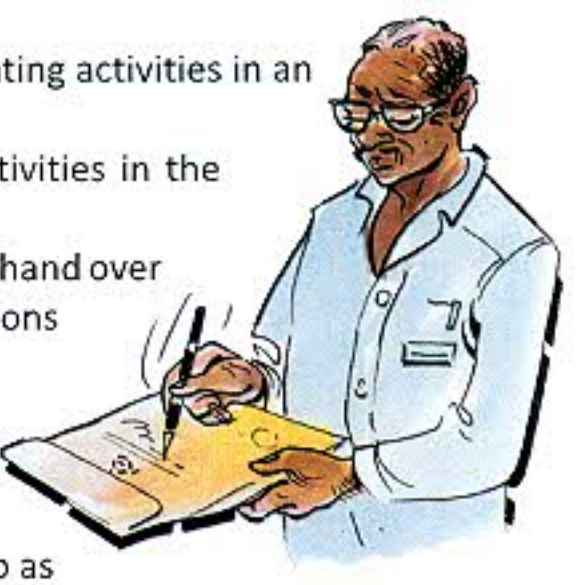


The Constituency Elections Officer (CEO)

The NEC has appointed CEOs, for every National Assembly geographic constituency, for every State Assembly geographic constituency and for every Southern Sudan geographic constituency. These officials supervise all aspects of the elections in their respective constituencies. They will be responsible together with the State High Committee members and the Returning Officer to organize the training of the polling officials in their constituency.

Roles and Responsibilities of CEOs:

- Responsible for the overall conduct of polling and counting activities in an assigned Geographical Constituency.
- Supervise and monitor all polling staff and polling activities in the Geographical Constituency
- Receive Polling and Counting material from the SHC and hand over to Head of polling stations in their respective polling stations
- Services the main link between SHCs through ROs and Heads of Polling Stations by relaying relevant information between the SHC and the Heads of Polling Stations
- Keep in constant touch with heads of Polling Stations so as to replenish polling materials as and when the need arises
- Collect result from the head of polling station and rely results to SHC



Head of Polling Centre

(Larger centres will have a dedicated Head of Polling Centre)the Head of Polling Centre is in charge of various polling stations in a particular polling centre and reports to the CEO.
In a smaller centre the head of polling station will have to carry out the duties of Head of Polling Centre

MAIN DUTIES ARE TO:

- Supervise all staff at the centre.
- Set up the polling centre with assistance from the other polling staff, so that polling can start at 8am.
- Train, or ensure training of all staff in the Polling Centre on polling and counting.
- Maintain order in the centre.
- Refer issues which cannot be resolved within the polling station to the CEO (or other appropriate NEC officer).
- Ensure that the polling centre is ready for counting at the end of polling in the various polling stations.

- Report the results of the polling stations in an accurate and timely manner to the CEO.
- Ensure that all sensitive materials are ready for transportation to the State High Committee after all operations have been completed at the polling centre.

Head of Polling Station

MAIN DUTIES ARE TO:

- At the beginning of the operations – and whenever needed- receive materials for polling and keep them safe AT ALL TIMES.
- Ensure that other polling station staff know the polling/counting procedures, and in some cases to train the staff.
- Set up the polling station with assistance of other polling staff, so that polling can start at 8am.
- Supervise polling station staff to ensure that correct procedures are followed and that sensitive materials are accounted for at all times.

- Ensure that the voting screens always have pen(s).
- Resolve problems as they are encountered in accordance with the procedures.
- Refer issues which cannot be resolved within the polling station to the Head of the Polling Centre or to the CEO.
- Provide assistance to voters when necessary and record their names in the polling station journal.
- Ensure that order is maintained at the polling station.
- Close the polling station after the last voter in the queue has voted.
- Fill ALL polling and counting forms.
- Record in the Journal any incidents or disturbance during polling day at the polling station.
- Record in the Journal the way in which complaints or concerns are resolved.
- Ensure that the polling station is ready for counting at the end of polling.
- Undertake thorough and accurate counting of the votes cast and recording of the results.
- Report the results of the polling station in an accurate and timely manner to the CEO.
- Ensure that all sensitive materials are ready for transportation to the State High Committee after all operations have been completed at the polling station.

RIGHTS AND RESPONSIBILITIES OF AGENTS AND OBSERVERS

Each candidates and party has the right to appoint party agents. The main functions of these party agents are (1) to represent their candidates or parties during the polling and count, and (2) To observe the whole election process and report any misconduct.

The agent and observer must follow the instructions of head of polling station while inside the station.

The Party Agent has the Right to:

- Challenge the vote of any person who S/he believes has committed the act of impersonation or who is otherwise not eligible to vote at the polling station.
- The right to make complaints on the complaint Form no 7 and to receive a non carbon copy.
- After the voting is conducted, observe the count and the packing of all relevant materials and voters list in their proper tamper evident bags.
- Advise the head of polling station in a polite manner of any misconduct or irregularities S/he observes in the conduct of the voting and counting.

The Party Agent has the Responsibility to:

- Conduct herself/himself appropriately at all time while in the polling station.
- Not directly question, or otherwise speak to, any voters while in the polling station, and not interfere with the counting processes.
- Not handle any materials, including ballot papers and the voters list.

The Observer has the Right to:

- Observe all stages of voting and counting process, except for watching a voter cast a ballot.
- Make notes during the voting and counting process.
- Speak to head of polling station and other polling staff, and ask questions, without disrupting their work.
- Enter and leave polling station at will.

The Observer has the Responsibility to:

- Display accreditation badge at all times.
- Behave appropriately at all times during the voting process. The observer must show neutrality at all time.
- Not interfere with or influence voters.
- Not intimidate the head of poling station or other polling staff.
- Not handle any materials, including ballot papers and the final voter register.
- Obey any lawful order given by the head of polling station.

CHAPTER 2

ELECTIONS MATERIALS AND PREPARATIONS FOR POLLING

This chapter describes the materials that will be used for polling and also refers to the necessary arrangements of polling centres and stations for proper conduct of the election.

ELECTIONS MATERIALS

Electoral materials are categorised as either sensitive or non-sensitive. Both, sensitive and non-sensitive materials are crucial to the election process. Sensitive materials are those materials that, due to their specific nature and in the event of damage, could seriously affect the electoral process. Non-sensitive materials are important and necessary, but will not adversely affect the election process in case they are damaged or destroyed; they should, however, be replaced in a short period of time.

SENSITIVE MATERIALS

Ballot papers

There will be 8 different types of ballot papers in the North and 12 in the South at each polling station.

At all polling stations, throughout the country, there will be the same ballots for the Presidential Election.

At all polling stations in southern Sudan, there will be the same ballots for the President of the Government of Southern Sudan Election. At all polling stations within a state, there will be the same ballots for the Governor Election. At all polling stations within the same constituency (whether national assembly, State Assembly, or Southern Sudan Assembly) there will be the same ballots for different representatives of each of the Assemblies elections. That is, each constituency will have specific ballot papers with the details of candidates contesting in that constituency.

Each type of ballot paper will be of a different colour as follows:

- Ballot for the President of Republic of Sudan election: Green
- Ballot for the President of Southern Sudan election: Blue
- Ballot for the Governor election: Yellow
- Ballot for the National Assembly elections: Brownish Red
- Ballot for the State Assembly elections: Grey
- Ballot for the Southern Sudan Legislative Assembly elections: Purple

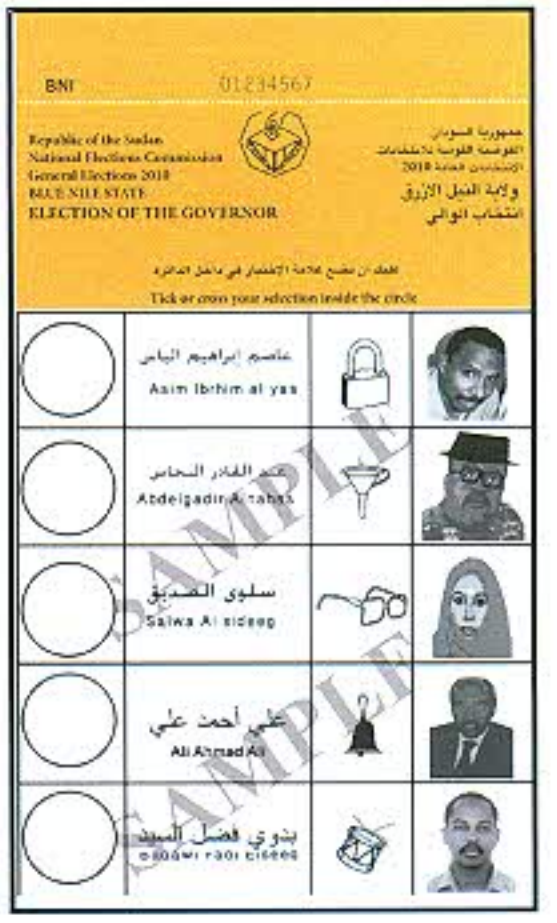
Within each one of the 3 Legislative Assemblies elections there will be 3 different ballots to elect the different representatives of the Assemblies. To differentiate among the three ballots for the Assemblies, each one has a different symbol at the top :

- Geographical Constituency ballot: a square
- Women List ballot: a circle
- Party List ballot: a triangle

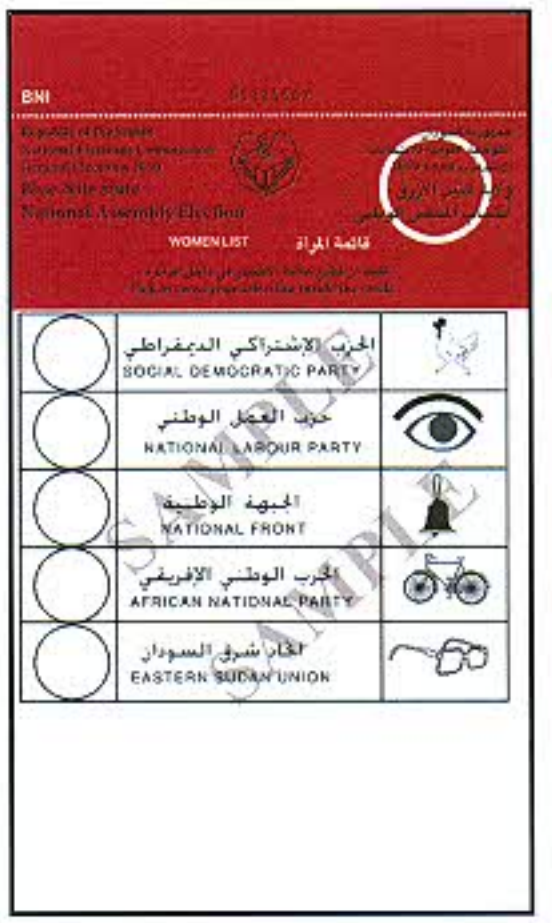
Each polling station in the north will receive 1000 ballots of each type, while in the south each polling station will receive 800 ballots. The ballots come in booklets of 100 with numbered stubs. Extra ballot papers, for each election, may also be issued to some polling/stations centre when necessary. Any movement of ballot papers from polling station to polling station will be carefully documented.

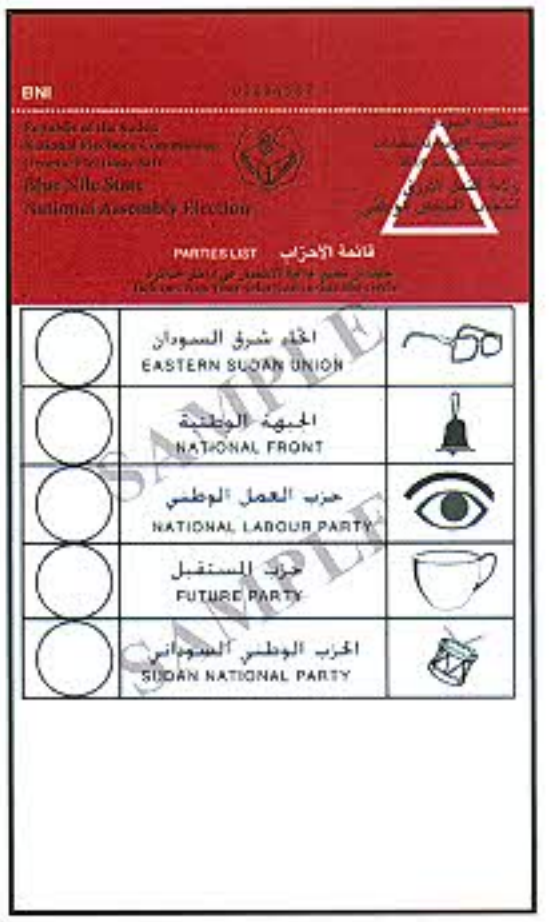
Sample Ballot

Executive ballot papers



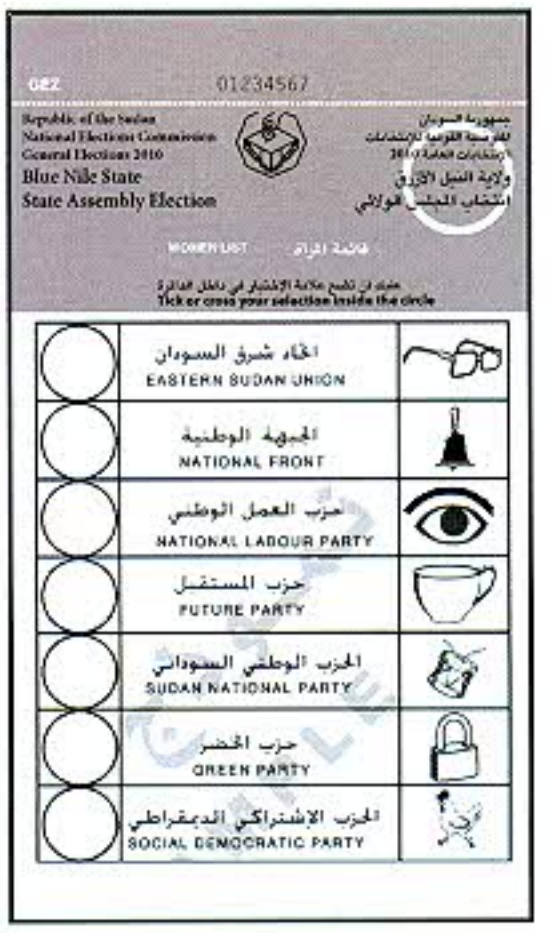
National Assembly ballot papers



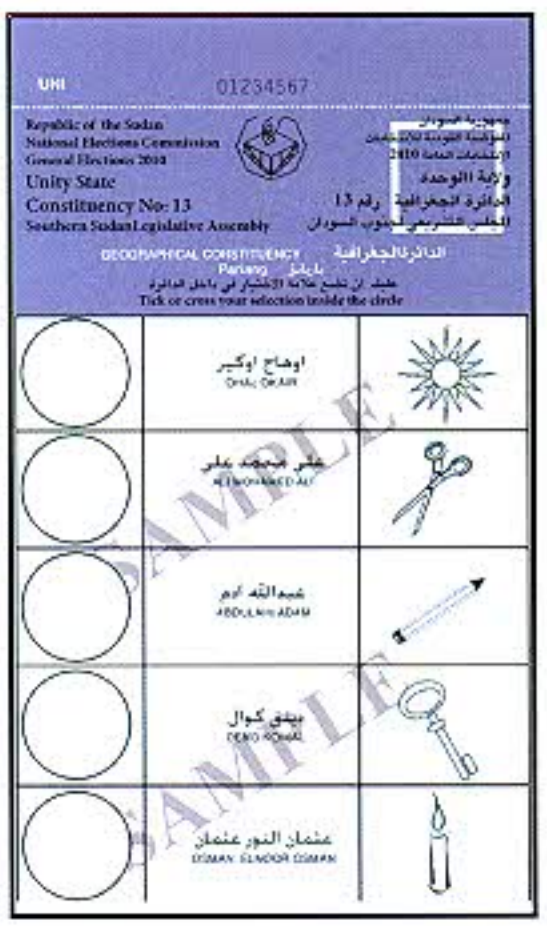


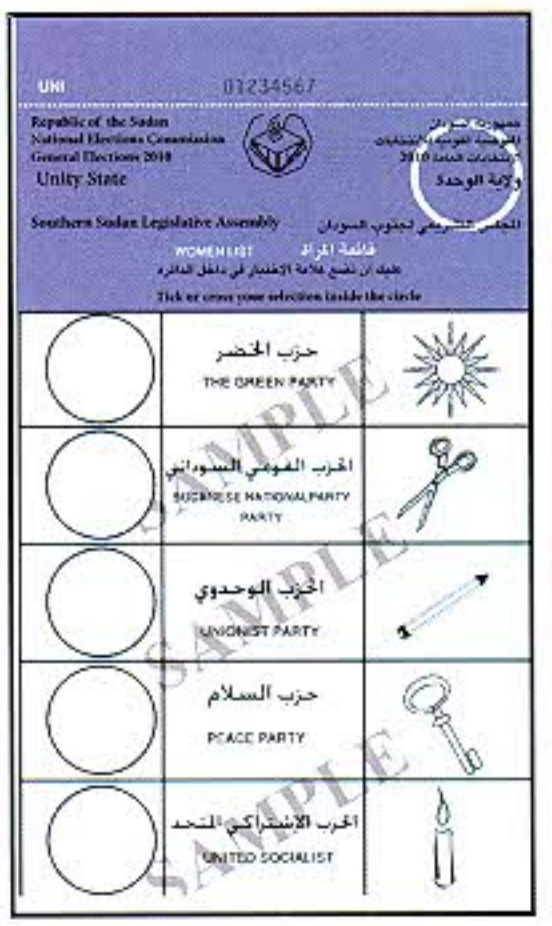
*Actual colour of ballot is Brownish Red

State Assembly ballot papers



Southern Sudan Legislative Assembly ballot papers





Final Voters' Register

Each polling station within a polling centre will receive its own specific Final Voters' List, which is arranged alphabetically by the name of the voters allocated to that particular polling station.

Polling centres with more than two stations will receive an extra copy of the voters' list containing ALL voters eligible to vote at that centre. The polling centre list will be arranged also alphabetically by the first name and will be displayed for voters to know the polling station where they are assigned to vote. The voters could memorise their serial number (this is NOT the registration receipt number) to facilitate and speed up the process inside the polling station by telling their serial number to the identification officer.

Republic of the Sudan
NATIONAL ELECTIONS COMMISSION

State	Warab (36)	State Constituency	Pan-Nyok (5)	Voters Count	22126
National Constituency	Twice Constituency No2 (2)	Registration Center	Panyok Payam (65)		

i	Name	Reg.No	Book.No	Gender	Age	Residence	Identity	Remark
Registration Center: Panyok Payam (65)								
1	Jane Pita Tombe	35469872	354687	Female	21	PANYOK	Document	
2	Pani Jada Ladu	35468547	364528	Female	21	PANYOK	Document	
3	Sophia Keji Ladu	85793144	955764	Female	28	PAN-NYOK	Document	
4	Willow Dut Majok	35467434	649435	Female	19	PAN-NYOK PAYAM	Document	
5	Yangi Yugu Modi	68733469	699813	Female	30	PANYOK	Document	
6				Male	18	PANYOK	Document	
7				Male	25	PANYOK	Document	
8				Male	25	PANYOK	Document	
9				Female	35	PANYOK PAYAM	Document	
10				Male	60	PAN-NYOK	Document	
11				Male	25	PANYOK PAYAM	Document	
12				Male	25	PANYOK PAYAM	Document	
13				Male	28	PANYOK	Document	
14				Male	36	PAN-NYOK PAYAM	Document	
15				Female	35	PANYOK	Document	
16				Male	60	PANYOK PAYAM	Document	
17				Male	55	PANYOK	Document	
18				Male	21	PANYOK	Document	
19				Male	45	PANYOK PAYAM	Document	
20				Male	50	PANYOK PAYAM	Document	
21				Male	45	PANYOK	Document	
22				Female	18	PANYOK PAYAM	Document	

State	Warab (36)	State Constituency	Pan-Nyok (5)	(1)
National Constituency	Twice Constituency No2 (2)	Registration Center	Panyok Payam (65)	

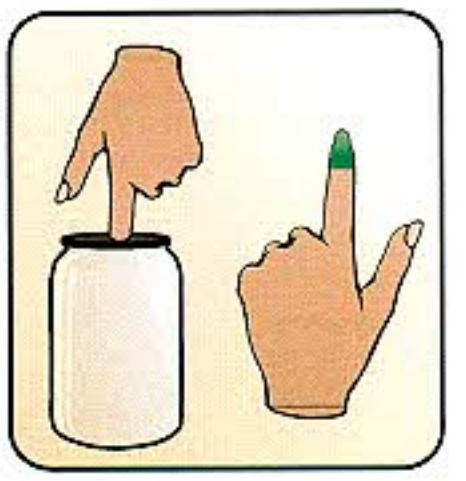
Serial Number

Official stamp

The stamp is used to validate the ballot papers. Ballot papers with no stamp will be treated as invalid. The stamp is placed on the reverse of the ballot paper, on the bottom right hand side.

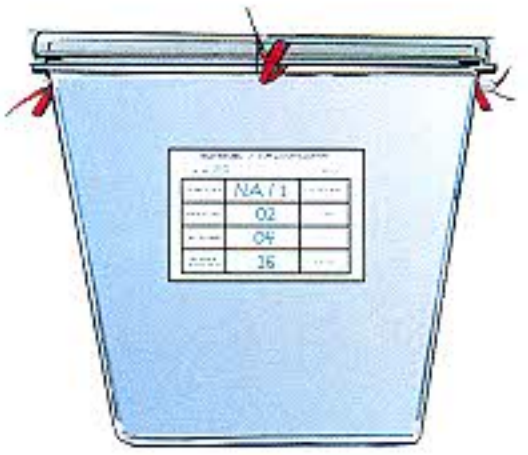
Indelible ink

Each Polling station will have indelible ink to mark the fingers of voters. This is to ensure that a voter votes only once. Each voter will dip the left hand index finger in the indelible ink before casting the ballots.



ESSENTIAL NON-SENSITIVE ELECTIONS MATERIALS

Ballot Box



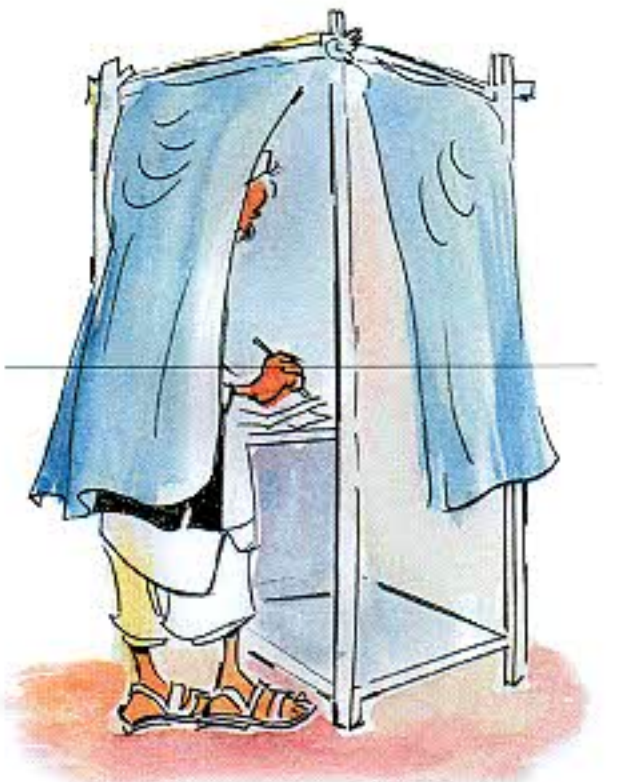
During polling, each polling station will have 3 semi transparent ballot boxes, one for each election type and in the south one additional for the Southern Sudan Legislative Assembly. Polling stations will receive extra boxes, to use in the case that a ballot box fills up. The ballot cover has a slot through which each voter must put his or her marked ballot. This slot has a lid that must be sealed after the polling station is declared closed.

Each ballot box is designed so that the cover can be secured with security seals to prevent tampering.

The polling station head must ensure that a label is attached to each ballot box so that the ballot boxes can be identified by voters and officials. Before attaching the label, the polling station heads must complete the label with the information required.

Voting screens

In order to ensure the integrity of the process and the secrecy of the vote, voting screens will be delivered to all polling stations which will facilitate efficient, orderly and secret voting. Each voting screen is four sided and can accommodate four voters. Pens for marking the ballot papers will be placed in each compartment.



Security seals

These seals are plastic pull-through strips that, once engaged, can only be released by cutting. These seals will be used to seal the ballot boxes and therefore guarantee that the boxes remain sealed and are not tampered with at any stage of the process or even during transportation. Seals should be pulled firmly closed.

Each seal has a unique serial number that must be written on Form 6, Record of Seals, that keeps track of all the seals used in a Polling Station during the process. Party/ candidate agents or observers who witnessed the process may sign the form.

Polling Station journal

The Journal is used to record routine as well as significant events or circumstances. The polling station heads should manually record the following information in the polling station journal

on the cover :

- The State Geographic Constituency number and name
- The polling centre code number and polling centre name as well as the polling station number;

on the first page :

- The names of the polling station staff members including him/herself;
- The names of the identifiers;
- The time the polling station opened and closed every day;
- The names of the party or independent candidates agents and observers present and their organizations;
- Any complaints made during polling day, and how they were resolved.

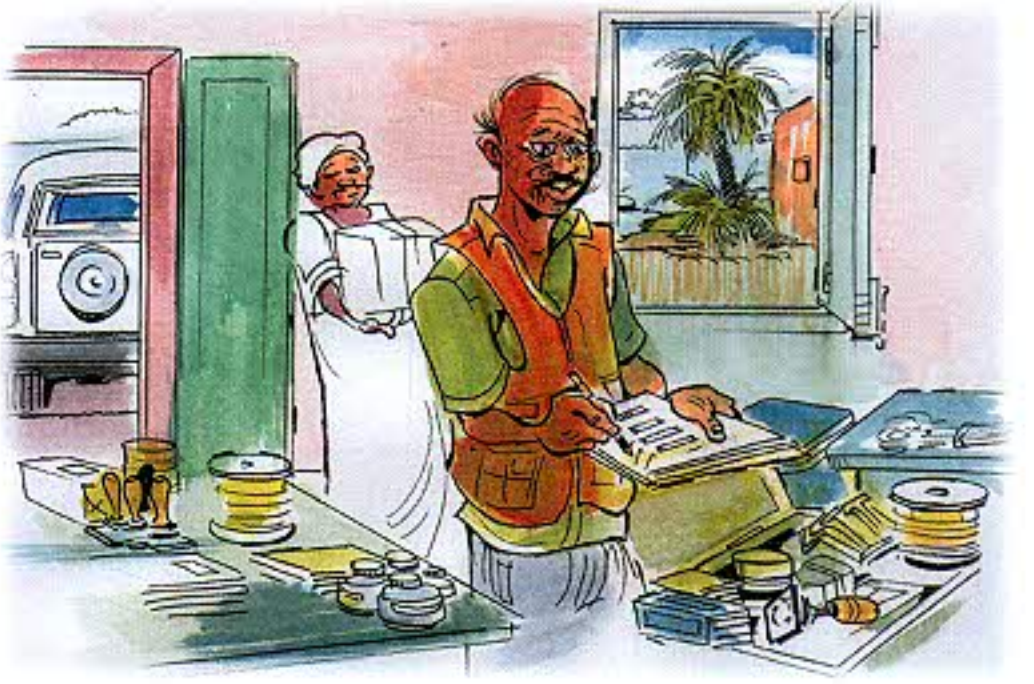
> The polling station journal must remain intact throughout the election process and no pages are to be removed from it.

DELIVERY AND RECEIPT OF ELECTIONS MATERIALS

The CEOs are responsible for receiving the election materials from the State Returning Officer and delivering them to the heads of the polling stations in their area of responsibility.

Each polling station will be issued with one polling station kit. The polling station kit will include all non-sensitive items required to carry out the polling and counting processes in a polling station. The polling station kits are not polling-station specific, and therefore any polling station kit can be delivered to any polling station.

It is the duty of the polling station head to carefully check and sign for the delivered materials against the list of items that has been provided. In case there are some materials missing, the polling station head must immediately notify the CEO in order to obtain the necessary materials.



Note:

The safekeeping of the election materials is the responsibility of the polling station heads on polling day and overnight. Not all ballots will be distributed at the beginning and the surplus will be stored during the day in the polling station kit box, which will be under the supervision of the polling station head.

The polling station heads will check and sign a Material Transfer Form when they receive the election materials for their polling station from their CEO. The CEO will keep the original form. The Head of Polling Station will receive a copy, which should be kept safely in the kit box.

Upon receipt of the materials, the polling station heads will:

- check the contents of material in polling station kits
- sign the Materials Transfer Form

PREPARATIONS IN THE POLLING CENTRES AND STATIONS

All polling staff members will collaborate in the arrangement of the polling stations preferably the day before.

The head of the polling station should rehearse the polling operations with the polling staff and should inform them they must be at the polling station at 6am on the morning of the first day of polling.

Polling centres layout

Polling centres will receive materials like, flags, signs and barrier tape to arrange the centre.
Polling centre supervisor must plan the arrangement for the centre regarding:

- the entry and exit points,
- the queue control for the centre and for the stations,
- if possible, a place/table for the polling centre supervisor to assist voters.

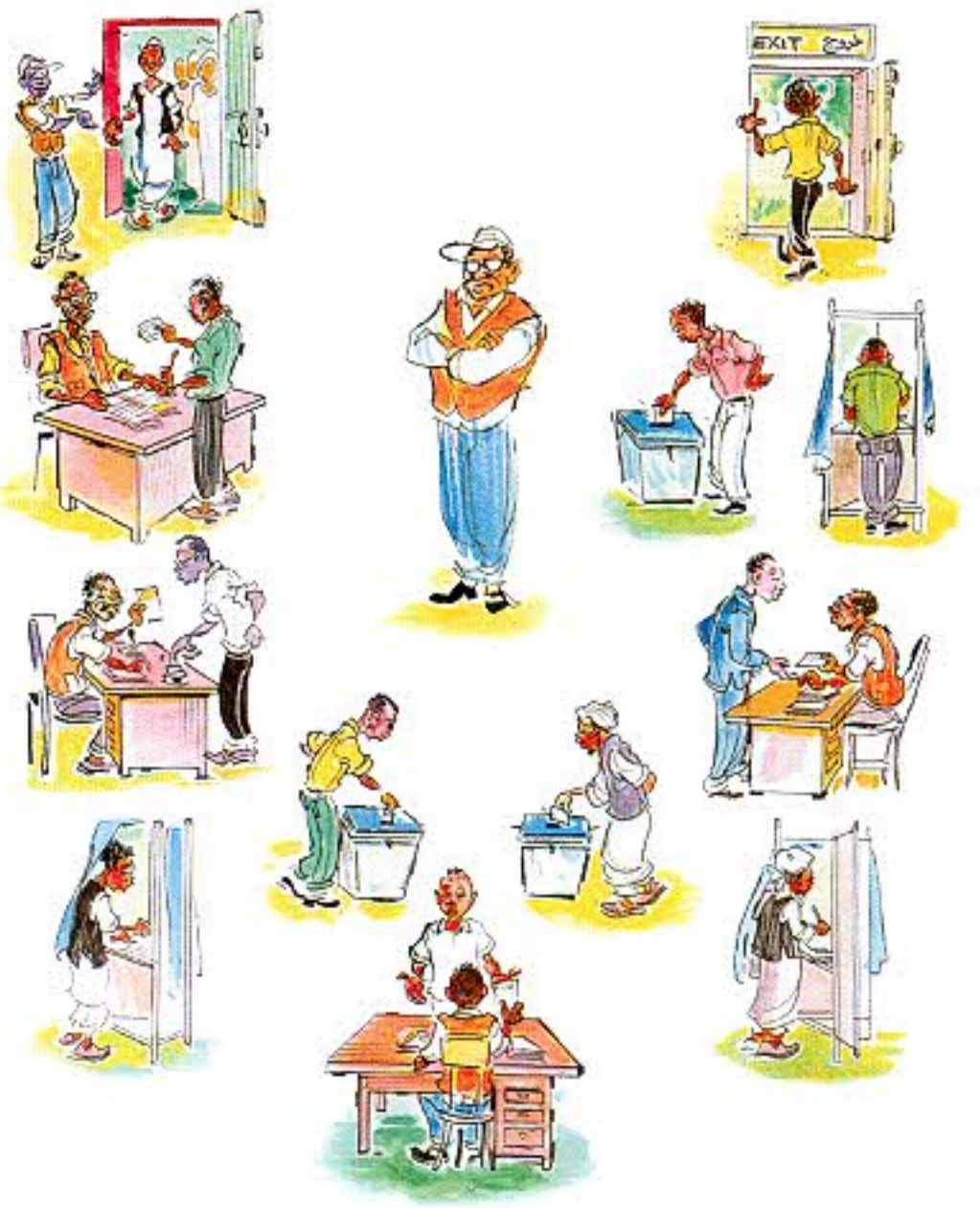
Under the supervision of the polling centre supervisor, **the heads of the polling stations and polling station queue controllers** will:

- remove any political campaign material found in or around the centre. ;
- post flags and directional signs for the polling stations if needed;
- organize the lines for the queues;
- not permit any campaigning or canvassing for votes in or around the polling centre.

Polling station layout

Poling staff will set up the room so that voters complete a "U" that allows them to complete all steps in the process in a single direction before exiting.

The following illustration serves as a guide: (polling station setup)



a) Seating should be arranged so that the polling staff members, party/candidate agents and observers are able to view the entire voting process and have a clear view of the ballot boxes at all times;

b) All polling staff should be able to see the voters entering the polling station;

c) Position the various tables (at least 3 in the north and 4 in the south) so that voters move in a logical order from one table to the next, without crossing in front of other voters;

d) Position the voting screens (3 in the North and 4 in the South) so that the secrecy of the vote is ensured, and voters and polling staff can see which compartment is free;

e) Position the ballot boxes (3 in the North and 4 in the South) so that the Ballot paper Issuer who issues the next set of ballots to a voter can see the box. The 2nd , 3rd (and 4th in the south) ballot paper issuers are to make sure a voter has placed ballots in the box before the voter is issued with the next set of ballots

f) Set up the room so that voters complete all steps in the process in a single direction before exiting;

g) Set up the station in a way that allows free movement for votes with disabilities (as far as possible).

h) Fix directional signs

CHAPTER 3

Polling Procedures

This chapter describes what happens just before polling begins, the different steps involved in polling and the closing of the polling station.

Before polling begins on the first day

Head of polling station will record the required information on the cover, and on the first page of the Polling Station Journal - See page 17.

Head of polling station allocates the polling staff to their duty places according to the assigned functions, reminds them of their duties, and instructs staff to wear their ID badges. The importance of being neutral and impartial will be emphasized. Mobile phones should not be used in the polling station except by the head of the polling station.

1. Queue Controller;
2. Identification Officer;
3. Inking and Executive ballot papers' issuing Officer;
4. National Assembly ballot papers' issuing Officer;
5. State Assembly ballot papers' issuing Officer;
6. Southern Sudan Legislative Assembly ballot papers' issuing Officer (only for Southern Sudan)
7. Head of the polling station

Handing over materials to polling staff

Head of Polling station hands over to:

- Identification officer –Final Voters Register, ruler and pen;
- Inking and Executive ballot paper issuing officer – Ink bottle; cotton buds, Presidential and Governor ballot paper booklets (for Southern Sudan, in addition, Government of Southern Sudan Presidential ballot papers) and stamp and inkpad.
- National Assembly ballot paper issuing officer – National Assembly ballot papers booklets (one booklet for each: geographical constituency, party list and women list ballot papers); stamp and inkpad.
- State Legislative Assembly ballot paper issuing officer – State Legislative Assembly ballot papers booklets (one booklet for each: geographical constituency, party list and women list ballot papers) stamp and inkpad.
- Southern Sudan Legislative Assembly ballot paper issuing officer – Southern Sudan Legislative Assembly ballot papers booklet (one booklet for each: geographical constituency, party list and women list ballot papers) stamp and inkpad.

Head of polling station will not issue all the booklets of ballot papers at once, but gradually according to the needs, in booklets of 100 and in sequence according to the serial number.

Showing, Sealing, and labeling the Ballot Boxes

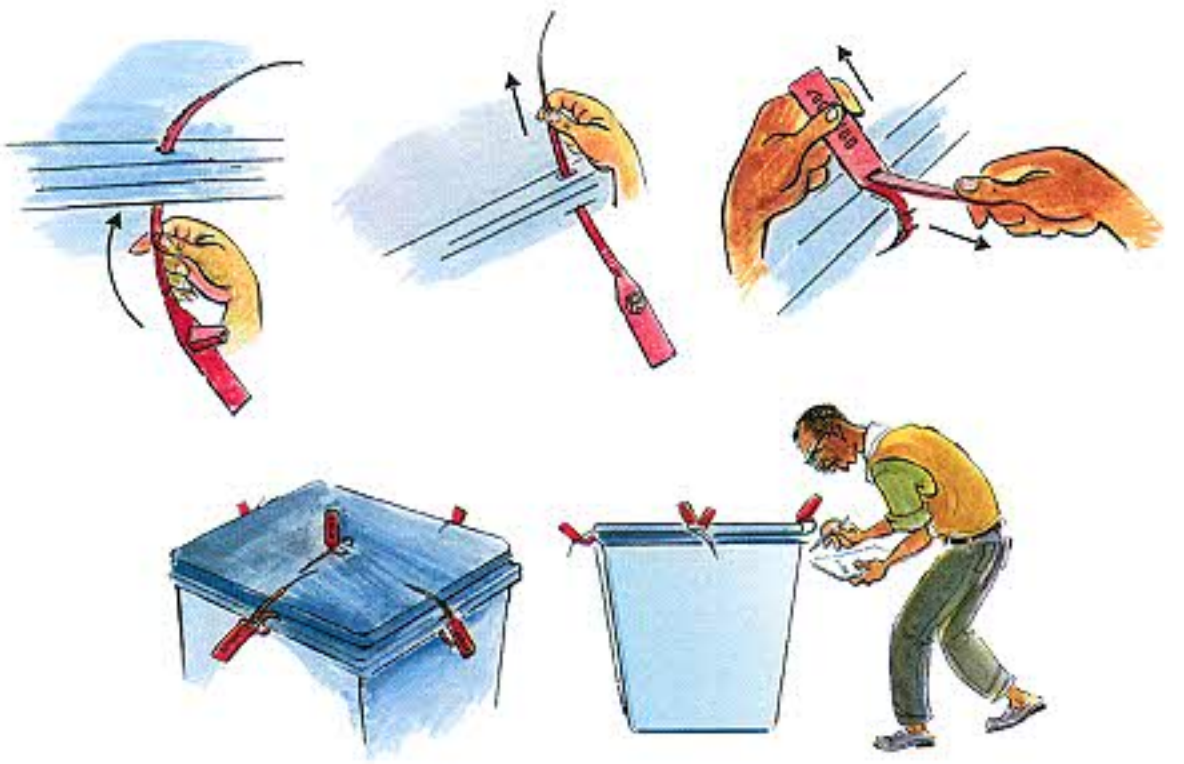
Head of polling stations:

Showing

- Checks that the ballot boxes are completely empty.
- Shows the inside of the empty box to those present in the polling station,

Sealing

- Seals the sides of the ballot boxes lid with the plastic seals.
- Records the numbers of the seals in the Record of Seals Form.
- Invites candidates /party agents to write down the serial numbers of the seals and confirm the consistency of the actual serial numbers by signing the Record of Seals Form
- Pull the seals firmly closed.



Labeling the boxes

- Writes on the labels the type of the elections (Executive, National Assembly, State Assembly and Southern Sudan Assembly), the ballot box number for the respective elections type, number of the constituency, number of the centre and number of the station.
- Sticks the label to the respective ballot boxes
- If a ballot box is full, the Head of polling station seals the slot of the box, records the seal on the Record of Seals Form and issues another ballot box, following the above procedures. It is unlikely that a ballot box will become full during the 3 days polling. All stations will be issued with extra boxes to cover this eventuality.

BALLOT BOX LABEL / العلامة الموضوعة على صندوق الاقتراع

State Code: BNI رمز الولاية

ELECTION type / Box #	NA / 1	نوع الانتخابات /رقم صندوق الاقتراع
Polling Station number	02	رقم نقطة الاقتراع
Polling Centre number	04	رقم مركز الاقتراع
State Geographical Constituency number	16	رقم الدائرة الجغرافية

Announcing the number of ballot papers received

Head of polling station

- Counts actual booklets of the ballot papers
- Compares the number of the ballot papers received for each election per the Material Transfer Form.
- Announces and records the total number of the ballot papers received for each election in the polling station in the Polling station Journal.

Promptly at 8am, the head of polling station shall announce – "the polls are now open".

VOTING STEPS

The voting process will involve a series of steps shown below.

Step 1. Queuing

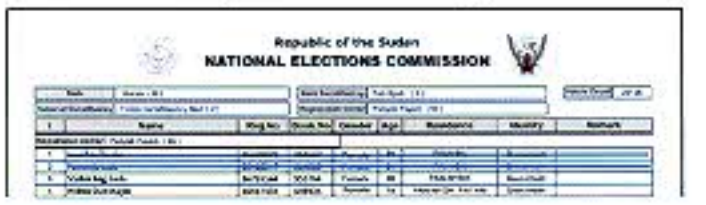
Queue Controller:

- Keeps the queue in order
- Reminds voters to check the polling stations lists posted outside the centre to make sure they are in the correct queue.
- Allows the voters to enter the station one-by-one.
- Checks for elderly, disabled, sick or pregnant voters and directs them to the front of the queue
- Ensures that voters waiting in the queue do not create any disturbances.
- There may be separate queues for women if the polling station head considers that this is necessary.

Step 2. Identification

Identification Officer:

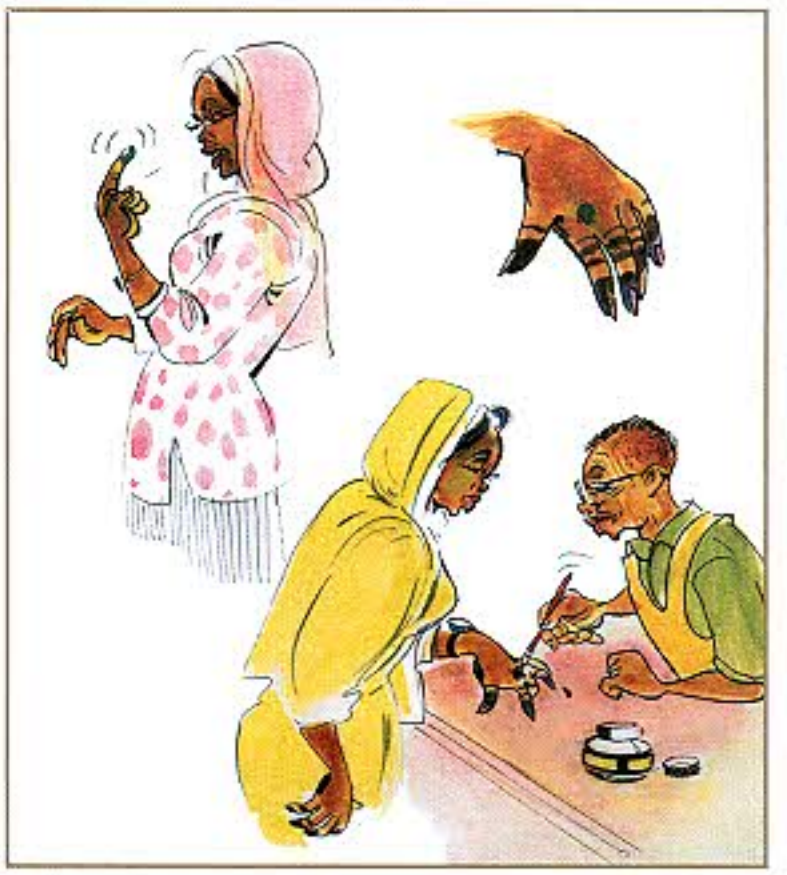
- Verifies that the voter has not been inked;
- A voter who has been inked will not be allowed to vote;
- Asks the voter to show an identification card or an accredited certificate issued by the local people's committee, administrative or traditional authority, as the case may be;
- If voter has no identity document, identifiers who will be present in the polling station will be asked if they can verify identity. These persons will be present in most polling stations and will sit close to the Identification officer.
- A voter who does not have the above-mentioned identification document, or whose identity was not verified, will not be allowed to vote;
- Verifies the voter's name on the voters' register;
- If the voter is not included in the voters' list, the voter will not be allowed to vote.
- Checks/ticks in the respective box (column) of the voters' register indicating that the voter has participated in the polling
- Draws a line through the voters name
- Directs the voter to the 1st ballot issuer



Step 3. Inking and Voting for Executive Elections

Inking and Executive Ballot Papers Issuing Officer:

- Ask the voter to dip the left index finger in the ink bottle
- Ask the voter to hold the finger in the air for 10 seconds to ensure that the ink does not stain the ballot paper
- For women with henna on their fingers the ink will be applied with a match stick in the space between the index and middle finger on the left hand. A small artists paint brush could also be used as shown in the picture on page 23, but this would need to be bought locally as it is not in the polling station kit.



- Detaches the ballots - on e of each type per voter
- Stamps the ballot papers on the back at the bottom right with the official stamp

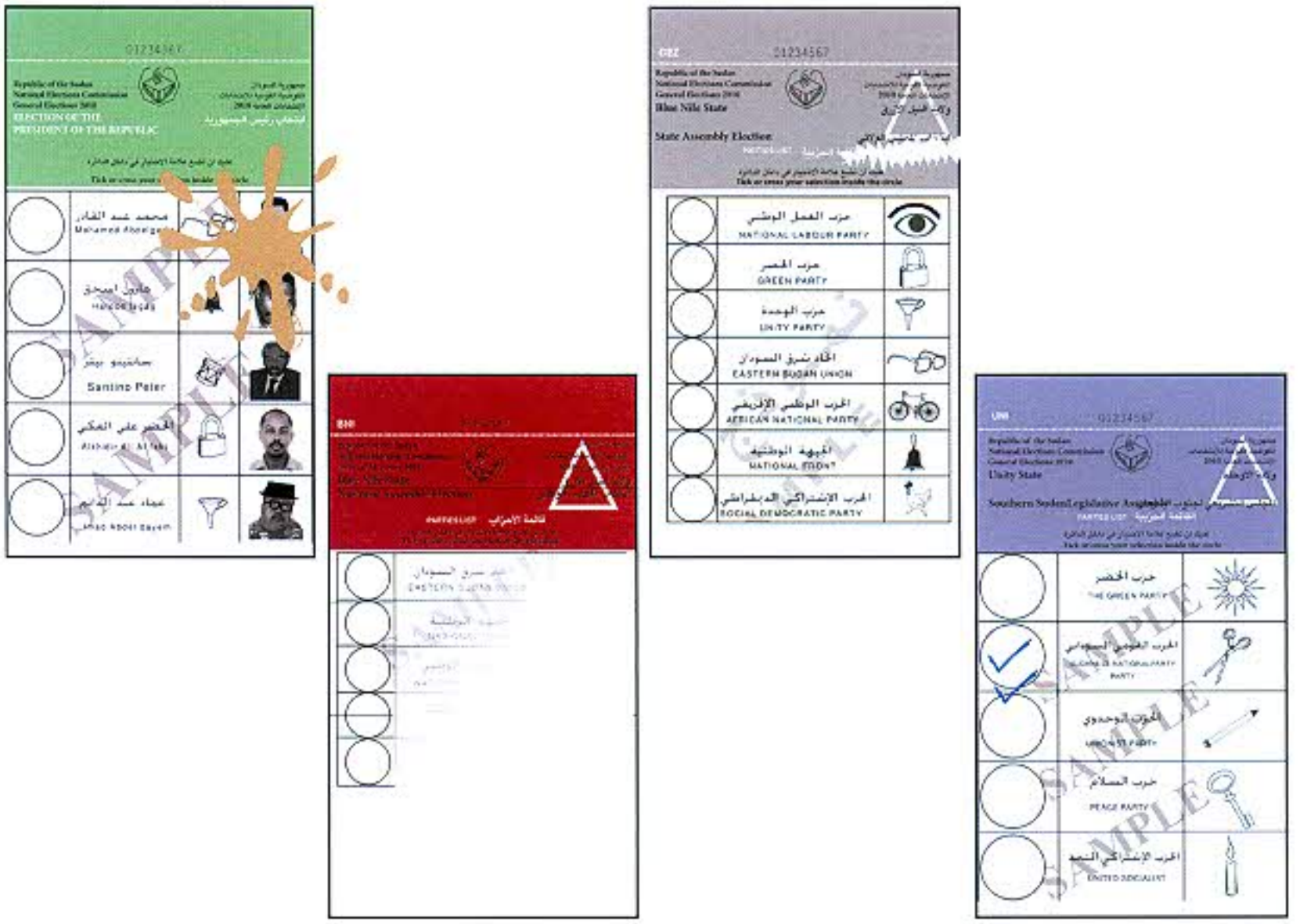
> Ballot issuers must remember to stamp ballot papers.
> Unstamped ballots will be considered INVALID during counting.

- Shows the different ballot papers and inform the voter that each one is for a different election (President of the Republic of Sudan, President of the Government of Southern Sudan –only in the south- and Governor) and that s/he should select ONE candidate or Party per ballot paper;
- Explains the method of voting. The explanation must be completely impartial:
  - "Mark in the blank circle that corresponds to the symbols/photo of the candidate of your choice" (you should not point to any of the candidates in the ballot paper as it may appear that you are showing the voter who to vote for).
  - "Make ONLY one mark on each ballot paper" (✓) or (×);
  - "Fold each ballot paper separately after marking them and deposit each in the appropriate ballot box" (you should pre-fold one ballot paper by showing the voter the way to do it and then unfold the ballot paper);
  - "Your choice is secret and no one has the right to know how you have voted".
- Hands the ballot papers to the voter
- Directs the voter to the respective screen to mark the ballots papers and to the respective ballot box in which to place the ballot papers.

Spoiled Ballot Papers

If you spoil a ballot paper or a voter makes a mistake, and requests a new ballot paper, you must:

- Take back the ballot paper and tear the top right corner, without looking at the front of the ballot paper,
- Put the spoiled ballot paper in the brown envelope provided,
- Give the voter a new ballot paper.



Step 4. Voting for National Assembly Elections

The ballots are issued in the same way as in step 3: detached, stamped and given to the voter

Step 5. Voting for State Legislative Assembly Elections

The ballots are issued in the same way as in step 3: detached, stamped and given to the voter.

Step 6. Voting for Southern Sudan Legislative Assembly Elections (only for Southern Sudan)

The ballots are issued in the same way as in step 3: detached, stamped and given to the voter.

After voting the voter must leave the station.

Suspension of Polling

The head of polling station may decide to suspend polling if the polling station is under threat of violence or any other event that endangers the lives of staff, voters, or any other personnel at the polling center. In the event that the head of polling station suspends polling, he must notify the Constituency Electoral Officer and/ or the High Committee for elections in the state. If immediate communication is not possible, the head of polling station is to request the assistance of police. As soon as conditions permit the safe reopening of the polling station, polling shall continue. The reopening of the polls should also be communicated to the proper authorities.

Maintaining Order at the Polling Station

The head of polling station has the authority to request police to assist in the removal of any person disrupting the polling process.

Daily Closing

Promptly at 6pm, the Head of Polling Station shall announce: "the polls are now closed".

Voters present in the polling station queue before the polls close must be allowed to vote. In the event potential voters are still present in the queue at the time the polls close, the queue controller will go to the end of the queue and inform late comers that the polls have been closed (after the polls close on the 1st and 2nd day of polling, the queue controller may inform potential voters that the polls will reopen at 8am, the next day). Voters that arrive after the polls are closed will not be allowed to vote. Once the last voter already in the queue at closing time has voted,

Head of polling station will:

1. Seal the slot on each ballot box, and record seals, inviting observers and party agents to record the seal numbers.
2. Instruct the ballot paper issuers to count the number of spoiled and remaining ballot papers at each ballot issuing table and record the number on the Daily Report worksheet.
3. Verify the figures on the Daily Reports and sign the Daily Reports (Form 8 see Annex)
4. Store the elections materials (i.e. ballot boxes and all unused ballots and Voters List in a safe, lockable place, where police will be stationed. All materials for a single centre should be stored in the same place, if there are 3 stations then all the materials should go into one of the polling stations and be locked, or if it is available, in another room inside the centre. If the centre is outside in the open air, and if there is no place where the materials can be locked then the head of polling centre must sleep with the election materials.
5. Clean the polling station and prepare for the next day

Final Closing st the end of the Last Day

As Daily Closing except additionally:

Head of polling station will:

- Count the total number of voters who participated in the polling and record it in the Polling Station Journal. This done by counting the number of names on the register with lines drawn through them.
- Check the figures on the Daily Report Form and sign the form.
- Set up the station for counting following instruction given in Chapter 4.

What if : During polling

What if a person comes to vote, he is not inked and has ID but someone else has voted in his name?

The head of the polling station will investigate and if upon investigation he/she is convinced that the person has not voted, that person will be allowed to vote. This will be recorded in the polling journal and a note written beside his/her name in the voter register to indicate that 2 ballots were issued under this name.

What if a person has no registration receipt?
Registration receipt is not required to vote, it merely helps a person to be identified on the Final Voters list.

What if some of the staff is ill?
If staff is ill the polling station head may take the role of the Identification Officer and assign The Identification Officer to the missing person's post. Identification Officer is the most responsible post. However the decision rests with the head of polling station. It is not advisable to have the ballot paper issuer issuing more than 1 set of ballots as this increase the risk of persons putting the ballots into the wrong box. The CEO can be contacted to send reserve staff.

When can staff vote?
If staff has registered in the same polling station they can vote first when the poll opens, if they have registered in another centre, the polling station head can find a time when the staff member can be allowed to go and vote. NEC staff members who have come to a polling centre to vote should be given priority by the queue controller so that they can vote quickly and go back to their post. The head of station should not let more than one person leave at a time. Conditions will vary from place to place and a balance needs to be made between the exigencies of the job and the right of the poll worker to vote.

What about prayers and food?
Praying and eating can be worked out on an individual basis with the head of the polling station.

What if all the voters on the list have voted by the end of the 2nd day?
The polling station will open and close every day at the appointed times, it does not matter if all voters on the list have voted.

What if a woman comes to vote and is totally covered?
In areas where this is likely to occur the State High Committee should make provision to have a NEC female Identification Officer available.

What if someone refuses to be inked?
The person can not vote.

What if a woman has henna on her finger tips?
The ink will be applied in the space between the index and middle finger.

What if a voter has no left hand index finger?
The ink will be applied in the space between the missing index and middle finger.
If there is no left hand use the right hand, if the person has no hands do not ink.

What is someone refuses ballot papers?
A person can not be obliged to vote in all the elections. However this should be discouraged and if it is occurring frequently the head of polling station should inform the CEO.

What if a seal is found broken on the box?
The head of polling station will make an investigation and record the incident in the polling journal. The CEO must also be informed.

What if a person has no ID document?
Identifiers will be approved by the Constituency Elections Officer. Their role is to help in identifying persons who have no documentation.

CHAPTER 4

Counting

Polling staff will need to be attentive and alert during the counting process because of:

- the number of different elections at different levels
- the different types of ballot papers used within the various legislative assemblies

The NEC has tried to make the process as simple as possible with as few forms as possible while at the same time recording the relevant figures which would indicate if any irregularities have taken place.

Polling staff will continue to work during the counting. It is essential that they are well rested before they begin counting.

The process of sorting and counting of votes will start after the final day of polling and once begun shall continue until it is completed. It shall not be stopped or postponed until all the ballots papers in the ballot boxes are sorted, counted, and the results recorded.

The ballot boxes for the different elections will be counted in the following order :

Executive Box:

- President of the Republic of Sudan
- President of the Government of Southern Sudan
- Governor

National Assembly Box:

- Geographical Constituency
- Women List
- Party List

State Assembly Box:

- Geographical Constituency
- Women List
- Party List

Southern Sudan Assembly Box:

- Geographical Constituency
- Women List
- Party List

The candidates, agents, observers and the accredited media representatives have the right to witness all the counting processes without interference or influence on the staff,and to watch the ballot boxes at all times from opening of polling to announcement of results.

Head of polling station has the right to expel anybody who breaches the provisions of National Elections Act or the NEC General Elections Rules, Orders, Regulations and Procedures 2009 or who does anything that disrupts the sorting or counting process.

1. Preparing to Count

All stages of the count must be closely supervised by the head of the polling station.

Heads of polling stations are responsible for an accurate and fair count and for ensuring that no one influences them or their staff in any way.

The form relevant for Counting is the Reconciliation and Results Form (Form 9). There is a separate Form 9 for EVERY election. Each Form 9 has the same format. The difference is in the name of the Form and the code number. The Forms are 9a, 9b, 9c, 9d, 9e, 9f, 9g, 9h, 9i, 9j, 9k, 9l.

There are 8 different Reconciliation and Results Forms in the North.

In the South there 12 different Reconciliation and Results Forms; this is because in the South there is additionally the election for the President of Government of Southern Sudan and the 3 different elections within the Southern Sudan Legislative Assembly which are the Geographic Constituency election, Women List election, and the Party List election.

Each Reconciliation and Results Form 9 has 3 sections: -

- Header or top section which records the information on where the station is located the number registered and number who voted
- Reconciliation section
- Results section

The Form is signed at the bottom by the head of the polling station and any agents who wish to sign.

The Head of Polling station and the staff will rearrange the polling station to make it suitable for counting purposes.

Place all of the ballot boxes in the largest area of the polling station, or the space otherwise best suited for counting.

Assemble several tables into a large square or rectangle in the centre of the room. This will serve as a counting table. Set up a space for agents and observers so they can see and hear what is happening.

Bring to the table all the other documents and materials used in the counting process:

- Voters list
- Spoilt ballot papers in the envelopes
- Unused ballot papers;
- Polling Station Journal;
- Ballot boxes;
- Forms (Record of seals, Daily Report and Reconciliation and Results Form)
- Rubber bands, Bulldog clips, sponge and Notebook(to make labels for the ballots of different candidates and parties)

If possible set up another table and set all forms on this table. This table will be used to complete the forms. **No pens should be on the counting table.** There are 8 Reconciliation and Results forms to be filled in the North and 12 in the South.

The Head of Polling station will:

- Take the Forms for the Executive Box: (Form 9 has a set of 3: original and 2 non carbon copies)

If it is the Executive Box take :

- Reconciliation and Results Form 9a (President of the Republic of Sudan)
- Reconciliation and Results Form 9c (Governor)
- Reconciliation and Results Form 9b (President of the Government of Southern Sudan) IN SOUTHERN SUDAN ONLY

(If it is National Assembly Box take Form 9 d, 9e, and 9f, if it is State Assembly Box take 9g, 9h, and 9i, and if it is Southern Sudan Legislative Assembly take Forms 9j, 9k, and 9l)

Complete the top part of the Form with the information required:

- The State name
- Polling Centre name and code
- The Geographic Constituency number
- The total number of registered voters and
- Number of voters who participated in polling, (taken from the Final Voters list for the station by counting the number of names which have a line drawn through them)
- Do this for each Form 9 which is relevant to the particular Box being counted.

Sudan's General Elections
NATIONAL ELECTIONS COMMISSION

الانتخابات العامة بالسودان
المفوضية القومية للانتخابات

9A

انتخابات رئيس جمهورية السودان - التقرير النهائي
President of the Republic of Sudan Election - Reconciliation and RESULTS

State : _____ الولاية State Geographic Constituency Number ☐☐ رقم الدائرة الجغرافية الولائية

Polling Centre Code ☐☐☐☐ رمز مركز الاقتراع Polling Station Number ☐☐ رقم نقطة الاقتراع

Polling Centre Name _____ اسم مركز االاقتراع

Total registered voters in this station		العدد الكلي للناخبين المسجلين في نقطة الإقتراع
Total number of voters who participated in polling		عدد الناخبين الذين شاركوا بالاقتراع

2. Reconciliation

BEFORE OPENING THE BOX

Reconciliation is a process for accounting for all ballots used and determining whether the number of ballots taken out of a ballot box at the time of counting is equal to the number of ballots issued on polling day. This is one of the main ways of detecting irregularities in polling and counting.

Reconciliation will be done per box; this means that the number of ballots issued to voters (row D of Form 9) in each election in the box should be established before opening the box.

Calculate the number of ballot papers issued to voters for each election in the box.

The Head of Polling station will

- Count spoiled ballots (row B of Form 9)
- Count the number of unused ballots (row C of Form 9)
- Establish the number of ballots issued to voters (row D Form 9)
- Write all the figures with black pen in the "Reconciliation" part of Form 9

Head of the polling station:

- Check if the ballot box seals are intact and compare the seal numbers to the recorded numbers in the – Record of Seals Form.
- If the ballot box seal numbers are different or the seals are broken (for any reason) by the time of opening the ballot box, the head of polling station shall investigate and decide whether tampering has occurred.
- The candidates or their agents may examine the seals to ensure they were not tampered with or that no box or envelopes has been tampered with.

AFTER OPENING THE BOX

- Open the ballot box by cutting the side plastic seals with scissors and empties the ballot papers onto the table ensuring that the ballot papers do not fall on the floor; head of polling station shows to all present that the ballot box is empty.

Staff will then sort out the ballots of the different elections in the box :

- Unfold all the ballot paper placing them face down.
- Sort the ballot papers by separating the ballots into each election and places them face down. The ballots are colour coded on front and back to make the process easier. (If the Executive Box in the North is being counted they will be sorted into the Green President of Republic ballots and the Yellow Governor ballots. If in the south there will also be the Blue President of Government of Southern Sudan ballots.

If ballots are found in the wrong box, prepare a label named 'misplaced ballots' and accumulate all misplaced ballots in one place with the label, and make one set of corrections with a red pen on the relevant Form 9 at the end of counting and before all the Form 9's are signed by the Head of the Polling Station.

(Remember to look for unstamped ballots, which must be put aside with a clip, to be placed during counting in the invalid stack).

- Count ballots in batches (sets) of 50 and double check by another staff member.
- Put a rubber band around the batches of 50 ballots.

(When the ballots are less than 50, write the number of the ballots on a slip of paper and secure the paper to the ballots with a bulldog clip)

- Count the number of ballot papers per election including unstamped, and note the total number of the ballot papers on the Reconciliation and Results Form 9 row E.

Reconcile the number of the ballot papers:

Number of ballot papers issued to voters should = number of ballot papers found in ballot box.

If there is a discrepancy (ballot papers in the box are more or less than than it should be), the number of the ballot papers should be double-checked. If the difference still remains, record the figure in Form 9 (row F) and note the discrepancy in the polling station journal.

Record the figures for the Reconciliation part of all the Form 9 relevant for the particular box being counted.

Place all batches of reconciled ballots in the empty ballot box.

3. Counting

Staff will then sort out the ballots of one election into the different candidates (parties if it is a party list or women list)

Write the names of the candidates on the results part of Form 9

Place all the batches of the same election ballot on the counting table.

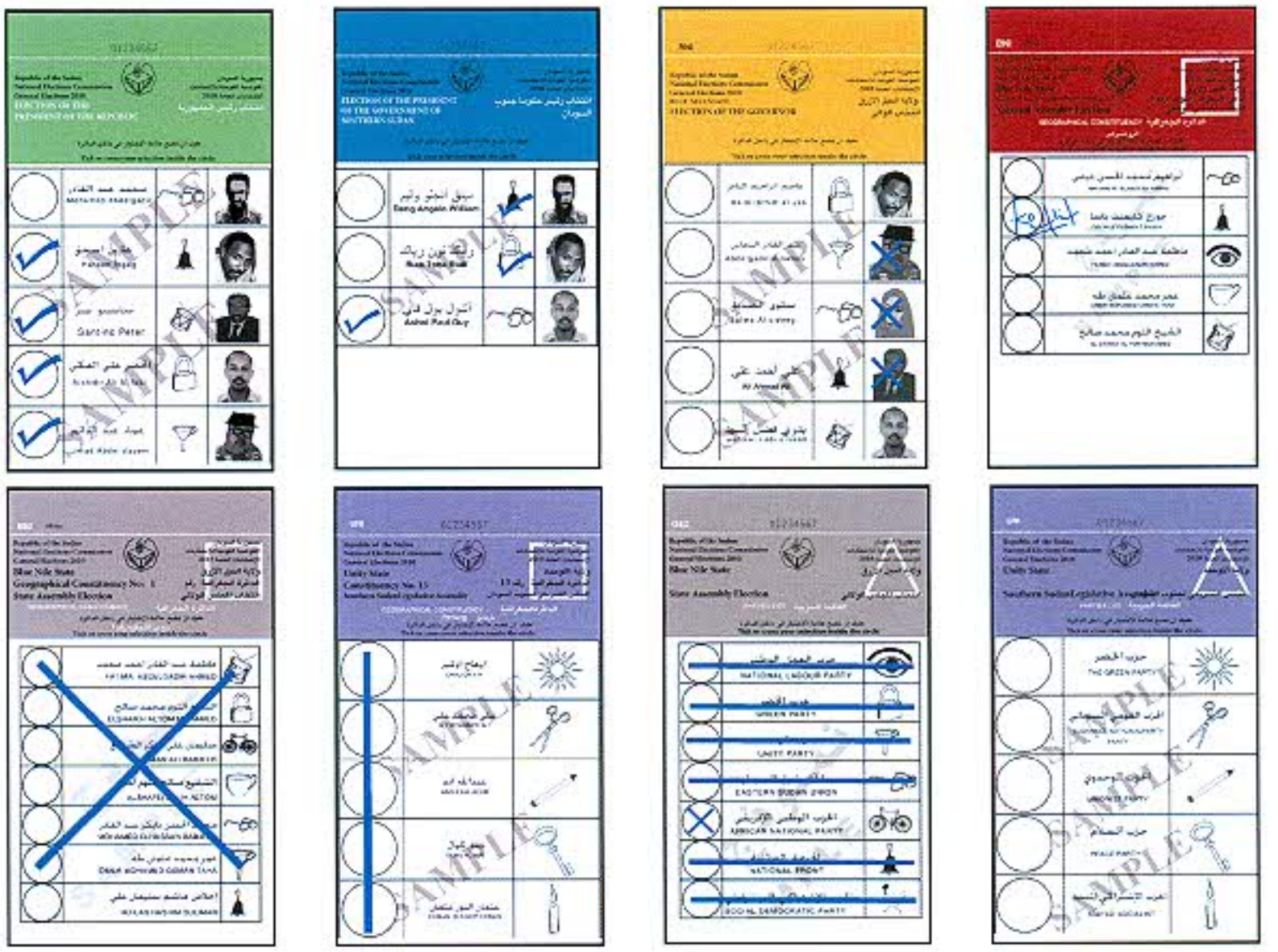
Prepare labels for the candidates (or parties if it is party list or women list election) with their names written on both sides, including a label for invalid papers, and place them on the table.

Announce for whom each voter voted for, holding up the ballot, showing the face of the ballot, and hand the ballot paper to the staff, who sort the ballot papers into separate piles per candidate, placing them face up

Check the validity of the ballot paper during this process and put invalid ballots in the invalid pile. Invalid ballots must also be held up and shown to those present.

Ballot paper is invalid if it:

- Does not have the NEC stamp
- Is blank
- Has more than one mark
- Has signs or writings
- Is torn or damaged making it impossible to ascertain the voter's choice
- Is not the official ballot paper
- Is impossible to determine the voter's choice.



If the validity of the ballot paper is doubtful, head of polling station's decision on the validity of the ballot paper is final. Invalid ballot papers shall not be included in vote counting.

A ballot paper is valid if the voters choice can be reasonably ascertained.

Once all the ballot papers are sorted polling staff will:

Count the number of the votes per candidate/party in batches of 50 with a rubber band put around the batch. (When the ballots are less than 50, write the number of the ballots on a slip of paper and secure the paper to the ballots with a bulldog clip)

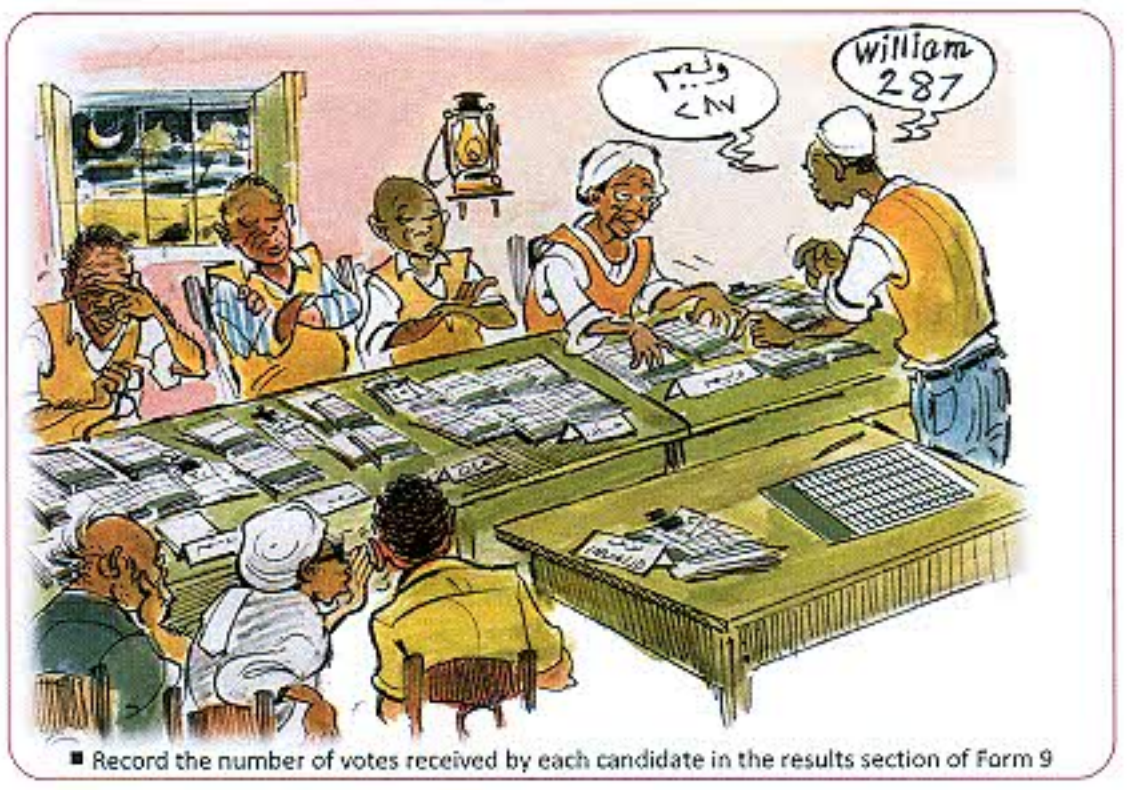
Double check the counted batch by another staff member

Record the number of votes received by each candidate/party in figures and words in the results section of Form 9

Add up all the votes obtained by candidates/party and write the figure in row 1

Write the number of invalid votes in row 2

■ Double check the counted batch by another staff member



■ Record the number of votes received by each candidate in the results section of Form 9

Calculate the total number of ballots in the box and write this figure in row 3. This figure SHOULD be the same as the figure in row E of the Reconciliation and Results Form.

THIS PROCESS OF RECONCILING, SORTING, AND COUNTING IS REPEATED FOR EVERY BOX, IN THE ORDER DESCRIBED ON PAGE 27

The completed Reconciliation and Results Form will be set aside until all the Reconciliation and Results Forms are completed. They will all be signed when all boxes have been counted. Candidate and party agents will also have the opportunity to sign at that time.

A candidate or a political party agent may ask the head of polling station to re-conduct the counting. head of polling station shall do as requested provided that:
The difference in votes between one candidate and another or any list and another is less than 5 per cent of the total valid votes.

If the total number of valid votes and invalid ballots is not equal to the number of voters who have actually voted, or if there are differences in any of the totals in the Reconciliation and Results Form.

If Head of the Polling Station has reasons to believe that the sorting and counting of votes have been interfered with or that there was a mistake in the declaration of the results of sorting and counting, or that some ballot papers have been accounted for mistakenly because they were misplaced into a different ballot box.

If the head of polling station does not respond positively to the request made by an agent for re-conducting the addition, sorting or counting of votes, the agent has the right to submit a written objection to the head of polling station, who is obliged to submit the written objection to the Constituency Election Officer together in the Tamper Evident Bag which contains the results.

After counting each election Head of polling station will:

Place all counted and invalid ballots per election in a plastic bag; place all unused ballots in another plastic bag. The 2 plastic bags are placed into the white sack. The spoiled ballots are placed in envelope. The contents of the sack are written on the outside of the sack. For what happens next see Chapter 5 Packing.

4. Announcing of results

The results must not be announced until ALL boxes have been counted, any requests for recount have been resolved, and the series of Form 9 filled out and signed by the head of the polling station.

WHY? Because there is the risk that ballot papers can be put in the wrong box. With so many ballots and boxes this can easily occur. If this happens the corrections need to be made on the Reconciliation and Results Form in a red pen and initialed by the head of the polling station.

When all the boxes are counted the head of the polling station signs the Reconciliation and Results Forms; the candidates and their agents may also sign the Reconciliation and Results Forms.

At the end of the counting there will be:

- 8 Reconciliation and Results Forms for Northern Sudan states (including Darfur)
- 12 Reconciliation and Results Forms for Southern Sudan

Finally the head of the polling station will declare the counting results by announcing the votes obtained by each candidate or party in each election. (NEC will issue an instruction on how the announcement should be done)

One of the copies of each Reconciliation and Results Form will be posted outside the Polling Station for public view. Do not post the original Form.

What if's during counting

One paper is found in another ballot box?

If the ballot box has already been counted and the Form 9 filled out, corrections can be made on the Form 9 with the red pen by the head of the polling station. If the box has not yet been opened the ballot paper can be set aside, with a label named 'misplaced ballots'. All misplaced ballots can be accumulated and one set of changes made.

What if tampering has occurred?

If the seals have been broken the head of the polling station will make an investigation to see if there is any reasonable explanation. The box will be counted but it must be noted in the journal and also on the Form 9 itself that the seals were broken. The CEO will be informed who will inform in turn the state high committee and after consultation with NEC a decision will be taken on what to do with the results from any box where tampering has occurred.

What if counting is interrupted? (by threat of violence , etc)

The head of polling station may decide to suspend counting if the polling station is under threat of violence or any other event that endangers the lives of staff, voters, or any other personnel at the polling center. In the event that the head of polling station suspends polling, he must notify the Constituency Electoral Officer and/ or the State High Committee. If immediate communication is not possible, the head of polling station is to request the assistance of police. As soon as conditions permit the safe reopening of the polling station, counting shall continue. The recounting should also be communicated to the proper authorities. The incident should be noted in the polling station journal.

What if the names of the candidates are more then rows provided on Form 9?

Use 2 Form 9's. Each station receives 2 of each type of Form 9. Make a note on each form to point out that are 2. For example mark the form 1 of 2 and 2 of 2.

CHAPTER 5

PACKING AND DELIVERY OF ELECTIONS MATERIALS

Heads of polling stations will pack sensitive and non sensitive materials at the end of counting process and will hand over all materials to the CEOs for onward transportation to the State High Committee. Sensitive and non sensitive materials will be packed separately.

PACKING OF SENSITIVE MATERIALS

All ballot papers and Tamper Evident Bags are considered sensitive materials.

How to pack ballot papers

Each type of ballots will be packed separately in (white) sacks, and ballot boxes will be used to deliver them.

Example of packing the ballots of the National Assembly election (3 different ballots):

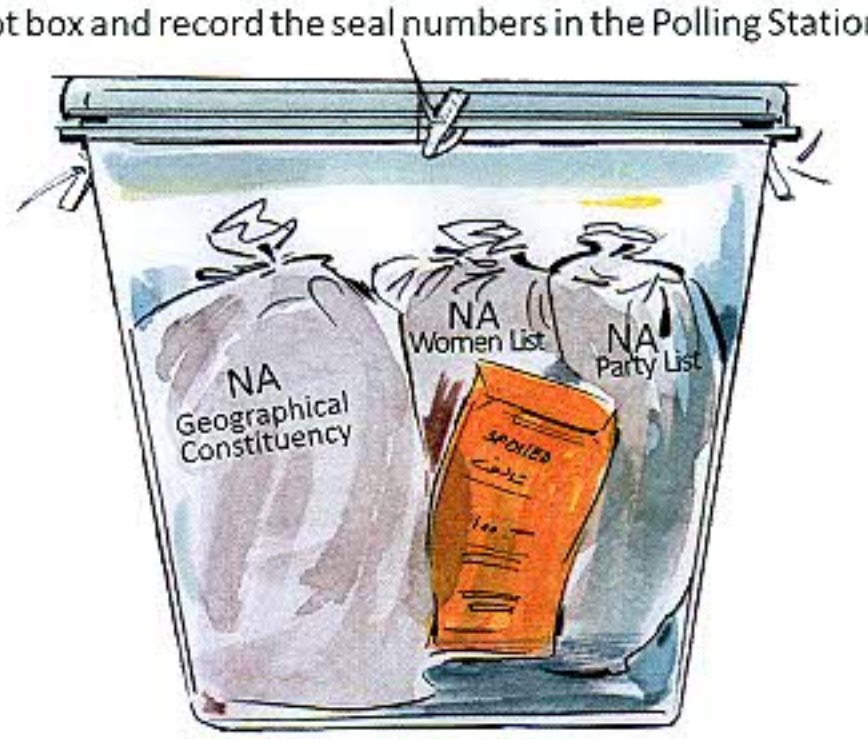
1. The ballots are already separated in 3 sacks (geographical constituency, women list and party list) as per instructions after counting, in chapter 4.

   Remember, each sack contains two (2) plastic bags:

   One (1) plastic bag containing **the counted ballots including the invalid**

   One (1) plastic bag containing **unused ballots of the same kind**

2. Prepare the envelope containing all the spoiled ballots for the National Assembly elections. Write the number of spoiled ballots per election on the envelope.
3. Put the 3 sacks, each one containing all the ballots for a particular race (geographic constituency, women list and party list), plus the envelope with spoiled ballots inside the ballot box used for that election (National Assembly box). At the end the box will contain:
   - 3 sacks
   - 1 envelope
4. It is also advised to write the numbers of the seals on a piece of paper and put it inside the box before closing it.
5. Seal the ballot box and record the seal numbers in the Polling Station Journal.



The same procedures should be followed when packing other elections ballot papers.
At the end, 3 ballot boxes in the north and 4 in the south will be used to transport all ballot papers for each polling station.

In cases where there is enough space in the boxes, put more bags inside, trying to use as few boxes as possible. This will facilitate the retrieval of the materials.

> Important: All boxes used to deliver ballot papers MUST have the label indicating the polling station.

> Important: No one is allowed to tamper with the seals of the ballot boxes after sealing them.

How to pack other sensitive materials using the Tamper Evident Bags

Tamper evident bags are made of plastic and have a strong seal. The bag cannot be opened unless cut or torn being evident that it has been tampered with.

NOTE: sealing is equivalent to endorsing. Once the bags are sealed, they should not be opened under any circumstances.

Immediately after all the necessary parts of the Reconciliation and Results Form are filled-in and after packing the ballot papers, the polling station heads pack other sensitive materials as follows:

Tamper-Evident Bag 1

- Reconciliation and Results Forms (originals) for ALL elections (8 in the north and 12 in the south)

Tamper-Evident Bag 2

- Voters' list
- Polling Station Journal
- All other forms used in the polling station
    - Copy of the Material Transfer Form - Distribution
    - Copy of the Material Transfer Form - Retrieval
    - Record of Seals Form
    - Daily report Form
    - 2nd Copy of Reconciliation and Results Forms
- Complaints (if any)
- Other contents (if any)

Tamper-Evident Bag 3

- Indelible ink
- Unused ballot box seals
- Official stamp
- Other (if any)

Important: the Tamper Evident Bags will not be sealed until all required items are inside and the bag label has been filled-in and signed by the head of the polling station.

PACKING OF NON SENSITIVE MATERIALS

All non sensitive materials as well as voting screens and extra ballot boxes must be returned to the State High Committee as these can be used for the run-off elections, if needed.

- Non sensitive materials will be packed into the polling station kit and sealed
- Voting screens will be disassembled to be transported
- Empty boxes will be piled
- All materials should be ready for proper delivery to the CEO
- Polling Station staff must ensure that no election material is left behind.

The heads of the polling stations are accountable for all the materials they received and are handing over!

DELIVERY OF SENSITIVE AND NON SENSITIVE MATERIALS TO CONSTITUENCY ELECTIONS OFFICERS

Once the packing of sensitive and non sensitive materials for polling station has concluded, the heads of polling stations must deliver all materials to the CEO.

When handing over materials, heads of polling stations will ensure the "Material Transfer Form – Retrieval" is filled-in and signed to record the delivery of the following materials:

- Polling station kit
- All voting screens (3 in the north and 4 in the south)
- Empty ballot box(es)
- Sealed boxes with ballot papers
- Tamper–evident bags 2 and 3
- Tamper Evident Bag 1 (containing the results) will be handed over separately to the Constituency Elections Officer as it will be transported personally to the High Elections Commissions' Data Centre at the state capital.

Note:

The CEO may use one empty box to carry all the results (Tamper-Evident Bags 1) from his constituency. Likewise, he may use another empty box to carry all Tamper–evident bags 2 and 3.

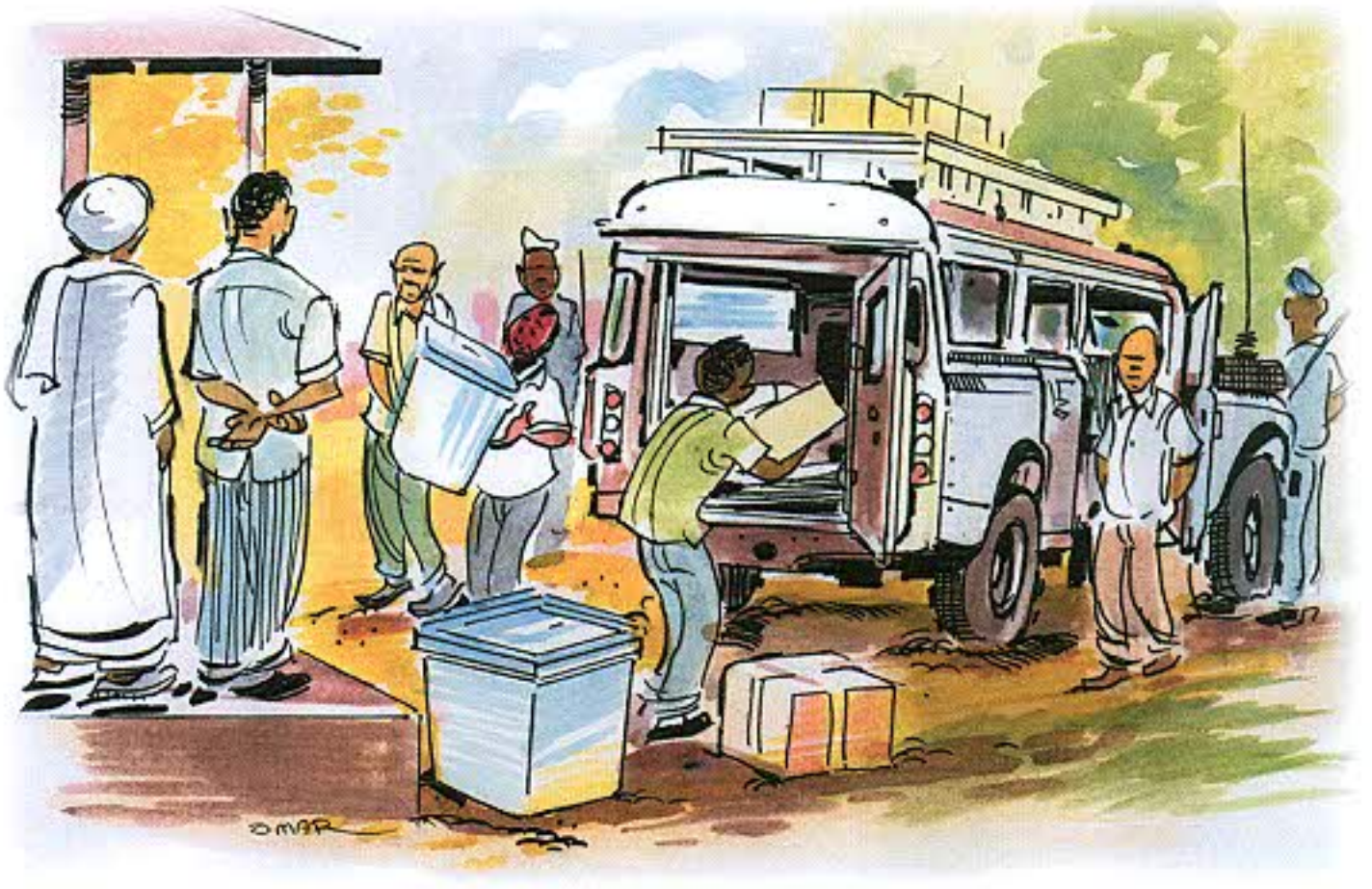
Important:

Party/independent candidate agents as well as observers will be permitted to remain with the sensitive materials until they are collected. Agents and observers are also permitted to travel with the elections materials to the state elections office but not in NEC vehicles. They will be required to make their own transportation arrangements.

DELIVERING MATERIALS TO THE STATE HIGH COMMITTEE

The CEOs will be responsible for ensuring that all materials are safely returned to the State High Committee as being handed over by the heads of the polling stations.

Under no circumstances the CEOs or any other NEC official are allowed to open any of the Tamper Evident Bags or the ballot boxes with ballot papers while receiving these items or transporting from polling centres to NEC State High Committee office or warehouse.



ANNEX

Annex No. 1

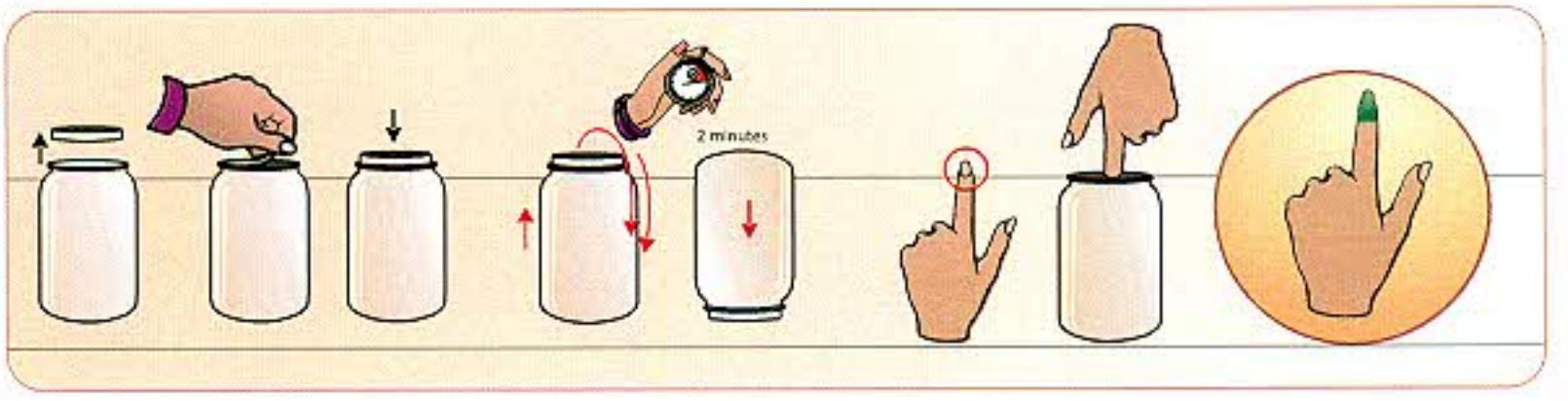
Elections materials to be used for polling and counting

POLLING MATERIAL				
	ITEM	Purpose	Quantity per polling station	To be used by/ in
1	Shorthand notepad	To be used as polling station journal	1	Head of Polling Station
2	Tamper Evident Bag 1	For packing Election Results	2	Head of station
3	Tamper Evident Bag 2	For packing sensitive materials	2	Head of station
4	Tamper Evident Bag 3	For packing sensitive materials	2	Head of station
5	Seals of ballot box	To secure ballot boxes	75	Head of station
6	Thumb print pad	For official purpose	4	Head of station
7	White chalk	to write any information on the black board	1	Head of station
8	Plastic folders	For protection important documents	2	Head of station
9	Stickers for ballot boxes	For labeling the front of the ballot boxes	12	Head of station/ Ballot box
10	Pen (Black)	To mark the ballot and for other administrative use in polling station	20	Head of polling station/ ID Officer/ Voting screen
11	Rulers	To help the ID officer identify voters in the Voter List	2	ID officer
12	Indelible Ink	For inking voters and avoid double voting	4	Ballot Papers Issuer # 1
13	Cotton pads	For any purpose	1	Ballot Papers Issuer # 1
14	Brown envelope	For keeping SPOILED ballot papers	5	Ballot paper issuers
15	Validating stamp	For validating the ballot papers	4	Ballot paper issuers
16	Stamp pad	For the validating stamp	4	Ballot paper issuers
17	Barrier tape	To organize the queue at the entrance of the PS	1	Queue controller
18	Hard Card Paper for ID Badge	So voters can identify polling station staff	15	All polling staff
19	Safety Pins	To attach the ID badges	1	All polling staff
20	Tunic	To serve as uniform for the polling staff	8	All polling staff
21	Flag	So voters can identify the polling centre	1	Outside the polling station
22	Polling station sign	To be pasted at the entrance of the PS	4	Polling Station
23	Garbage bag - roll	Used for collecting litter and for covering materials from getting wet.	1	Polling Station
24	Brown packing tape	For any purpose.	1	Polling Station
25	Scissors	For any purpose.	1	Polling Station

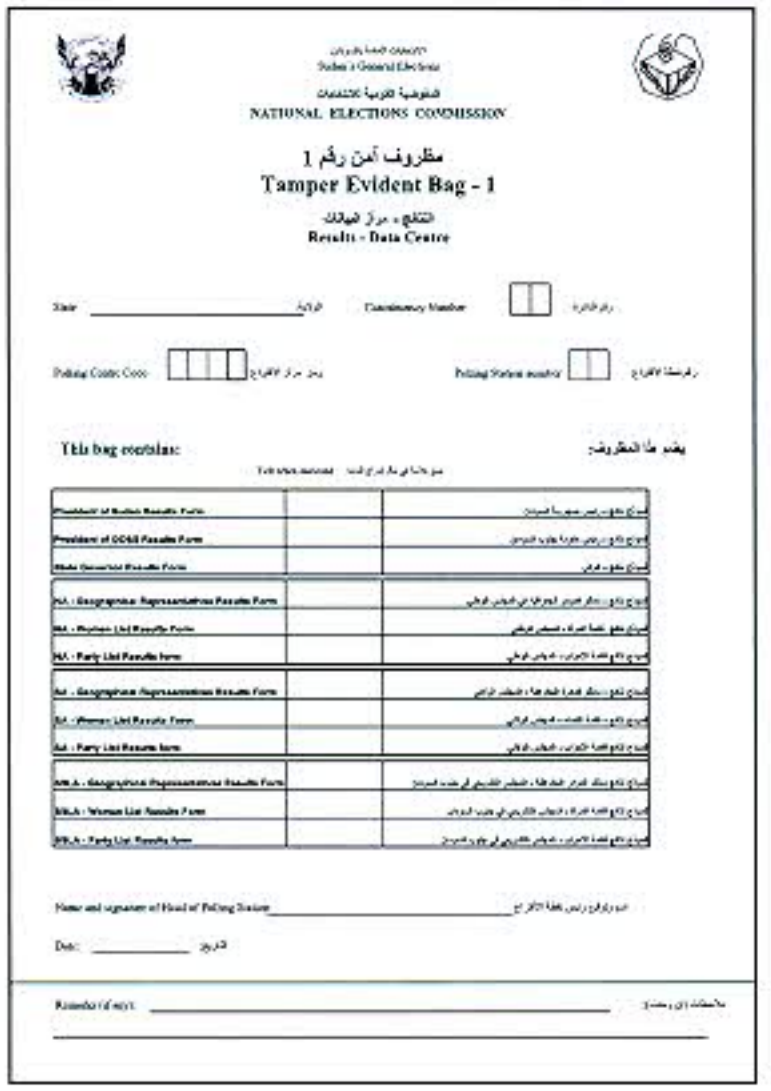
	ITEM	Purpose	Quantity per polling station	To be used by/ in
26	Thin cord rope	For any purpose.	1	Polling Station
27	Lamp	For counting ballots when it is dark.	2	Polling Station
28	Batteries for lamp	For the lamp	3	Polling Station
29	Scotch tape	For any purpose	1	Polling Station
	COUNTING MATERIALS			
30	Notepad	To prepare the candidates' name cards for the sorting of ballot papers	1	Head of Polling Station
31	Calculator	To calculate No. of ballots issued to voters	2	Head of Polling Station
32	Wet Sponge for Counting	For easily counting ballot papers	3	Counting Staff
33	Bulldog clips	For clipping batches of less than 50 ballots	1	Counting Staff
34	Rubber bands	To make bundles of 50 ballot papers	1	Counting Staff
35	Red Pen	For corrections on the Reconciliation and Results Form # 9	2	Head of Polling Station
36	Plastic Sacks	For storage of ballots after counting	12	Head of Polling Station
37	Flip Chart Paper	To post the results	4	At the polling centre

Annex No.2
Inking Process.

- Bottles will be received with an air-tight seal. If this seal is broken, do not use the bottle.
- Upon receipt of the ink bottle, the ink is green but dry. The silver nitrate, which makes the ink indelible, is at the bottom of the bottle.
- Turn the bottle upside down and leave for 2 minutes to allow the silver nitrate to soak through the sponge.
- After this, shake the bottle hard. The bottle is now usable.
- This process can be repeated every 3-4 hours to prevent the sponge from drying out.
- Please remember that the index finger has to be dipped right into the bottle until the ink reaches above the cuticle of the nail.



Annex No.3
Forms



الانتخابات العامة بالسودان
Sudan's General Elections
المفوضية القومية للانتخابات
NATIONAL ELECTIONS COMMISSION

مظروف آمن رقم 1
Tamper Evident Bag - 1

النتائج - مركز البيانات
Results - Data Centre

State _____ الولاية Constituency Number ☐☐ رقم الدائرة

Polling Centre Code ☐☐☐☐ رمز مركز الاقتراع Polling Station number ☐☐ رقم نقطة الاقتراع

This bag contains: يضم هذا المظروف:

Tick when enclosed ضع علامة في حال إدراج البيانات

President of Sudan Results Form		إدراج نتائج رئيس جمهورية السودان
President of GOSS Results Form		إدراج نتائج رئيس حكومة جنوب السودان
State Governor Results Form		إدراج نتائج حاكم
NA - Geographical Representatives Results Form		إدراج نتائج دائرة الجغرافية في الجنوب الوطني
NA - Women List Results Form		إدراج نتائج نقطة الاقتراع - الجنوب الوطني
NA - Party List Results Form		إدراج نتائج نقطة الاقتراع - الجنوب الوطني
SA - Geographical Representatives Results Form		إدراج نتائج دائرة الجغرافية - الجنوب الوطني
SA - Women List Results Form		إدراج نتائج نقطة الاقتراع - الجنوب الوطني
SA - Party List Results Form		إدراج نتائج نقطة الاقتراع - الجنوب الوطني
NA-A - Geographical Representatives Results Form		إدراج نتائج دائرة الجغرافية - الجنوب الوطني في جنوب السودان
NA-A - Women List Results Form		إدراج نتائج نقطة الاقتراع - الجنوب الوطني في جنوب السودان
NA-A - Party List Results Form		إدراج نتائج نقطة الاقتراع - الجنوب الوطني في جنوب السودان

Name and signature of Head of Polling Station _____ اسم وتوقيع رئيس نقطة الاقتراع

Date: _____ التاريخ

Remarks (if any): _____ ملاحظات (إن وجدت)

الانتخابات العامة بالسودان
Sudan's General Elections
المفوضية القومية للانتخابات
NATIONAL ELECTIONS COMMISSION

مظروف آمن رقم 2
Tamper Evident Bag - 2

State _____ الولاية Constituency Number ☐☐ رقم الدائرة

Polling Centre Code ☐☐☐☐ رمز مركز الاقتراع Polling Station number ☐☐ رقم نقطة الاقتراع

This bag contains: يضم هذا المظروف:

Tick when enclosed ضع علامة في حال إدراج البيانات

Polling Station Voters' list		قائمة الناخبين الرئيسية بنقطة الاقتراع
Polling Station Journal		دفتر الناخبين الخاص بنقطة الاقتراع
All forms used in the Polling Station		جميع النماذج المستخدمة في نقطة الاقتراع
Complaints (if any)		الشكاوى (إن وجدت)
Other contents		مستندات أخرى

Name and signature of Head of Polling Station _____ اسم وتوقيع رئيس نقطة الاقتراع

Date: _____ التاريخ

Remarks (if any): _____ ملاحظات (إن وجدت)

الانتخابات العامة بالسودان
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مظروف آمن رقم 3
Tamper Evident Bag - 3

State _____ الولاية Constituency Number ☐☐ رقم الدائرة

Polling Centre Code ☐☐☐☐ رمز مركز الاقتراع Polling Station number ☐☐ رقم نقطة الاقتراع

This bag contains: يضم هذا المظروف:

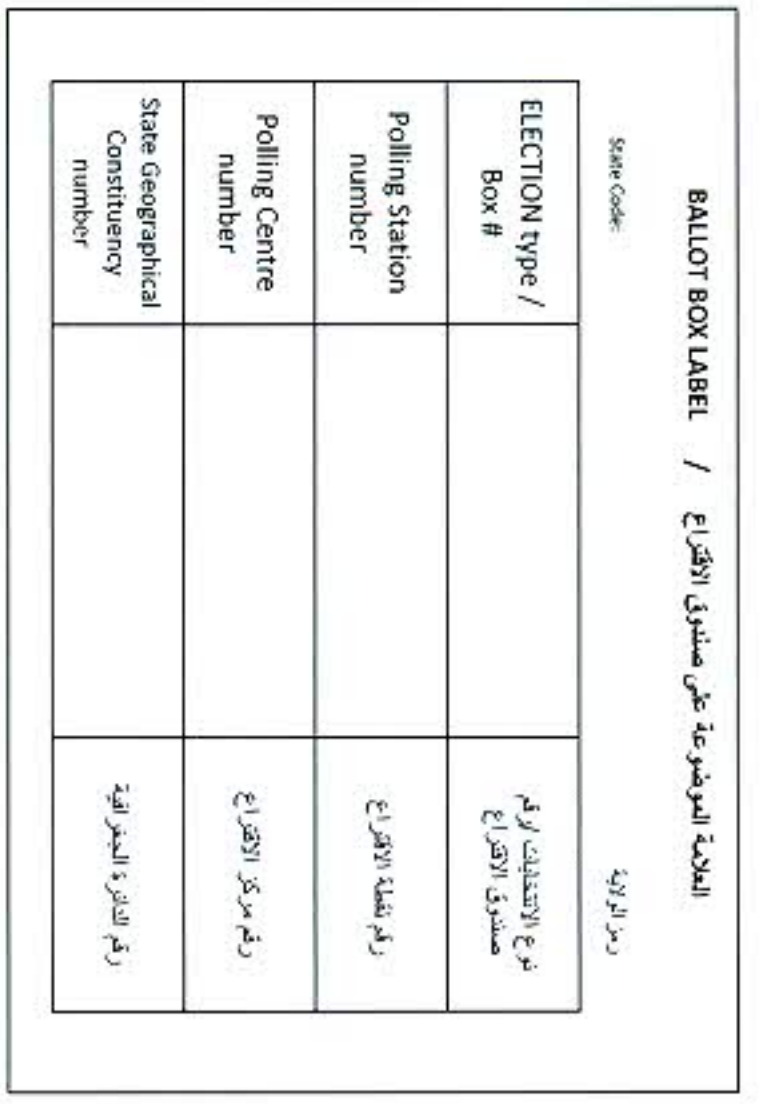
Tick when enclosed ضع علامة في حال إدراج البيانات

Indelible Ink		الحبر
Unused Ballot Box Seals		أختام صناديق الاقتراع غير المستخدمة
Official Stamp		الختم الرسمي
Other _____		أخرى _____

Name and signature of Head of Polling Station: _____ اسم وتوقيع رئيس نقطة الاقتراع

Date _____ التاريخ

Remarks (if any): _____ ملاحظات (إن وجدت)



BALLOT BOX LABEL / العلامة الموضوعة على صندوق الاقتراع

State Code:

ELECTION type / Box #	Polling Station number	Polling Centre number	State Geographical Constituency number
نوع الانتخابات /رقم صندوق الاقتراع	رقم نقطة الاقتراع	رقم مركز الاقتراع	رقم الدائرة الجغرافية

رمز الولاية

MATERIAL TRANSFER FORM
Sudan's General Elections
NATIONAL ELECTIONS COMMISSION

استمارة تحويل المواد
الانتخابات العامة بالسودان
المفوضية القومية للانتخابات

4

توزيع مواد الاقتراع
DISTRIBUTION OF POLLING MATERIAL

State : _____ الولاية
State Geographical Constituency Number ☐☐ رقم الدائرة الجغرافية الولائية
Polling Centre Code ☐☐☐☐ رمز مركز الاقتراع
Polling Station Number ☐☐ رقم نقطة الاقتراع
Polling Centre Name _____ اسم مركز الاقتراع

NO.	مواصفات المواد(احذفها إن لم توجد) Item description (delete if not applicable)		الكمية Quantity	الرقم المتسلسل الاول والاخير(إن وجد) Serial No. first -last (if applicable)
1	بطاقات الاقتراع Ballot Papers			
	رئيس جمهورية السودان President of the Republic of Sudan	1		
	الوالي State Governor	2		
	قائمة الدوائر الجغرافية للمجلس الوطني National Geographical Constituency List	3		
	قائمة المرأة للمجلس الوطني National Assembly Women List	4		
	قائمة الاحزاب الوطنية National Party List	5		
	قائمة الدوائر الجغرافية للمجلس الولائي State Geographical Constituency List	6		
	قائمة المرأة للمجلس الولائي State Women List	7		
	قائمة الأحزاب للمجلس الولائي State Party List	8		
	رئيس حكومة جنوب السودان President of GoSS	9		
	قائمة الدوائر الجغرافية للمجلس التشريعي بجنوب السودان Southern Sudan Geographical Constituency List	10		
	قائمة المرأة للمجلس التشريعي بجنوب السودان Southern Sudan Legislative Assembly Women List	11		
	قائمة الأحزاب للمجلس التشريعي بجنوب السودان Southern Sudan Legislative Assembly Party List	12		
2	صندوق ادوات نقطة الاقتراع Polling Station Kit			
3	قائمة اسماء الناخبين Voter's Roll			
4	كابينات التصويت Voting Screens			
5	صناديق بطاقات الاقتراع Ballot Boxes			
	مواد أخرى (إن وجدت) Other Items (if any)			
6				
7				
8				

	الاسم Name	الوظيفة Title	رقم البطاقة ID No	التوقيع Signature	التاريخ Date
مسلمة من قبل Handed over By					
المستلم من قبل Received By					
المستلم من قبل Received By					
المستلم من قبل Received By					

Original - Final Recipient Copy - Each person handing over
الأصل-المستلم الأخير ، النسخة-لكل مسلم

MATERIAL TRANSFER FORM
Sudan's General Elections
NATIONAL ELECTIONS COMMISSION

استمارة تحويل المواد
الانتخابات العامة بالسودان
المفوضية القومية للانتخابات

5

توزيع مواد الاقتراع
RETRIEVAL OF POLLING MATERIAL

State : _____ الولاية
State Geographical Constituency Number ☐☐ رقم الدائرة الجغرافية الولائية
Polling Centre Code ☐☐☐☐ رمز مركز الاقتراع
Polling Station Number ☐☐ رقم نقطة الاقتراع
Polling Centre Name _____ اسم مركز الاقتراع

NO.	مواصفات المواد Item description	الكمية Quantity	ضع علامة في الفراغ ادناه Tick in the Box Below	الرقم التسلسلي(إن وجد)/ ملاحظات Serial No. (if applicable)/ Remark
1	نتائج المظاريف الامنة رقم (Temper Evident Bag 1) Results			
2	صناديق الاقتراع مع البطاقات (Temper Evident Bag 2 and 3)			
3	صناديق الاقتراع (الفارغة) Ballot Boxes (Empty)			
4	صناديق ادوات نقاط الاقتراع Polling Station Kit			
5	كابينات التصويت Voting Screens			
6	نتائج المظاريف الأمنة رقم ٢ و٣ Ballot Boxes (with ballots)			
	مواد أخرى (إن وجدت) Other Items (if any)			
8				
9				
10				
11				
12				
13				

	الاسم Name	الوظيفة Title	رقم البطاقة ID No	التوقيع Signature	التاريخ Date
مسلمة من قبل Handed over By					
المستلم من قبل Received By					
المستلم من قبل Received By					
المستلم من قبل Received By					

Original - Final Recipient Copy - Each person handing over
الأصل-المستلم الأخير ، النسخة-لكل مسلم

Sudan's General Elections
NATIONAL ELECTIONS COMMISSION

الانتخابات العامة بالسودان
المفوضية القومية للانتخابات

6

سجل إنموذج الأختام
Record of the Seals Form

State : _____ الولاية

State Geographic Constituency Number ☐☐ رقم الدائرة الجغرافية الولائية

Polling Centre Code ☐☐☐☐ رمز مركز الاقتراع

Polling Station Number ☐☐ رقم نقطة الاقتراع

Polling Centre Name _____ إسم مركز الاقتراع

BOX :_____ صندوق رقم

SEAL رقم الختم	أرقام الأختام SEALS NUMBERS	Day 1 : ___/___/___ اليوم١ توقيع الوكلاء Agents signature		Day 2 : ___/___/___ اليوم٢ توقيع الوكلاء Agents signature		Day 3 : ___/___/___ اليوم٣ توقيع الوكلاء Agents signature		Day 4 : ___/___/___ اليوم٤ توقيع الوكلاء Agents signature		الملاحظات REMARKS
1										
2										
3										
4										
5										
6										
7										

BOX :_____ صندوق رقم

SEAL رقم الختم	أرقام الأختام SEALS NUMBERS	Day 1 : ___/___/___ اليوم١ توقيع الوكلاء Agents signature		Day 2 : ___/___/___ اليوم٢ توقيع الوكلاء Agents signature		Day 3 : ___/___/___ اليوم٣ توقيع الوكلاء Agents signature		Day 4 : ___/___/___ اليوم٤ توقيع الوكلاء Agents signature		الملاحظات REMARKS
1										
2										
3										
4										
5										
6										
7										

BOX :_____ صندوق رقم

SEAL رقم الختم	أرقام الأختام SEALS NUMBERS	Day 1 : ___/___/___ اليوم١ توقيع الوكلاء Agents signature		Day 2 : ___/___/___ اليوم٢ توقيع الوكلاء Agents signature		Day 3 : ___/___/___ اليوم٣ توقيع الوكلاء Agents signature		Day 4 : ___/___/___ اليوم٤ توقيع الوكلاء Agents signature		الملاحظات REMARKS
1										
2										
3										
4										
5										
6										
7										

BOX :_____ صندوق رقم

SEAL رقم الختم	أرقام الأختام SEALS NUMBERS	Day 1 : ___/___/___ اليوم١ توقيع الوكلاء Agents signature		Day 2 : ___/___/___ اليوم٢ توقيع الوكلاء Agents signature		Day 3 : ___/___/___ اليوم٣ توقيع الوكلاء Agents signature		Day 4 : ___/___/___ اليوم٤ توقيع الوكلاء Agents signature		الملاحظات REMARKS
1										
2										
3										
4										
5										
6										
7										

بسم الله الرحمن الرحيم
In the Name of God the Gracious the Merciful

المفوضية القومية للانتخابات
NATIONAL ELECTIONS COMMISSION

7

أنموذج رقم (7) **Form No.(7)**

طلب توجيه الأسئلة أو الإعتراضات كتابة من وكيل المرشح أو الحزب السياسي إلى لجان الإقتراع أو الفرز والعد

Application for raising questions or objections in writing by Candidate Agent or Political Party/Agent to the Voting, Sorting and Counting Committees

1. State : _____ 1. ولاية :

2. Constituency : _____ 2. دائرة :

3. Addressed to the head of the polling/counting station ☐ 3. معنون إلى: رئيس لجنة الإقتراع :

4. Name of complainant : _____ 4. إسم مقدم الطلب :

5. Address of complainant : 5. عنوان مقدم الطلب :

_____

6. Agent's accreditation number : _____ 6. رقم إعتماد الوكيل :

7. Candidate or political party represented by agent : _____ 7. المرشح أو الحزب الذي يمثله الوكيل :

8. Subject of the question or objection : 8. موضوع السؤال أو الإعتراض :

_____

_____

_____

_____

Signature of the complainant _____ توقيع مقدم الطلب

Date : _____ التاريخ

لاستكمال رئيس لجنة الإقتراع أو الفرز والعد :

To be completed by the head of the polling/ counting station :

(1) Record of the manner of his dealing with the question or the objection (1) تدوين كيفية معالجة السؤال أو الإعتراض :

_____

_____

_____

(2) Attach this Form with the report on the procedures of closing of polling or sorting and counting. (2)إرفاق هذا الأنموذج مع تقرير محضر إجراءات قفل باب الإقتراع أو الفرز والعد.

Name and signature _____ الإسم والتوقيع

Date : _____ التاريخ

Sudan's General Elections
NATIONAL ELECTIONS COMMISSION

الانتخابات العامة بالسودان
المفوضية القومية للانتخابات

8

التقرير اليومي حول بطاقات الاقتراع
Ballot Papers DAILY REPORT Worksheet

Polling Centre Code ☐☐☐☐ رمز مركز الاقتراع

Polling Station Number ☐☐ رقم نقطة الاقتراع

Polling Centre Name _____ اسم مركز االاقتراع

Tick as appropriate ضع علامة في المكان المناسب

Executive ☐ تنفيذي

National Assembly ☐ المجلس الوطني

State Assembly ☐ المجلس الولائي

Southern Sudan Legislative Assembly ☐ المجلس التشريعي لجنوب السودان

	Ballot papers for : _____	اليوم ٣ DAY 1	اليوم ٢ DAY 2	اليوم ١ DAY 3		المجموع TOTAL	بطاقات الاقتراع لـ _____	
A	Total number of ballots received during polling days						مجموع البطاقات المستلمة خلال اليوم	أ
B	Number of spoiled ballots						عدد البطاقات التالفة	ب
C	Number of remaining ballots						عدد البطاقات المتبقية	ج
D	Number of ballots issued to voters and expected in the box (A-B-C=D)						عدد بطاقات الاقتراع المسلمة للناخبين والمتوقع وجودها في الصندوق (أ-ب-ج=د)	د
E	Total A - Total B - Total C - Total D = E						مجموع أ-مجموع ب-مجموع ج-مجموع د = ه	ه
Last ballot paper number issued							رقم آخر بطاقة إقتراع سلمت	
Name and signature of ballot paper issuer							اسم وتوقيع موظف تسليم البطاقات	
Name and signature of Head of Polling Station (after confirming figures)							اسم وتوقيع رئيس نقطة الاقتراع (بعد تأكيد الأرقام)	

	Ballot papers for : _____	اليوم ٣ DAY 1	اليوم ٢ DAY 2	اليوم ١ DAY 3		المجموع TOTAL	بطاقات الاقتراع لـ _____	
A	Total number of ballots received during polling days						مجموع البطاقات المستلمة خلال اليوم	أ
B	Number of spoiled ballots						عدد البطاقات التالفة	ب
C	Number of remaining ballots						عدد البطاقات المتبقية	ج
D	Number of ballots issued to voters and expected in the box (A-B-C=D)						عدد بطاقات الاقتراع المسلمة للناخبين والمتوقع وجودها في الصندوق (أ-ب-ج=د)	د
E	Total A - Total B - Total C - Total D = E						مجموع أ-مجموع ب-مجموع ج-مجموع د = ه	ه
Last ballot paper number issued							رقم آخر بطاقة إقتراع سلمت	
Name and signature of ballot paper issuer							اسم وتوقيع موظف تسليم البطاقات	
Name and signature of Head of Polling Station (after confirming figures)							اسم وتوقيع رئيس نقطة الاقتراع (بعد تأكيد الأرقام)	

	Ballot papers for : _____	اليوم ٣ DAY 1	اليوم ٢ DAY 2	اليوم ١ DAY 3		المجموع TOTAL	بطاقات الاقتراع لـ _____	
A	Total number of ballots received during polling days						مجموع البطاقات المستلمة خلال اليوم	أ
B	Number of spoiled ballots						عدد البطاقات التالفة	ب
C	Number of remaining ballots						عدد البطاقات المتبقية	ج
D	Number of ballots issued to voters and expected in the box (A-B-C=D)						عدد بطاقات الاقتراع المسلمة للناخبين والمتوقع وجودها في الصندوق (أ-ب-ج=د)	د
E	Total A - Total B - Total C - Total D = E						مجموع أ-مجموع ب-مجموع ج-مجموع د = ه	ه
Last ballot paper number issued							رقم آخر بطاقة إقتراع سلمت	
Name and signature of ballot paper issuer							اسم وتوقيع موظف تسليم البطاقات	
Name and signature of Head of Polling Station (after confirming figures)							اسم وتوقيع رئيس نقطة الاقتراع (بعد تأكيد الأرقام)	

Sudan's General Elections
NATIONAL ELECTIONS COMMISSION

الانتخابات العامة بالسودان
المفوضية القومية للانتخابات

9A

انتخابات رئيس جمهورية السودان - التقرير النهائي
President of the Republic of Sudan Election - Reconciliation and RESULTS

State : _____ الولاية State Geographic Constituency Number ☐☐ رقم الدائرة الجغرافية الولائية

Polling Centre Code ☐☐☐☐ رمز مركز الاقتراع Polling Station Number ☐☐ رقم نقطة الاقتراع

Polling Centre Name _____ اسم مركز الاقتراع

Total registered voters in this station		العدد الكلي للناخبين المسجلين في نقطة الإقتراع
Total number of voters who participated in polling		عدد الناخبين الذين شاركوا بالاقتراع

Ballot papers **Reconciliation** — **حساب بطاقات الاقتراع**

	President of the Republic of Sudan Ballots		بطاقات الاقتراع الخاصة بانتخابات رئيس جمهورية	
A	Total number of ballots received		مجموع البطاقات المستلمة	A
B	Number of spoiled ballots		عدد البطاقات التالفة	B
C	Number of unused ballots		عدد البطاقات التي لم تستعمل (المتبقية)	C
D	Number of ballots issued to voters (A-B-C=D)		عدد البطاقات التي تم صرفها للناخبين	D
E	Number of ballot papers found in the ballot box		عدد البطاقات الموجودة داخل الصندوق	E
F	Record discrepancy (if any) (D - E = F)		سجل الفرق (إن وجد)	F

RESULTS — **النتائج**

	Names of Candidates (follow order from the ballot paper)	الأصوات التي حصلت Votes Obtained	أسماء المرشحين (حسب التسلسل في بطاقة الاقتراع)	
1				1
2				2
3				3
4				4
5				5
6				6
7				7
8				8
9				9
10				10
11				11
12				12
13				13
14				14
15				15

1	Total number of votes obtained by candidates		مجموع الأصوات التي حصل عليها المرشح	1
2	Total number of invalid votes		مجموع الأصوات غير الصحيحة	2
3	Total number of votes in ballot box (1+2=3)		مجموع الأصوات في صندوق الاقتراع	3

Name and Signature of Party/ Candidate Agents			اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents			اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents			اسم وتوقيع وكلاء الحزب أو وكلاء المرشح

*If other Party/ Candidate Agents want to sign, use the back of the form — إذا أراد وكلاء آخرون للحزب أو المرشح التوقيع، استخدم الجزء الخلفي للإستمارة

Name and Signature of Head of the Polling Station _____ إسم وتوقيع رئيس نقطة الاقتراع Date _____ التاريخ

Sudan's General Elections
NATIONAL ELECTIONS COMMISSION

الانتخابات العامة بالسودان
المفوضية القومية للانتخابات

9B

انتخابات رئيس حكومة جنوب السودان - التقرير النهائي
President of the Government of Southern Sudan Election - Reconciliation and RESULTS

State : _____ الولاية

State Geographic Constituency Number ☐☐ رقم الدائرة الجغرافية الولائية

Polling Centre Code ☐☐☐☐ رمز مركز الاقتراع

Polling Station Number ☐☐ رقم نقطة الاقتراع

Polling Centre Name _____ اسم مركز الاقتراع

Total registered voters in this station		العدد الكلي للناخبين المسجلين في نقطة الإقتراع
Total number of voters who participated in polling		عدد الناخبين الذين شاركوا بالاقتراع

Ballot papers **Reconciliation** حساب بطاقات الاقتراع

	President of GoSS Ballots		بطاقات الاقتراع الخاصة بانتخابات رئيس حكومة جنوب	
A	Total number of ballots received		مجموع البطاقات المستلمة	A
B	Number of spoiled ballots		عدد البطاقات التالفة	B
C	Number of unused ballots		عدد البطاقات التي لم تستعمل (المتبقية)	C
D	Number of ballots issued to voters (A-B-C=D)		عدد البطاقات التي تم صرفها للناخبين	D
E	Number of ballot papers found in the ballot box		عدد البطاقات الموجودة داخل الصندوق	E
F	Record discrepancy (if any) (D - E = F)		سجل الفرق (إن وجد)	F

RESULTS النتائج

	Names of Candidates (follow order from the ballot paper)	الأصوات التي حصلت Votes Obtained	أسماء المرشحين (حسب التسلسل في بطاقة الاقتراع)	
1				1
2				2
3				3
4				4
5				5
6				6
7				7
8				8
9				9
10				10
11				11
12				12
13				13
14				14
15				15

1	Total number of votes obtained by candidates		مجموع الأصوات التي حصل عليها المرشح	1
2	Total number of invalid votes		مجموع الأصوات غير الصحيحة	2
3	Total number of votes in ballot box (1+2=3)		مجموع الأصوات في صندوق الاقتراع	3

Name and Signature of Party/ Candidate Agents			اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents			اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents			اسم وتوقيع وكلاء الحزب أو وكلاء المرشح

*If other Party/ Candidate Agents want to sign, use the back of the form إذا أراد وكلاء آخرون للحزب أو المرشح التوقيع، استخدم الجزء الخلفي للإستمارة

Name and Signature of Head of the Polling Station _____ إسم وتوقيع رئيس نقطة الاقتراع Date _____ التاريخ

Sudan's General Elections
NATIONAL ELECTIONS COMMISSION

الانتخابات العامة بالسودان
المفوضية القومية للانتخابات

9C

انتخاب الوالي - التقرير النهائي
State Governor Election - Reconciliation and RESULTS

State : _____ الولاية State Geographic Constituency Number ☐☐ رقم الدائرة الجغرافية الولائية

Polling Centre Code ☐☐☐☐ رمز مركز الاقتراع Polling Station Number ☐☐ رقم نقطة الاقتراع

Polling Centre Name _____ اسم مركز الاقتراع

Total registered voters in this station		العدد الكلي للناخبين المسجلين في نقطة الإقتراع
Total number of voters who participated in polling		عدد الناخبين الذين شاركوا بالاقتراع

Ballot papers **Reconciliation** — **حساب بطاقات الاقتراع**

	State Governor Ballots		بطاقات إنتخاب الوالي	
A	Total number of ballots received		مجموع البطاقات المستلمة	A
B	Number of spoiled ballots		عدد البطاقات التالفة	B
C	Number of unused ballots		عدد البطاقات التي لم تستعمل (المتبقية)	C
D	Number of ballots issued to voters (A-B-C=D)		عدد البطاقات التي تم صرفها للناخبين	D
E	Number of ballot papers found in the ballot box		عدد البطاقات الموجودة داخل الصندوق	E
F	Record discrepancy (if any) (D - E = F)		سجل الفرق (إن وجد)	F

RESULTS — **النتائج**

	Names of Candidates (follow order from the ballot paper)	الأصوات التي حصلت Votes Obtained	أسماء المرشحين (حسب التسلسل في بطاقة الاقتراع)	
1				1
2				2
3				3
4				4
5				5
6				6
7				7
8				8
9				9
10				10
11				11
12				12
13				13
14				14
15				15

1	Total number of votes obtained by candidates		مجموع الأصوات التي حصل عليها المرشح	1
2	Total number of invalid votes		مجموع الأصوات غير الصحيحة	2
3	Total number of votes in ballot box (1+2=3)		مجموع الأصوات في صندوق الاقتراع	3

Name and Signature of Party/ Candidate Agents			اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents			اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents			اسم وتوقيع وكلاء الحزب أو وكلاء المرشح

*If other Party/ Candidate Agents want to sign, use the back of the form — إذا أراد وكلاء آخرون للحزب أو المرشح التوقيع، استخدم الجزء الخلفي للإستمارة

Name and Signature of Head of the Polling Station _____ إسم وتوقيع رئيس نقطة الاقتراع Date _____ التاريخ

Sudan's General Elections
NATIONAL ELECTIONS COMMISSION

الانتخابات العامة بالسودان
المفوضية القومية للانتخابات

9K

انتخابات مجلس جنوب السودان - قائمة النساء - التقرير النهائي
Southern Sudan Assembly Elections - Women List - Reconciliation and RESULTS

State : _____ الولاية State Geographic Constituency Number ☐☐ رقم الدائرة الجغرافية الولائية

Polling Centre Code ☐☐☐☐ رمز مركز الاقتراع Polling Station Number ☐☐ رقم نقطة الاقتراع

Polling Centre Name _____ اسم مركز الاقتراع

Total registered voters in this station		العدد الكلي للناخبين المسجلين في نقطة الإقتراع
Total number of voters who participated in polling		عدد الناخبين الذين شاركوا بالاقتراع

Ballot papers **Reconciliation** حساب بطاقات الاقتراع

	Women List		قائمة النساء	
A	Total number of ballots received		مجموع البطاقات المستلمة	A
B	Number of spoiled ballots		عدد البطاقات التالفة	B
C	Number of unused ballots		عدد البطاقات التي لم تستعمل (المتبقية)	C
D	Number of ballots issued to voters (A-B-C=D)		عدد البطاقات التي تم صرفها للناخبين	D
E	Number of ballot papers found in the ballot box		عدد البطاقات الموجودة داخل الصندوق	E
F	Record discrepancy (if any) (D - E = F)		سجل الفرق (إن وجد)	F

RESULTS النتائج

	Name of Party (follow order from the ballot paper)	الأصوات التي حصلت Votes Obtained	أسم الحزب (حسب التسلسل في بطاقة الاقتراع)	
1				1
2				2
3				3
4				4
5				5
6				6
7				7
8				8
9				9
10				10
11				11
12				12
13				13
14				14
15				15

1	Total number of votes obtained by parties		مجموع الأصوات التي حصلت عليها الأحزاب	1
2	Total number of invalid votes		مجموع الأصوات غير الصحيحة	2
3	Total number of votes in ballot box (1+2=3)		مجموع الأصوات في صندوق الاقتراع	3

Name and Signature of Party/ Candidate Agents			اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents			اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents			اسم وتوقيع وكلاء الحزب أو وكلاء المرشح

*If other Party/ Candidate Agents want to sign, use the back of the form إذا أراد وكلاء آخرون للحزب أو المرشح التوقيع، استخدم الجزء الخلفي للإستمارة

Name and Signature of Head of the Polling Station _____ إسم وتوقيع رئيس نقطة الاقتراع Date _____ التاريخ

Sudan's General Elections
NATIONAL ELECTIONS COMMISSION

الانتخابات العامة بالسودان
المفوضية القومية للانتخابات

9D

انتخابات المجلس الوطني - الدائرة الجغرافية - التقرير النهائي
National Assembly Elections - Geographic Constituency - Reconciliation and RESULTS

State : _____ الولاية State Geographic Constituency Number ☐☐ رقم الدائرة الجغرافية الولائية

Polling Centre Code ☐☐☐☐ رمز مركز الاقتراع Polling Station Number ☐☐ رقم نقطة الاقتراع

Polling Centre Name _____ اسم مركز الاقتراع

Total registered voters in this station		العدد الكلي للناخبين المسجلين في نقطة الإقتراع
Total number of voters who participated in polling		عدد الناخبين الذين شاركوا بالاقتراع

Ballot papers **Reconciliation** **حساب بطاقات الاقتراع**

	Geographic Constituency		الدائرة الجغرافية	
A	Total number of ballots received		مجموع البطاقات المستلمة	A
B	Number of spoiled ballots		عدد البطاقات التالفة	B
C	Number of unused ballots		عدد البطاقات التي لم تستعمل (المتبقية)	C
D	Number of ballots issued to voters (A-B-C=D)		عدد البطاقات التي تم صرفها للناخبين	D
E	Number of ballot papers found in the ballot box		عدد البطاقات الموجودة داخل الصندوق	E
F	Record discrepancy (if any) (D - E = F)		سجل الفرق (إن وجد)	F

RESULTS **النتائج**

	Names of Candidates (follow order from the ballot paper)	الأصوات التي حصلت Votes Obtained	أسماء المرشحين (حسب التسلسل في بطاقة الاقتراع)	
1				1
2				2
3				3
4				4
5				5
6				6
7				7
8				8
9				9
10				10
11				11
12				12
13				13
14				14
15				15

1	Total number of votes obtained by candidates		مجموع الأصوات التي حصل عليها المرشح	1
2	Total number of invalid votes		مجموع الأصوات غير الصحيحة	2
3	Total number of votes in ballot box (1+2=3)		مجموع الأصوات في صندوق الاقتراع	3

Name and Signature of Party/ Candidate Agents			اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents			اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents			اسم وتوقيع وكلاء الحزب أو وكلاء المرشح

*If other Party/ Candidate Agents want to sign, use the back of the form

إذا أراد وكلاء آخرون للحزب أو المرشح التوقيع، استخدم الجزء الخلفي للإستمارة

Name and Signature of Head of the Polling Station _____ اسم وتوقيع رئيس نقطة الاقتراع Date _____ التاريخ

Sudan's General Elections
NATIONAL ELECTIONS COMMISSION

الانتخابات العامة بالسودان
المفوضية القومية للانتخابات

91

انتخابات المجلس الولائي - قائمة الأحزاب - التقرير النهائي
State Assembly Elections - Party List - Reconciliation and RESULTS

State : _____ الولاية State Geographic Constituency Number ☐☐ رقم الدائرة الجغرافية الولائية

Polling Centre Code ☐☐☐☐ رمز مركز الاقتراع Polling Station Number ☐☐ رقم نقطة الاقتراع

Polling Centre Name _____ اسم مركز الاقتراع

Total registered voters in this station		العدد الكلي للناخبين المسجلين في نقطة الإقتراع
Total number of voters who participated in polling		عدد الناخبين الذين شاركوا بالاقتراع

Ballot papers **Reconciliation** حساب بطاقات الاقتراع

	Party List		قائمة الأحزاب	
A	Total number of ballots received		مجموع البطاقات المستلمة	A
B	Number of spoiled ballots		عدد البطاقات التالفة	B
C	Number of unused ballots		عدد البطاقات التي لم تستعمل (المتبقية)	C
D	Number of ballots issued to voters (A-B-C=D)		عدد البطاقات التي تم صرفها للناخبين	D
E	Number of ballot papers found in the ballot box		عدد البطاقات الموجودة داخل الصندوق	E
F	Record discrepancy (if any) (D - E = F)		سجل الفرق (إن وجد)	F

RESULTS النتائج

	Name of Party (follow order from the ballot paper)	الأصوات التي حصلت Votes Obtained	أسم الحزب (حسب التسلسل في بطاقة الاقتراع)	
1				1
2				2
3				3
4				4
5				5
6				6
7				7
8				8
9				9
10				10
11				11
12				12
13				13
14				14
15				15

1	Total number of votes obtained by parties		مجموع الأصوات التي حصلت عليها الأحزاب	1
2	Total number of invalid votes		مجموع الأصوات غير الصحيحة	2
3	Total number of votes in ballot box (1+2=3)		مجموع الأصوات في صندوق الاقتراع	3

Name and Signature of Party/ Candidate Agents			اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents			اسم وتوقيع وكلاء الحزب أو وكلاء المرشح
Name and Signature of Party/ Candidate Agents			اسم وتوقيع وكلاء الحزب أو وكلاء المرشح

*If other Party/ Candidate Agents want to sign, use the back of the form إذا أراد وكلاء آخرون للحزب أو المرشح التوقيع، استخدم الجزء الخلفي للإستمارة

Name and Signature of Head of the Polling Station _____ إسم وتوقيع رئيس نقطة الاقتراع Date _____ التاريخ