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## ACRONYM INDEX

ABBREVIATION	DEFINITION
CARICOM	Caribbean Community
CEO	Chief Executive Officer
CIDA	Canadian Development Agency
DITC	Database Integrity test Committee
DRO	Deputy Returning Officer
ESHA	Encrypted Stakeholder Application
EU	European Union
FESHA	FVL Encrypted Stakeholder Application
FITS	FVL Import Transfer System
FVL	Final Voters' List
GECOM	Guyana Elections Commission
HF	High Frequency
GFTE	GECOM Field Test Exercise
IDB	Inter-American Development Bank
IFES	International Foundation for Electoral Systems
ISD	Information Systems Department
IT	Information Technology
JITA	Joint International Technical Assessor
MIDIS	Multiple Identification Document Issuing System
MOU	Memorandum of Understanding
MRC Number	Master Registration Code Number
MRDB	Master Registration Database
MS-SQL	Microsoft Structured Query Language
NRC	National Registration Centre
NRR	National Register of Registrants
OAS	Organization of American States
OLE	Official List of Electors
PAPI	Public Awareness and Public Information
PAVE	Public Awareness Voter Education
PC	Personal Computer
PVL	Preliminary Voters' List
RO	Returning Officer
RVL	Revised Voters' List
SC	Senior Counsel
TOC	Technical Oversight Committee
TSU	Tactical Services Unit
UKDFID	United Kingdom Department for International Development
UNDP	United Nations development Programme
UPS	Uninterruptable Power Supply
USAID	United States Agency for International Development
VCR	Video Cassette Recorder
VHF	Very High Frequency
Y2k Complaint	Year 2000 Complaint

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Elections for members of the National Assembly and the Regional Democratic Councils normally have to take place every five years, unless called earlier.

There have been seven (7) elections since independence (1968; 1973; 1981; 1985; 1992; 1997 and 2001); however, it is only the most recent of the lot that was held much earlier than would have normally been the case.

The March 19, 2001 General and Regional Elections must be viewed against the backdrop of political instability and post-election unrest resulting from the 1997 elections. As a consequence, the Caribbean Community Commission (CARICOM) brokered Herdmanston Accord established a menu of measures on Constitutional reform to be implemented and the time-frame for the holding of elections. According to this provision, national elections were to be held no later than January 17 of 2001.

Constitutional Amendment Act No. 2 of 2000 paved the way for a permanent Election Commission with a full-time Chairman and six (6) Commissioners; three (3) representing the Ruling party and three (3) the combined opposition forces in Parliamentary.

The commission transacts its business by holding weekly statutory meetings by special meetings, by circulation of papers and in cases of extreme urgency, over the telephone also. The decisions so taken are, however, formally recorded thereafter so that nothing is omitted from the records of the Commission. All Commissioners have equal say in the decision making process of the commission. The Commission from time to time, delegates some executive functions to its officers in the Secretariat.

The Commission is assisted in fulfilling its Constitutional mandate by an attending Secretariat consisting of about one hundred (100) officials in a hierarchical structure.

The Chief Election Officer and two Deputy Chief Election Officers are the most senior officers of the Secretariat. They are generally appointed from the nation public service of the country and are selected and appointed by the Commission either on contract or with tenure. Manager, supervisors and subordinate staff support the senior officers in their work. There is functional and regional distribution of the work of the Secretariat.

The Elections Commission from its very inception has been working assiduously to improve the management of elections in this country. To this end, there has come about progressive increase of technological in the management of the elections. Computerization of the electoral roll and issuance of New National Photo Identity cards to electors are some of the important measures that have been taken by the Commission in the recent past to introduce higher levels of technology and thereby improve the management and purity of the election process.

A free and fair election is the bedrock on which a democratic society stands. Its importance cannot be overstated. Elections, therefore, have not only to be free and fair but should be viewed by all as being so.

Conscious of this fact, the Commission intensified its role as a listening body and developed the practice of holding regular meeting with all political parties in the country prior to the elections. At these meetings, important issues regarding conduct and management of elections are discussed at length. Through this process, the Commission becomes aware of the views that exist across the entire political spectrum on a number of issues.

This is an extremely healthy practice which leads to a path of consultation, collaboration and confidence building which eventually result in the resolution of major issues. Sometimes the position taken by the Commission may go against the views of one party or another, but it is during these all-party meetings that stakeholders are able to assess for themselves, the independence, autonomy, impartiality and integrity that the Commission seeks to maintain at all times.

The gigantic task of conducting a country-wide general election is under the direct supervision and control of the Elections Commission. It is the Commission which decides on the list of eligible voters, the location of polling stations throughout the length and breadth of the country, assignment of voters to these polling stations, location of counting centers, arrangements to be put in place in and around polling and counting centers and all related matters.

In a country with demographic features and terrain such as Guyana, determining a suitable period to prepare for the holding of general elections is not a simple task. The Elections Commission which determines the schedule of activities for elections, has to take account of the availability of schools which are used as polling stations, teachers employed as election officials; activities such as international cricket, religious festivals and public holidays. In addition, there are also logistical difficulties that go with the holding of an election. These include the involvement of civil and security forces, procurement of supplies, printing and distribution of thousands of ballot papers, dispatch of ballot boxes, equipment and supplies, setting up polling stations and appointing thousands of officials to conduct the poll, execute the count and oversee the elections.

The principle of universal adult suffrage adhered to and no elector is excluded from exercising his/her franchise on the grounds of operational/logistical difficulty. However, it must be remembered that Guyana is still a developing country with an annual per capita income of less than eight hundred dollars (US\$800) and naturally constraints such as poverty and illiteracy will emerge and take their toll on the electoral process.

In all these circumstances, achieving standards for a free and fair election incurs considerable cost. The unaudited estimate of expenditure by GECOM for the conduct of the general Elections 2001 is G\$ two billion two hundred and thirty million four hundred and eight thousand dollars (G\$2.230.408). Of this amount, approximately twenty-five percent (25%) was provided through donor community support.

There has been a general decrease in the 2001 voters' roll when compared with that of the previous election. In 1997, the voters' roll consisted of 46,481 voters while in the last elections, the roll was 440,185 a number not in conflict with projections made by the Bureau of Statistics. The

voter turnout in the 2001 elections was higher (92%) than that of 1997 (88%), although the number of persons voting in the two elections was almost constant.

The country has been divided into ten (10) Geographical Constituencies corresponding to the ten (10) administrative regions. The electoral legislation governing elections in 2001 made provisions for twenty-five (25) members to be elected directly from these geographical constituencies in a framework of Proportional Representation that ensured that the full Assembly of sixty-five (65) has seats awarded to contesting parties in accordance with voter support for each party's list of candidates

On the basis of the votes for the 2001 elections, five (5) of the eight contesting parties were allocated seats in the national Assembly as follows.

	<b>GC</b>	<b>NTU</b>	<b>TTL</b>
1. Guyana Action Party/ Working People's Alliance	1	1	02
2. People's National Congress/Reform	13	14	27
3. People's Progressive Party/Civic	11	23	34
4. Rise, Organize and Rebuild	0	1	01
5. The United Force	0	1	01
	-----	-----	-----
	<b>25</b>	<b>40</b>	<b>65</b>
	-----	-----	-----

The sixty five (65) members so elected were all sworn to office with the first sitting of the eight Parliament on the 4<sup>th</sup> day of May 2001, at 14:00hrs.

On just crossing the threshold of the new millennium, we see all over the world an increasing awareness for societies to be governed on the basis of consent of the ordinary people. The democratic way of life has received fresh impetus from all directions. There are discussions, debates, views and counter views about the relative efficacy of this or that system of elections, the yardstick being which reflects best the will of the people. Such debates are to be welcomed and we must always have an open mind to explore better and more effective measures of representation of the people's will and aspirations.

Gocool Boodoo  
Chief Elections Officer (ag)

### PREAMBLE

Every election requires competent, professional, efficient and impartial electoral manager. The scale of the task is often formidable, yet with experience and the awareness of the importance of their work, election official are able to administer credible elections in a wide variety of circumstances.

There are numerous options for administrative structures for the delivery of free and fair elections. These structures range from Nation Electoral Commissions with direct responsibility for the entire process to more decentralized systems that place responsibility with local managers. Whatever structure is used, it is important to ensure that there is at every level a clear understanding of the duties of the participants and that they all know exactly what the law and regulations require.

#### 2:1 Structure of the Elections Commission:

The present Elections Commission was established by virtue of Constitutional Amendment Act No. 2 of 2000. Article 161 of the Constitution was repealed and re-enacted on the basis of recommendations emerging from the Constitution Reform Commission and ratified by Parliament.

The Act stipulates that:

161 (1)	there shall be an Elections Commission for Guyana consisting of a Chairman, who shall be a full-time Chairman and shall not engage in any other form of employment and such other members as may be appointed in accordance with the provisions of this article.
"Elections Commission"	

This bill was passed by the National Assembly on the 10<sup>th</sup> April, 2001.

#### 2.2 Appointment of Chairman:

As may be noted in the Amended Act, there is now provision for a full-time Chairman. The Chairman was appointed from a list of six (6) persons, not unacceptable to the President and submitted by the Leader of the Opposition after meaningful consultation with the non-governmental political parties represented in the National Assembly.

#### 2.3 Appointment of Other members of the Commission:

In addition to the Chairman, the law provides for the appointment of six (6) members of the Commission in the following manner:-

- (a) Three (3) members appointed by the President, acting in his own deliberate judgment. Those appointed under this provision were representatives of the ruling party or government.

- (b) Three (3) members appointed by the President acting on the advice of the leader of the Opposition. Such advice was tendered after Meaningful consultation with non-governmental political parties represented in the National Assembly.

Under existing provision, an alien cannot be appointed as Chairman or member of Commission.

In accordance with the legislative provisions outlined above, 2001 General and Regional Elections were conducted by the Elections Commission constituted as follows:-

	Mr. Joseph G. Singh	-	Chairman
*	Mr. Ralph Ramkarran, S.C.	-	Member
	Dr. Keshav Mangal	-	Member
	Mr. Mahamood Shaw	-	Member
*	Mr. Robert Corbin	-	Member
	Mr. Lloyd Joseph	-	Member
	Mr. Robert Williams	-	Member

\*Commissioners who demitted office as of Nomination Day.

These were replaced by:

- (1) Mr. Moen Mc Doom S.C.: and
- (2) Mr. Haslyn Parris

#### 2.4 Powers and functions of the Commission:

The powers and functions of the Commission which are as follows are clearly specified in Article 162 of the Constitution:

- The Commission (a) shall exercise general direction and supervision over the registration of electors and the administrative conduct of all Elections of members of the National Assembly: and
- (b) shall issue instructions and take such actions as appears necessary or expedient to ensure impartiality, fairness and Compliance with the provisions of the constitution of any Act of Parliament on the part of persons exercising powers or performing duties conducted with or relating to the matters".
- (c) shall be responsible for the efficient functioning of the Secretariat of the Commission, which shall comprise the officers and employees of the Commission, and for the appointment of all the staff to this office thereof inclusive of all temporary staff, recruited for the purposes of boundary demarcation, registration of persons and elections and shall have the power to remove and to exercise disciplinary control over such staff".
- "Appointment of Staff by Elections Commission; Secretariat of the Commission"

The Commission may, by direction in writing, delegate any of its powers to anyone or more Commissioners or to such officers of the Secretariat as the Commission may determine.

All of the powers which were previously exercised by or on behalf of the Minister responsible were now vested in the Commission. The Elections Commission was now an independent, autonomous body not subject to the direction of any external authority.

## **2.5 Staffing the permanent Secretariat:**

Section 17 of the Elections Laws (Amendment) Act No. 15 of 2000 passed by the National Assembly on 23<sup>rd</sup> November, 2000 and assented to by the President Bharrat Jagdeo on 24<sup>th</sup> March, 2001 provides for the establishment of a permanent Secretariat.

The act states that:

"There shall be a permanent secretariat to the Commission to  
Ensure institutional memory and capacity and that the Commission  
Shall be responsible for the effective functioning of the secretariat".

With the appointment of a full-time Chairman, the Commission found it necessary to have in place, and fully under its direction and control, a permanent functional secretariat to implement its policies and programmes.

(See Appendix 1 for the Organizational Structure of the approved permanent secretariat)

The staff of the secretariat was recruited from among persons:

- (a) holding appointments in the Public Service;
- (b) who have retired or resigned from the Public Service;
- (c) fit and proper but who are not Public Officers.

It was the first time that an election was conducted in this country with the Commission having control of a permanent secretariat to operationalise its plans.

## **2.6 Finances:**

The finances of the Commission were provided by Parliament. These had been considerably augmented by resources provided by the Donor Community directly to the Elections Commission.

## **2.7 The Electoral System in Guyana for General and Regional Elections 2001:**

Prior to the conduct of the 1964 General Election in Guyana (British Guiana), the System for the conduct of Elections was First-Past-The-Post. Elections from 1964

to 1997 were conducted under the system of Proportional Representation.

The General and Regional Elections 2001 were conducted under the system of Proportional representation with an element of Geographical and Gender Representation.

With this new electoral system, Guyana was divided into ten geographical constituencies where elections were held to select members of the National Assembly directly from each geographical constituency.

The New Electoral System provided for the National Assembly to comprise of at least sixty-five (65) elected members; twenty-five (25) from geographical constituencies and forty (40) from National Top-Up Lists.

The main features of the New Electoral System were follows:

- (a) votes were cast throughout Guyana in favour of lists of candidates;
- (b) each elector had one (1) vote which was cast in favour of any one of the lists;
- (c) each party had to satisfy requirements for geographical Constituencies.
- (d) each party had to meet requirements for the National To-Up Mechanism;
- (e) each party's list had to satisfy certain criteria; and
- (f) each party had to satisfy criteria presented for gender representation.

General and regional Elections were conducted on the basis of the new electoral system System and under the direction and supervision of the Elections Commission. The March 19, 2001 Elections were held to elect;

- (1) The President (if he is the only Presidential Candidate at the election; or where there are two (2) or more Presidential Candidates, if more votes are cast in favour of the list in which he is designated as Presidential Candidate than in favour of any other list);
- (2) Members of the National Assembly on the basis of-
  - (a) Geographical Constituencies;

(b) National To-Up Mechanism; and

(3) Members of the Regional Democratic Councils.

## 2.8 Legal Framework for the Conduct of Elections 2001

Electoral reform in Guyana started in 1990 and continued throughout the period preceding the 2001 General and Regional Elections. Following the Herdmanston Accord, embodied in Act (1) of 1998, a comprehensive review of the Constitution was undertaken culminating in Constitution Amendment Act No. 2 of 2000, which provided for the establishment of a permanent Elections Commission. This Commission was charged with the responsibility for the conduct and management of Elections 2001.

The Commission since its appointment worked resolutely to fulfill its constitutional mandate and to ensure that the Elections were held within the time frame determined by the relevant legislation.

It must be noted that while the Constitution embodied the provisions for the qualifications as electors and the like, other provisions deemed necessary for Electoral Reform were initiated by the Constitutional Reform Commission and ratified by Parliament.

The principal Act or the Representation of the People's Act, Chapter 1:03 (including amendments there to) makes provision for the election of members of the National Assembly under a system of Proportional Representation and for purposes therewith.

Other subsidiary legislation, which impacted on the conduct of the General and Regional Elections, 2001 were as follows:

- Local Democratic Organs Act No. 12 of 1980.
- General Elections (Observers) Act No. 17 of 1990.
- Election Audit (CARICOM Brokered) Act No. 1 of 1998.
- Constitution Amendment Act No. 2 of 2000
- Constitution Amendment (No.3) Act No. 14 of 2000
- Constitution Amendment (No.4) Act No. 17 of 2000
- Elections Laws Amendment Act No. 15 of 2000.



## 2.9 Donor Support for the Electoral Process

### 2.9.1 Introduction

Donor support for the national and regional elections of 2001 arose out of a Needs Assessment Study for the Organisation of General Elections in Guyana commissioned By the European Union and carried out by consultants Andrew Ellis and Luc Zwanepoel early in 2000. That study found inter alia that:

- There was an urgent and widely perceived need to institutionalize the Elections Commission and its secretariat.
- There was a need to substantially upgrade the operational structures and systems of the Commission.
- The Elections Commission and its secretariat will this be reinforce With assistance in finance, legal issues, administration and logistics.
- Support will be available for the establishment of a public information and Public Relations unit and an in-house print shop.
- There should be support to the Commission in the form of equipment- such as improved office equipment for the secretariat and polling materials, Especially those items such as security paper and electoral ink that are not readily available in Guyana.
- The overall level of donor support was designed to reflect the difference between the planned figures were no donor support available, and the figures needed to ensure compliance with technical standards and the establishment of a fully sound permanent electoral machinery for the future.

The foregoing were contained in recommendation one (1) of the Final Report of the study dated March 31, 2000. This report also presented a budget for the elections and detailed the areas of support. It also later informed and formed the basis of the Memorandum of Understanding (MOU), signed by the Government of Guyana, representatives of the donor group and the Guyana Elections Commission on June 19, 2000. Under this MOU, funding was to be secured from the EU, IDB, USAID, UKDFID, CIDA and the UNDP.

### 2.9.2 Support for Various Aspects of the Process

In order to give substance to the recommendations of the study, the donors responsible by supporting various aspects of the Commission's programme. These were as follows:

#### Donor

European Union

#### Programmes

Training for Registration and Polling  
Preparation of Registration & Polling Manuals  
and Videos. Short term Observation Mission  
Provision of Training Equipment.

<b>IDB</b>	International Advisers for Registration & Polling, Media Monitoring, Voter Education and a Programme Coordinator National Consultants in the persons of The Legal Advisor, the Information Systems Officer, the Public Relations Officer and the Voter Education Officer. Public Awareness and Voter Education (PAVE) Programme.
<b>USAID</b>	Chief Technical Adviser Logistics Adviser Officer Equipment – Computers, Copiers, Fax Machines, UPSs etc. In-House Print and Copy Shop. Local Observation Mission. Long Term Sustainability
<b>UKDFID</b>	Production of the National ID Cards Media Monitoring Equipment and Staff Confidence Building and Civic Education. International Long Term Observation Mission International Consultants as Regional Advisers.
<b>CIDA</b>	Polling Equipment Polling and counting materials Media Round Tables and Media Consultant OAS and CARICOM Observation Missions.
<b>UNDP</b>	National Consultants such as the Elections Budget Coordinator, the IT Technical Oversight Committee, the Programmer, Media Monitoring Staff, etc Production of National ID Cards. Information Systems Infrastructure. Office Equipment for Media Monitoring Unit and Project Office. Overseas Training Evaluator Other International Consultants Project Office Assistance.

### 2.9.3. Pledges

While every effort was made to capture the needs of the Capture of the Commission by the Needs Assessment Study, there were clearly some areas that were either overlooked or not properly assessed. These related to the Information Systems Infrastructure, the availability and usefulness of the Voter Identification Cards used for the 1997 elections and the other electronic equipment needed by the Commission to sustain itself as an independent, integrated unit.

In addition to their original pledges, the UNDP was requested by the Commission in July 2000, to fund the acquisition of Information Technology Equipment which were year 2000 compliant for the Information Systems Department. Both the UNDP and UKFID agreed to provide additional funding for the production of the National Identification Cards when the decision was made on their production in late September, 2000. IFES, too, agreed to fund the acquisition of additional electronic equipment as the need arose from October 2000.

Taking the foregoing into consideration, the following represent the pledges of the various donors:

<u>DONOR</u>	<u>AMOUNT PLEDGED</u> <u>US\$</u>
EUROPEAN UNION	1,229,050
IDB	379,756
USAID	247,895
UKDFID	536,813
CIDA	450,000
UNDP	<u>349,777</u>
<b>Total</b>	<b><u>3,193,291</u></b>

The pledge by UKDFID did not include payments to the Regional Administrators who were attached to some of the Returning Officer for some time.

### 2.9.4 Disbursements

#### 2.9.4.1 Information Systems Department

The disbursement of funds began in August 2000, when, in response to a request from The Commission, the UNDP began supplying 12 desktop computers, servers and other Hard and software to create a Local Area Network which was Y2K compliant to

Information Systems Department. Receipt of these began on August 3, 2000 and continued until September 6, 2000.

When it was discovered that there was need produce and issue new national identity Cards, De La Rue Identity Systems was contacted and at short notice agreed to supervise the task of producing such cards once a contract could have been agreed upon. The UNDP quickly undertook the task of assisting to negotiate the best possible terms for the Commission, providing the funds necessary to pay for the Needs Assessment Mission and participated in funding the contract as a whole. They also undertook the responsibility of ensuring that payments were promptly made, as agreed, and of joining the Commission in supervising the performance of the contract.

To initiate the Needs Assessment Mission, UNDP paid 50% of the consultancy fees of approximately US\$12,000 to De La Rue on September 20, 2000. The other half was paid in the conclusion of the exercise.

The total cost of the contract, signed on October 3, 2000, amounted to approximately US\$536,000. The UNDP agreed to ensure that all payments were made according to the Commission's contractual obligation.

Further, IFES was requested by the Commission to provide two UPSs to ensure the stability of the electricity supply needed for the MDIS equipment which were to have been supplied under the contract. A positive response was almost immediate, and the UPSs were supplied.

In response to an urgent appeal from the Commission on December 11 2000, IFES further Purchased and supplied one digital printer and photocopier, which, at the time, were critical to the production of the Revised Voters' List.

The ISD also benefited from the expertise of two consultants provided by IFES, Mr. Michael Yard and Mr. Fitzgerald Jean. While Mr. Yard spent three short stints with the department. Mr. Jean has been continuously with the department creating a programme for the capture and collation of the statements of poll and other pertinent Election Day information.

#### **2.9.4.2 Training**

Between October 23 2000 and November 8, 2000 a Nissan Patrol 4 Wheel Drive Station Wagon, a number of outboard engines, large screen television, VCRs, video cameras and mobile generators were purchased and supplied from funds provided by the European Union.

Still later, between November and December, overhead projector, projector screens, projector lamps, transparencies, dust covers for the projectors and public address systems (including PCs, notebooks and printers) followed. These were all supplied under the training Programme funded by the European Union, and augmented the training programme of the Commission.

Funds from the European Union were also used for the production of training manuals for the Registration and Polling phases of the preparation for elections. While the registration training manuals were prepared in-house those for polling were contracted out to be properly illustrated, printed and bound. A training video, parts of which were used during the Voter Education phase, was also funded by EU.

The services of Ms. Mariela Lopez Vargas, a trainer in registration and polling, were made available to the Commission by IDB from September 27, 2000 to December 17, 2000 and from February 27, 2001 to March 16, 2001.

While Ms. Lopez Vargas initially arrived too late to have made an impact on the Training for Registration Programme, she worked closely with the contractors charged with the Responsibility of engaging the attention of the public to the process through the Public Awareness and Public Information Programme (PAPI). She also assisted in laying the groundwork for the Training for Polling Day Staff by preparing a training budget, revision the training manuals, assisting in procuring the most appropriate training equipment and generally giving advice on the programme.

Material for the training for polling day were provided by the UNDP on the request from the Commission.

#### **2.9.4.3 Voter Education**

The Voter Education Programme of the Commission was multi-faceted. It involved being Guided by a Voter Education Adviser, contractor out a number of services which the Commission could not perform and employing a Voter Education Officer and support staff on short term contracts.

To promote its Voter Education Programme, the Commission contracted Guyenterprise Advertising Agency at a cost of \$16, 612, 200. Guyenterprise provided advertising for the programme, and liaised with the Voter Education Officer and the Voter Education Adviser. A significant portion of their programme of activities was funded by the IDB. They also sought to promote the programme through the activities of a moving caravan, the cost of which amounted to \$6,000,000. This was funded by the UKDFID.

Ms. Elise Shoux, a Voter Education Adviser whose services were funded by IDB, served there stints with the Commission. She was here from mid-November to midnight December 2000, then again from January 17, 2001 and January 31, 2001, and finally from February 27, 2001 to March 16, 2001. During her stay she recommended new approaches to the Voter Education Programme and assisted the PVAVE contractor and the Commission's Voter education Officer in designing their programmes, preparing their budgets and identifying sources of funds for each segment of the programme. She was also instrumental in pulling the disparate parts of the programme together into the integrated whole.

When it was learnt that Ms. Shoux could not be with the Commission continuously from November to the elections, it was that a Voter Education Officer should be employed to understudy her and fill in her absence. The Commission, therefore, appointed Ms. Elizabeth Deane-Hughes as Voter Education Officer from January 8, 2001 to March 31, 2001. Her salary was paid by the IDB, and she conducted the other component of the programme.

#### **2.9.4.4 Polling Day**

Materials in the form of ballot boxes, ballot papers, electoral ink, calculators and paper for the Official List of Electors were all supplied by CIDA. They also assisted in procuring the other items of the elections kit. Some materials for Elections Day training (Ballot boxes, electoral ink etc) were also provided by the UNDP.

#### **2.9.4.5 Media**

Media activities related to the elections were sponsored by a number of donors. A media round table funded by CIDA was held in September 2000, out of which came a Media Code of Conduct. CIDA also funded the Press Room and a media consultant who was charged with the responsibility of ensuring that coverage of important elections events and election day and the post-election day activities of the Commission was made. They also co-funded the Independent Media Monitoring and Refereeing Panel which monitored the coverage of events by the media to assess the degree of their compliance with the Media Code of Conduct.

A Media Monitoring Unit comprising a Media Monitoring Adviser in the person of Mr. Bob Norris, equipment (TVs, VCRs, office furniture etc) and 12 members of staff was established on funding from UKDFID with the arrival of Mr. Norris on October 27, 2000. This unit remained in place and functioned as a Media Monitoring Unit attached to GECOM until the end of April, 2001.

#### **2.9.5 Elections Budget Coordinator and Programmer**

In addition to funding the services of the Technical Oversight Committee of the ISD the UNDP also provided funding for the services of the Elections Budget Coordinator for twelve months and the Programmer attached to the ISD for seven months.

#### **2.9.6 International Technical Officials**

##### **2.9.6.1 Mr. Keith Hathaway**

The services of r. Keith Hathaway, the Joint International Technical Assessor, who arrived In Guyana in July 2000 and who remained until the end of the elections and upon whose certification the acceptance of the elections was largely based, was funded by UKDFID. Throughout his stay he, not only interacted with everyone at GECOM, but was always ready and willing to give advice to the management of the Commission based on his experience and knowledge of the electoral process.

### **2.9.6.2 Mr. Jerry Henderson**

Mr. Jerry Henderson, too, the Chief Technical Adviser, who was funded by IFES, was also tremendously helpful to GECOM. He provided the Commission with additional technical equipment a very short notice, and was always there lending his support where and when it was needed.

## **2.9.7 Impact of the Funding on the Elections**

### **2.9.7.1 The Information Systems Department**

The ISD which was charged with the responsibility of producing the electoral lists (the PVL, RVL, OLE and the Addendum to the OLE) as well as the production of the New National Identification Cards could have functioned as well as it did without the acquisition of the new equipment through UNDP, IFES and UKDFID. The interest and enthusiasm of the resident Representative, Mr. Olver and his Deputy, Mr. Wahba, were particularly helpful in ensuring that the conditions precedent to the signing of the contract with De La Rue Identity Systems for the production of the New National ID Cards were met. Mr. Wahba's support of the process continued to the end, and was invaluable to its success.

During his short stints here, Mr. Yard's technical advice was most crucial, while the programme constructed by Mr. Jean proved useful in summarizing the results of the elections.

### **2.9.7.2 Training**

In order to have been able to conduct the elections, GECOM had to train core trainers, regional trainers, 15,000 registration personnel and 10,000 polling day staff. The acquisition of the TVs, VCRs, Projectors, Public Address Systems impacted positively on these processes as larger venues could have been used, more persons trained at the same time and greater illustrations gone into.

It was also felt that the input of Ms. Mariela Lopez Vargas went a long way towards the successes of the programmes, but these successes could not have been achieved without the enthusiasm and drive of the staff of the UNDP, particularly Ms. Tania Schimmell, Ms. Patsy Ross and Mr. Mourad Wahba. With Ms. Lopez-Vargas as the adviser, they assisted in identifying and procuring all the equipment which became necessary to the processes, and ensuring that funds were released to GECOM on time to conduct those activities supported by the donors.

### **2.9.7.3 Voter Education**

Like the training phase, the voter education phase benefited immeasurably from the equipment provided, - the TVs, VCRs, and Video Cameras. The video cameras were particularly useful as GECOM could have produced its own videos for circulation to the TV Stations for broadcast.

Also, the contributions of Ms. Schoux, Ms. Deane-Hughes and Guyenterprise were essential to the success of the process. Together they provided the materials, the programmes, the contacts and the drive to see it all through to the end.

#### 2.9.7.4 Election Day

The CIDA provided the ballot boxes, ballot papers, papers for the OLE and its addendum and electoral ink says it all. Without these and the sanctity of them because they were provided by CIDA, there, probably, could not have been an election day that enjoyed and confidence of the electorate as happened.

#### 2.9.8 Umbrella Source of Funds

From my perspective, the use of the UNDP as the source of funds for a number of donors made the task of meeting their separate requirements easier. It really is a pity that all the funds could not be so sourced. It is hoped that, in future, arrangements would be made to have one umbrella body distribute any funding which may arise from various sources.

#### 2.9.9 Funds Analyses

##### Funds Expended

As at May 9, 2001 the funds shown in the following table were actually disbursed to the Commission.

<u>DONOR</u>	<u>AMOUNT DISBURSED</u> <u>US\$</u>
EUROPEAN UNION	1,039,464
IDB	283, 080
USAID	193,128
UKDFID	522,316
CIDA	450,000
UNDP	<u>562,983</u>
<b>TOTAL</b>	<b><u>3,050,971</u></b>

From this table it could be seen that under-expenditure occurred from funds pledged by the European Union and the IDB.

The IDB project with the Commission came to an end on June 6, 2001. The unexpected funds, therefore, cannot be accessed without an extension of its life.



The Commission is still to conclude payments from funds provided by the European Union for training for registration and polling. When this completed, it is expected that an Unexpected balance would remain. Since this project is not yet closed representations could be made to have the balance used for another project with similar objectives.

### Profile of Expenditure

Funds made available by the donors were used in the following manner:

International Consultants	221,203
International Long Term Observation	519,443
Short Term Observation	101,408
National Consultants	98,152
National Identification Cards	306,956
Confidence Building Measures	38,268
Equipment	348,487
Training for Registration and Polling	822,592
Voter Education	71,329
Ballot and list Materials	450,000
Sundries	2,349
UNDP Fees	<u>70,783</u>
<b>TOTAL</b>	<b><u>3,050,970</u></b>

Thirty one percent (31%) or US\$951,105 of the total disbursements of US\$3,050,970 funded activities outside of the Commission. Therefore 69% or US\$2,099,865 of the total flowed into the Commission to finance its activities directly.

Schedule of assets purchased by donors during 2000 and 2001 can be seen in Appendix 11.

### 2.9.10 Recommendations

To continue to get the best results from the funding process the following recommendations are suggested:

1. The Commission should embark on a Needs Assessment Study as early as Possible to determine its needs for sustainability and its donor funding requirements, if any.
2. The Commission needs to rationalize the systems and structure of the organization as a permanent independent body so as to ensure the continued effectiveness of all funding.
3. The Commission needs to decide on what to do with those equipment and materials which do not have an extended shelf life and could easily perish the next election.
4. The Commission needs to ensure the proper storage of those equipment and materials which have some shelf life and could be used in later electoral processes.
5. That the process of challenging funds from several donors through one source, as happened this time, be retained in the future.

### 2.10 **Observers – International and Local**

#### **2:10:1 (International)**

His Excellency, President Bharrat Jagdeo extended invitations to many countries and Organizations to observe all aspect of the democratic process involved in the General and Regional Elections which were held on Monday, March 19<sup>th</sup>, 2001.

The Elections Commission endorsed the President's decision and indicated to all organizations to apply for accreditation and recognition as International Observers by January 31<sup>st</sup>, 2001.

### 2.10.1.1 (Summary of International Organizations)

The following Electoral Observer Missions indicated their interest and participated in the Observation process.

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No.	Name of Organization)	(No. of Observers)
1.	Guyana Long term Observation Group	19
2.	European Union (E.U.)	52
3.	Organisation of America States (O.A.S)	38
4.	Caribbean Community Secretariat (CARICOM)	13
5.	Commonwealth	19
6.	Carter Centre	62
<b>Total numbers of Observers</b>		<b>203</b>

Notwithstanding the above, members of the Diplomatic Corp in Guyana also observed the process.

### 2.10.1.2 Duration of the Observation Process

The Elections Commission granted observer status to the Long Term Observation Group coordinated by Mr. Simon Osborne, with effect from September 2000, while other groups were given both medium and short-term status as requested.

Credentials were issued to organizations interested in observing the process.

### 2.10.1.3 Identification Cards

Each International Observer was issued with an identification card signed by the chairman of the Guyana Elections Commission.

### 2.10.1.4 Publication of the List of International Observers

Each organization, along with the names of its members, was published on March 16th, 2001 in the **Official Gazette**.

#### **2.10.1.5 Conclusion**

The Statutory Department maintained close links with all observer groups and dispatched information on a timely basis.

The rights, privileged and immunities of the observers expire ten (10) days after the General and Regional Elections which were held on Monday, 19<sup>th</sup> March, 2001.

#### **2.10.2 Local Observers Groups**

The Guyana Elections Commission received requests from Local Organizations to observe the democratic process in the conduct of the General and Regional Elections mainly from the following:

- (i) Electoral Assistance Bureau
- (ii) Guyana Trade Union Congress
- (iii) United Nations Association of Guyana

Representatives from the three (3) local organizations interacted with members Of the Elections Commission and assured the Elections Commission of their interest in the process.

##### **2.10.2.1 Local Credentials**

Mr. Clairmont Lye was identified as Coordinator of the Long Term Local Observer Group of the Electoral Assistance Bureau. He received the credentials from the Elections Commission on behalf of his organization.

##### **2.10.2.2 Publication on Local Observers**

In accordance with the provision of Section 20 of the Election Laws (Amendment) Act No. 15 of 2000, a Notice was published on February 1<sup>st</sup>, 2001 in the Official Gazette identifying the Electoral Assistance Bureau as a Local Observer Group.

##### **2.10.2.3 Interaction with Local Observer**

During the Period of the conduct of the Elections, there were regular discussions between functionaries of the Elections Commission and the Electoral Assistance Bureau. Consequent to the Elections Commission not providing Identification Cards to members of the Electoral Assistance Bureau, the organization was asked to supply to each local observer, an Identification Card. The Chief Election Officer (acting) on behalf of the Elections Commission supplied to the Electoral Assistance Bureau a letter to be accompanied by documents from the Electoral Assistance Bureau for easy access to polling stations.

#### **2.10.2.4 Credential for Guyana Public Service Union**

In the run-up to the March 19 General and Regional Elections, the Guyana Public Service Union requested the Commission to consider some of its members for Local Observers status.

However, in view of the fact that the Elections Commission had granted observer status to the Guyana Trade Union Congress of which the Guyana Public Service Union is an affiliate, it deemed it unnecessary for the Guyana Public Service Union to be treated separately and members recommended that the GPSU does so under the umbrella organization.

#### **2.10.2.5 Conclusion**

Notwithstanding, the fact that the Electoral Assistance Bureau continues to play an active role in the observation process it is regrettably that other local groups could not have committed themselves to greater involvement in the process.

### **2.11 Summary – Difficulties and Recommendations**

The electoral reform process which began in 1990 generated several issues which continue to plague even the most recently single list Proportional Representation (PR) System. The 2001 elections were the first to be held under a new electoral system based on geographical representation and the Largest Remainder (LR) principle of Proportional Representation with a mandatory quota of women on the nomination list.

While it is felt that the system guaranteed a high degree of proportionality thereby ensuring that parties are fairly represented, critics argue that it actually has little impact on the way people voted or the choices they made. These are considerations which may need to be addressed in the future especially since the electoral system was intended as a transitional arrangement.

## **3.0 Preparation of the List of Electors**

### **3.1 Purpose**

The List of electors was produced and revised in stages. At each stage a methodology or system was devised and documented. This formed the basis for an application to be developed. In all cases suitable documentation was produced.

The National Registration Act (Cap 19:08) of 1967 dealt with the method of revision of the list of electors. The main objective of the preparation of the list of electors was to derive an acceptable Official List of Electors that contained the

names of all eligible person (i.e. persons who had attained the age of eighteen (18) years or over on or before 31<sup>st</sup> December, 2000) for the 2001 General and Regional Elections. This list had to withstand public scrutiny in terms of the details of all electors being accurately listed without duplication.

An acceptable Official List of Electors formed the basis for the staging of the elections.

## **3.2 Management of Existing Database**

### **3.2.1 Setup of GECOM Information Systems Department in 1996**

The Information Systems Department of the Guyana Elections Commission was re-opened in 1996 after being closed since the 1994 Local Government Elections. Computer hardware that was previously used in the 1992 General and the 1994 Local Government Elections was initially used in 1996. With the aid of consultants from IFES, the creation of a database capturing data from the entire registration process recorded on Master registration Cards (MRCs) began. A Novell Network was first used which was later upgraded to a more modern Microsoft Windows NT network through financial aid provided by the International Donor Community. Extensive donor aid provided for equipment such as servers, central UPS and large printers.

### **3.2.2 Operations of the Information Systems Department 1996 – 1999**

National Registration formed the basis for sourcing data for the Master Registration Database (MRDB). Information collected included the following:

- Master Registration Number
- Surname
- First Name
- Middle Name
- Date of Birth
- Place of Birth
- Address (Lot number, Residential Address in Guyana)
- Registration District
- Division Number, Subdivision (if any)

- Occupation
- Gender
- Height
- Disability
- Nationality
- Registration Date
- Category
- Application Number
- Order number
- Photograph
- Thumbprint
- Color of Eyes
- Distinguishing Marks
- Signature of Registrant
- Signature of Divisional Registrar and Date

Data gathered from the registration exercise were used to produce a Preliminary Voters' List (PVL) and an Official List of Electors (OLE) for the 1997 elections.

The entire registration and encoding exercise of 1996 – 1997 produced a master registration database containing some five hundred and twenty seven thousand seven hundred and ten (527,710) records of registrants, a PVL of four hundred and sixty six thousand five hundred and fifty six (466,556) and an FVL of four hundred and sixty one thousand four hundred and eighty one (461,481) electors.

Voter Identification cards were produced through the use of the Multiple Identity Document Issuing System (MIDIS) purchased from De La Rue Identity Systems of England through a grant from the European Union.

At not entered in the production of electoral lists such as Distinguishing Marks, Disability etc. but necessary in the compilation of the National Register were encoded subsequent to the 1997 elections in a separate and distinct non-electoral exercise specifically aimed at the production of National Identification Cards.

Subsequent to the 1997 elections, updating of the Master Registration Database became severely restricted. Only submissions from the General Registrar's Office and persons visiting GECOM's offices to transact business were used to upgrade registrants' details. The Commissioner of National Registration authorized all updates.

### **3.2.3 Operations of the Information Systems Department 2000 – 2001**

#### **3.2.3.1 Mission**

**(a) To develop and maintain an accurate list of electors**

The Information Systems Department was provided with additional data by the Registration and Records Sections. These data were received on prescribed forms, which deal with various processes of the Electoral System. These forms were used by Data Entry Operators to input modifications into a Claims and Objections Applications. The application in turn modified registrants' information to produce various lists used in the electoral process. These official list produced by ISD consisted of the Preliminary Voters' List, the Revised Voters' List, the Official List of Electors, the Disciplined Forces' List, the Non-Resident List and an Addendum to the Official List of Electors.

**(b) To produce national identification cards.**

The Guyana Elections Commission was tasked with the production and distribution of the National Identification Cards, which were used as one of the forms of identification on polling day. The services of De La Rue were contracted for this undertaking. The MIDIS system was used to produce the Identification Cards by utilizing the data on the RVL.

**(c) To provide information support to the secretariat**

During the production of the various lists, ISD provided support to the secretariat in terms of hardware, software and information support. The Network/Hardware Administrator maintained computer hardware used by the secretariat. This maintenance consisted of installation of Business Software i.e. MS Office 2000, and preventative maintenance to hardware which was aimed at hardware failures. Information support was provided in the form of database reports, which sought to inform the secretariat of work in progress. Such information consisted of staff performance reports as well as reports on the volumes of data processed.



### **3.2.3.2 Systems Development and Maintenance**

The Information Systems department (ISD) was responsible for the development Of software used for the production of the different lists. All development was done through the standard procedure of developing a methodology which was then reviewed and ratified by the Technical Oversight Committee (TOC) before implementation.

The software which allowed for the processing of information received was then introduced to the Data Entry Operators. User feedback was gathered on a regular basis from the Data Entry Supervisors, which aided ISD to continue delivering software that allowed maximum production possible by its operators. The network which was constructed ISD consisted of approximately 13 computers, which were completely isolated from outside access. The System Analyst and the Network/hardware Administrator were responsible for the administration of this network. They were supervised by two Information Systems Officers. A very highly secured environment was maintained throughout the department ensuring that only authorized personnel were able to gain access to the resources available. Separate user classes were created for data entry operators, verifiers, supervisors, and administrators.

### **3.2.3.3 Computer Operations**

The operations carried out by ISD allowed for a high turn around in processing information received. These operations were undertaken by implementing a shift system, which allowed maximum utilization of resources available.

### **3.2.3.4 Administrative and Clerical support**

The production of official list required a variety of clerical and administrative functions. These functions included:

- (i) logging of all source documents received from the Registration and Records Section,
- (ii) managing of staff between shifts;
- (iii) arranging transportation for staff when shifts ended;
- (iv) providing meals for staff; and
- (v) monitoring staff production incentives

## **3.3 Database Integrity Tests**

After appointment of the Elections Commission, a committee of six persons was recruited. These persons were specifically assigned the task of performing a complete Database Integrity Test. This committee was known as the Database Integrity Test Committee (DITC). It consisted of six persons nominated by the members of the Guyana Elections Commission, the Private Sector and Donor

Community. The aim of the Database Integrity Test was to establish whether the database was authentic or it was manipulated as alleged by some persons.

In order to conduct the test, DITC had to conduct audit trail and other tests. They were given a secured environment with computer hardware and software to which only they had access. A copy of the MRDB as it existed in MS –Access 97 with relevant documentation was provided. The MRDB which was in MS-Access 97 was upgraded to Ms-Access 2000. A simulated Preliminary Voters' List and a Final Voters' List were produced and compared against the archived copy of the PVL which was obtained from the EAB and the archived OLE of 1997. A detailed report was produced by the DITC that contained the outline of all tests done and their results. The report concluded that there was no evidence of manipulation and that the MRDB could be used as the source of the PVL for 2000. However, specific Recommendations were made to upgrade equipment and software used by the Information Systems Department (ISD) and to further investigate other claims beyond DITC's mandate. It was recommended that Y2K compliant software and hardware replace those in the ISD.

### **3.3.1 Production and Publication of the National register of registrants (NRR)**

The National register of registrants was the register of all person 18 years and over whose particulars were present on the MRDB. This register was required to be in a secure, distributable format for all stakeholders to peruse. It was to be the first electronic publication by GECOM for use by the stakeholders for the 2001 elections. The register was developed through the use of a new Y2K compliant stand alone PC and new Y2K compliant software – Office 2000. Custom designed Access 2000 queries were run against MRDB to extract a snapshot of all persons 18 years and older who were not flagged as dead or duplicate. The NRR contained records of some 516049 registrants which were taken from the registration ex contained records of some 516049 registrants which were taken from the registration exercise of 1996/1997.

The snapshot was then exported from Ms Access format to Adobe Acrobat pdf format for securing and distributing. An automated method of customizing and securing each NRR for stakeholders was developed. Distinctive CDs with password-protected files were distributed to stakeholders.

## 3.4

### GFTE on the National Register of Registrants

#### 3.4.1 Introduction

A prerequisite for National and Regional Elections was updating of the National register of registrants (NRR). The NRR is a register of all Guyanese who are fourteen (14) years and older on a stated reference date.

The names and addresses of the Registrants qualified to vote (18 years and older) at the National and Regional Elections were extracted from the NRR and advertised as the Preliminary Voters' List (PVL) which was updated after the claims and objections process to become the Official List of Electors.

The NRR with the reference date of 31<sup>st</sup> December, 1996 facilitated the holding of the National and Regional Elections in 1997. However, it was subsequently alleged that the 1997 Voters' List was flawed.

Various Stakeholders expressed concerns to the Guyana Elections Commission (GECOM) about the integrity of the Database underpinning the NRR. The main concerns were that the Database contained:

1. duplicate registration;
2. particulars of under-aged persons; and
3. particulars of non-resident Guyanese.

These put together, would result in an inflated PVL.

GECOM's first action to address the concerns of the stakeholders was to appoint an Integrity Committee to conduct integrity tests to verify validate and authenticate the Master Registration database. These test demonstrated that the Database had not been tampered with, but could not pronounce on the core concerns mentioned above.

The Committee advised that the concerns would only be fully addressed by an appropriately designed Field Test.

GECOM's next attempt was to appoint a Methodology Committee to advise on a methodology to address the concerns of stakeholders. The Committee met and presented its report.

GECOM accepted the recommendations of the Committee and agreed that a Field Test Exercise should be carried out. Based on recommendations made by Mr. Haslyn Parris, GECOM agreed on the purpose and the structure of the exercise and that it would be named the GECOM Field Test Exercise (GFTE). Mr. T.A. Earle was appointed Coordinator of the Exercise at a meeting chaired by the Chairman of GECOM.

The sample designed and the procedures to be followed in carrying out the GFTE were outlined in Generic and Specific Sample Survey Questionnaires designed by Mr. Haslyn Parris in collaboration with Dr. Leslie Ramsammy at meetings chaired by Mr. T.A. Earle, Coordinator of the GFTE. The random, sample sizes were those required to achieve a reliability of 99.7% and an accuracy of 2.7% of the estimated proportions to be determined (e.g. 95% + 2.7%) of 95%.

### 3.4.2 Training

Three (3) training sessions were held in District 4. The first session was held at GECOM's Office and the other two at the GNS Sports Complex.

The training was conducted by Mr. T.A. Earle, Coordinator of the GFTE. Participants included Core Trainers employed by GECOM, full time staff of GECOM, Field Worker and Scrutineers from the two (2) main Political Parties – the PPP/C and the PNC/R.

The training was the first in a series of training to be conducted in the ten (10) Electoral Districts. Participants were taught how to conduct the exercise using the Specific and Generic Questionnaires. After identifying the records comprising samples, participants were also taught how to group the samples on maps provided by the Coordinator. The map exercise was conducted with a view to assist trainers and field workers in identifying the groups of records in the areas in which the exercise was to be conducted.

On completion of the three (3) day training, ten (10) persons were identified as Trainers/Coordinator for the ten (10) Electoral Districts. Two (2) staff members were among the persons selected as Training/Coordinators. One as Trainers/Coordinator, District 1 and the other as Trainer/Coordinator, District 10. The Trainers/Coordinators were responsible for conducting training in ten districts, after which, supervisors were selected and group members identified. Each group comprised three (3) persons – one (1) field worker, (employed by GECOM) one (1) scrutineer from the PPP/C and one (1) scrutineer from the PNC/R. at the end of the training the Trainers/Coordinators remained in the Districts to coordinate the Exercise.

The Field Exercise commenced on October 21, 2000 in some of the ten (10) Districts and was expected to last for ten (10) days in all the various Districts. In the hinterland areas, some groups completed the field exercise around mid-November to mid-December.

On completion of the Field Exercise, the sample were brought to Georgetown and were processed by Mr. T.A Earl, Coordinator of the GFTE and his team (comprising Trainers/Coordinator and Supervisors).

### 3.4.3 Results of the GFTE

In summary, the survey results, projected to the whole NRR, implied that:

1. Of the 516,049 on the NRR, only approximately 423,000(82%) exist in Guyana;
2. Of the 516,049 on the NRR, approximately 92,000 (18%) are not in Guyana because they have migrated, are dead, or are unknown; and
3. Of the 516,049 on the NRR, approximately 39,000 (8%) are unknown.

Thus, if the size of the electorate was accepted as being approximately 423,000, a 95% accurate voters' list would require removal of approximately 92,000 persons from the NRR. It should be noted that subsequent work on the voters' list, including the photographic exercise, in fact led to 99,293 on the NRR being not included on the voters' list because they refer to persons who are dead, are duplicate registrants, or have failed to turn up to have their photographs taken.

### 3.4.4 Strengths

1. The conduct of the Exercise was of a very high standard. Although participants had limited time to undergo the training and also to commence the Exercise, some groups did complete their tasks within the ten (10) days specific.
2. Persons were able to apply the appropriate procedures in administering Specific and Generic Questionnaires although some of them were exposed to that type of training for the first time.
3. Despite several constraints, workers reported for duty on time, conducted the exercise in the manner prescribes, and addressed their concerns at the end of the working day. Although some of their concerns would not have been addressed immediately, there was no work stoppage. Field Workers and Scrutineers worked as a team and certified all the completed questionnaires.
4. on completion of the Exercise, Field Workers and Scrutineers expressed their appreciation to GECOM for allowing them the opportunity to be trained and to be a part of the GFTE. They also expressed their desire to work the GECOM in future exercises of that nature.

### 3.4.5 Weaknesses

1. The time allocated for training should have been longer. Trainers/Coordinators spent lots of time "going through" the Questionnaires in order to conduct their training in a satisfactory manner.

2. A project proposal should have been prepared showing the total cost of the broken-down by Districts and incorporating a time-frame.
3. Funds allocated to each District should have been disbursed to the Registrars who would in turn have disbursed to the Trainers/Coordinators upon request, based on their needs.
4. There were delays in the completion of the exercise because some registrants had no funds available for the GFTE and the process to acquire the funds to execute the exercise was very time consuming.
5. There were not clear guidelines on the role of GECOM and the role of the Coordinator in the Exercise. In many instances the decision making process was prolonged causing delays in obtaining materials and supplies.

### 3.4.6

#### **Recommendations**

1. If GECOM has to conduct a Field test of that nature, someone should be appointed or be identified by GECOM to liaise with the National Coordinator and coordinate the activities on GECOM's behalf.
2. All persons in charge of GECOM's District Offices should be briefed on the Exercise, have their inputs entertained and have a working document prepared (Guidelines).
3. All persons who are appointed by GECOM and would be required to handle large sums of money should be given basic training in accounting procedures.
4. All persons working in similar capacities should be rewarded equally.
5. Proposal made for remuneration to workers should be properly honoured at the end of the exercise.

### 3.5 **RECRUITMENT AND TRAINING OF STAFF FOR THE REVISION EXERCISE**

#### 3.5.1 **Recruitment and Training**

Section 14 (1) of Chapter 19:08 National Registration Act requires the Commissioner of Registration to prepare the official list of electors for every polling unit with reference to a qualifying date.

By this order, all persons who, at the qualifying date, have attained the age of eighteen years or over and are resident in Guyana and have not yet been registered are eligible for registration as electors for elections for the National Assembly. They are also entitled to make claims and objections as provided for under the laws and regulations.

As a pre-requisite to any election a list of (the preliminary voters' list) has to be prepared after the day appointed for the end of registration. This has to be revised within a period prescribed by laws.

In order to conduct the activities identified above, the Commission will cause to be established in each district an office for the Registrar and offices for the Deputy Registrars and Divisional registrars for the purpose of receiving and determining Claims and Objections.

The offices are to be opened during prescribed period to accommodate members of the public who are desirous of completing transactions.

The Elections Commission appointed a Registrar for each District after the initial training sessions in Georgetown. Consequently, there were other training sessions to which interested persons were invited. The appointment of Deputies and their office staff were then made and as offices were established, plans were made at the District level to train personnel as Division Registrars to manage the field offices.

These training sessions were conducted at various suitable locations in each District. At the end of the sessions evaluation exercises were conducted and participants were awarded scores. This exercise was supervised by personnel from NCERD, the organization contracted to conduct the exercise.

Scores for the various participants were delivered to the respective Registrars who worked in collaboration with Deputies and staff to identify and recommend suitable candidates for the position of Divisional Registrars using specific criteria. These Divisional Registrars were to perform duties at centers identified at suitable locations in each District.

The initial proposals were then forwarded to the Registration enter for scrutiny by Senior officials and the major stakeholder after discussions were held with stakeholders in the various Districts. Comments and recommendations made at the level of the center were then addressed and other proposals were made. These were then forwarded again for ratification.

In conclusion, it should be noted that proposals moved to and fro between the Districts and the Centre thereby causing delays in the placement of staff at their designated offices.

### 3.5.2 The Photographic Exercise

The photographic exercise was seen by some stakeholders as a means of verifying the existence of persons listed on the PVL. Hence, the Commission decided that it was compulsory for a new photograph to be taken before particulars of electors could be listed on the Official List of Electors.

Photographic Centers were established within Registration Offices or in close proximity to these offices where it was not possible to accommodate both offices in the same building. Each photographic Centre was staffed with the following categories of workers:

- (i) Registration Supervisor
- (ii) Records Clerk
- (iii) Photographer

A series of intensive training programmes was held to equip persons with the knowledge and skills of the photographic process and to operate the two models of cameras used in the exercise. These models were:

- (i) OER ID 40, and
- (ii) 403

At the end of the training programmes persons were evaluated, short-listed then appointed to the different categories of staff within districts. Six hundred and seventy one (671) photographic Centers (including mobile units) were established throughout the country.

### 3.6 Production and Publication of the Preliminary Voters' List

The PVL of 200 was produced from the MRDB through the use of a powerful stand alone PC, (Y2K Compliant hardware and software). Custom designed queries were run against the MRDB to extract a snapshot of all persons 18 years and older at the qualifying date (2000-12-31) who were not flagged as dead or duplicate.

The PVL was produced using two formats – an address order list and the statutory divisional alphabetical order list. The address order list was produced to assist in the work of statutory registration activities that were area specific. Each list was divided into separate sections, photographed and non-photographed according to the status of the registrants on the MRDB.

The photographic list contained a total of five hundred and four thousand four hundred and sixty six (504,466) electors while the non-photographic list had



eleven thousand five hundred and eighty three (11,583) electors (see Appendix 111) for electors by districts). These lists were secured and placed on CD-ROMS.

### **Migration of MRDB Information**

Subsequent to the recommendations of DITC, the donor community was approached to fund the acquisition of a completely new hardware infrastructure for the Information Systems department. A large server, ten desktop workstations, three high capacity/performance printers, two large UPSs, a new 24-node network infrastructure and software were acquired to enhance and upgrade the capacity of ISD. A new client environment with MS-ACCESS 2000 as the “front end” and MS-SQL server as the “backend” was created in anticipation of the intense data entry/editing exercise.

The MRDB was migrated to a larger more robust Database Management System – MS SQL 6.5. This was done through an IFES funded project executed by Software Dynamics Incorporated under the supervision of ISD along with oversight from DITC.

This exercise was delayed for about two weeks due to contractual negotiations. The entire existing MRDB structure was upgraded to MS-SQL and all the data export. A new trigger-based audit trail was created for each table within the MRDB. This new audit trail caused every transaction performed to be recorded visibly in corresponding audit table. The data was verified to ensure that all records were completely exported to the new MS-SQL database.

### **Staffing**

Staffing projections for the Claims and Objections and ID Cards production exercises were as follows:

#### **Claims and Objections:**

A Shift consisted of:

Supervisor	1
Assistant Supervisor	1
Encoders	10
Verifiers	6
Clerks	<u>2</u>
<b>Total Staff</b>	<b>20</b>

### MIDIS Production:

A Shift consisted of:

Supervisor	1
Assistant Supervisor	1
Distribution/receiver clerks	4
Image capture operators	13
Printer Operator	2
Finishers	8
Quality Checkers	<u>4</u>
<b>Total Staff</b>	<b><u>33</u></b>

Originally, staffing requirement was based on a two-shift system. Since the majority of work on list production was projected to conclude before the commencement of ID card production, staff was expected to be transferred according to sectional needs. Staff was transferred from the List Production Section to the Identification Section as the rate of the production was much lower than the expected rate.

Staff was trained to use the Claims and Objections application developed in-house by ISD in batches according to shifts. Since the application consisted of simple graphical user interface screens for data entry and editing, training was not problematic. The contracted System Engineer from De La Rue conducted training on the MIDIS system using test data, which was subsequently removed prior to the actual commencement of production.

Due to the continuous nature of the recruitment of staff, training subsequent to startup was done in very small groups or individually by administrator and supervisors.

Emphasis was placed on training persons to function in a dynamic environment with the ISD and to be proficient in both list and card production.

Actual staff of ISD were as follows:

Information System Officer	2
Systems Analyst/Programmer	1
Network Administrator	1
Supervisors	2
Assistant Supervisors	4
Encoders/Verifiers	86
Clerks	<u>11</u>
<b>Total</b>	<b><u>107</u></b>

See Appendix IV for ISD structure.

## 3.7

### Claims and Objections and Attending Photographic Exercise

#### 3.7.1 Claims and Objections

Pursuant to Order NO. 5 of 2000 and in accordance with Section 6 (1) of the National Registration Act Cap 19:08 the claims and Objections exercise commenced on 16<sup>th</sup> October, 2000 and concluded on 27<sup>th</sup> October, 2000, after an extensive of seven days.

This exercise was conducted at seven hundred and seven (707) Registration offices which were specifically established for that purpose in the ten (10) Electoral Districts. The official office hours were as follows:

Monday - Friday - 2 p.m. to 7 p.m.

Saturday & Sunday - 10 a.m. to 4 p.m.

In addition to the registration offices, mobile units were established to serve hinterland and riverain communities. This field exercise was managed by ten (10) Registrars, six (6) Coordinators and ninety-two (92) Deputy Registrars. They were assisted by one hundred and six (106) Clerk, one hundred and four (104) Clerical Assistants and seven hundred and seven (707) Divisional Registrars, the staff who were responsible for actual registration

During the entire exercise, managers held weekly meetings with staff. These meetings addressed problems/shortcomings of the exercise and developed strategies to cope them at the sub-district and district levels. Scrutineers were always invited to these meetings in order to develop a collaborative approach to the conduct of the exercise and to address problems affecting fieldwork.

As part of the process of preparing the Official List of Electors scrutineers were appointed to work alongside field staff. There were four (4) categories of scrutineers.

These categories were;

- (a) Chief Scrutineer (at the National level)
- (b) Deputy Chief Scrutineer (at the District level)
- (c) Assistant Chief Scrutineer (at the Sub-District level)
- (d) Divisional Scrutineer (at the level of division/sub-division)

Scrutineers were authorized to inspect forms in the presence of registration officials and record information on electors. Registration Officials and Scrutineers were expected to develop close collaborative working relationships at all four levels.

The Secretariat held weekly meetings with Chief Scrutineers. These meetings served as for a:

- (i) discussion/dissemination of policies of the commission
- (ii) resolving problems/conflicts at other levels.
- (iii) discussing matters of national concern to political parties
- (iv) developing a collaborative approach to solve problems facing the process nationally

These meetings were generally well attended.

### 3.7.2 Photographic Exercise

After much deliberation, GECOM decided to conduct a photographic exercise simultaneously with the Claims and Objections exercise. The aim of this activity was to ensure that each elector was photographed in order to produce the New National Identification Card. This was one of the forms of identification used for voting during the 2001 elections.

Because of the poor response to the first phase, there were several extensions periods Photography commenced on 16<sup>th</sup> September 2000. The following problems occurred.

- I. There were mismatched photographs
- II. Photographs were badly stapled
- III. Finger prints were on photographs
- IV. Photographs were too dark or too light.
- V. Face of electors were too long/small (using wrong distance)
- VI. Inappropriate seating accommodation (chairs with high back) was used to short photographs.
- VII. Photographs were taken with hats and caps
- VIII. There were some flat photographs.

In order to correct these problems/deficiencies, experienced staff at the centre were deployed to coastland districts to monitor the exercise and to provide on-the-spot training where necessary. This strategy resulted in a reduction of the errors being made by the photographic staff.

The Commission employed a number of strategies aimed at making this exercise a success.

These strategies included:

- I. The establishment of a photographic structure headed by a Project Supervisor to be specifically responsible to the secretariat for photography,
- II. The appointment of a photographic Supervisor to each District,

- III. Granting several extension periods,
- IV. Visits to homes and institutions to deal with "shut-ins" and special cases e.g. Disciplined Services.
- V. Extended hours of work for photographers beyond the official working hours,
- VI. The contracted employment of two (2) private agencies to be responsible for public awareness and voter education (PAVE) and public awareness and public information (PAPI) and
- VII. The use of public address systems by officials in the Districts.

On several occasions GECOM had to organize persons from the ten districts to engage in the reconciliation of source documents. Space was rented at the DDL Building, Kingston and selected staffs from each district were housed there temporarily for almost two (2) months in order to complete the process of reconciliation among themselves.

This process involved handing over various documents and photographs completed by electors in one district but who other district and therefore had to be placed on the latter list.

At the conclusion of this activity four hundred and forty thousand one hundred and eighty five persons (440185) were placed on the OLE + Addendum.

### **3.7.3 Verification**

During the processing of source documents that were forwarded to the Registration and Records Section, several incomplete transactions were discovered and had to be returned to the districts for completion before the data could have been placed on the RVL. There were seventeen (17) categories of incomplete transaction (see Appendix V). These transactions were returned to the various districts and special teams were set-up to undertake the task of verifying through visits to the various addresses used by the electors.

The exercise concluded on 26<sup>th</sup> January 2001. At the end, there were approximately three thousand (3,000) unverified transactions. It was reported that these persons were:

- not known
- not living at the address given
- out of the country

Apart from incomplete transactions, other forms under queries were returned for corrections. Some districts were very slow in resolving queries and providing feedback to the center. This delay affected the process to some extent. Through a careful process of editing and batching the Registration and Records section uncovered nine hundred and seventy three (973) double registrations. Some of these were forwarded to the Police for necessary action.

### 3.7.4 Processing Data from the Field

The use of a totally new software and hardware environment required the development of a new application for processing data arising out of the field exercise. Development of a new application commenced upon completion of migration of the MRDB from MS – Access 2000 to MS SQL 6.5.

The Claims and Objections application was development using MS-Access 2000 for the front end (user interface) and MS – SQL for the back end (data tables). Validation checks were in force form MRC Codes, date of birth with the voting age, occupations, districts, divisions and sub-divisions. The application also enforced the use of a batching system that would only allow the operator to either photographic, correction or transfer transactions at any one time. The format of the batching number was 9XX/YYYYYYZ where 9 represented the form 3 or 2 (Photographic Transactions), 8 (Claims for Corrections), 5 (Claims for Transfers), 7 (Claims to Entry); 9 (Objections allowed). XX represented the batch number starting with 01 through 99; and YYYYYYZ represented the division/sub-division respectively. Therefore, depending upon the batch number, the encoder could only change those fields that pertained to the form type. The following shows the forms and related fields that could be changed.

- Form 2/3:** disability, distinguishing marks, height in cm, new Photo taken in 2000 and nationality
- Form 5:** district, division, sub-division, lot number, street name, community name
- Form 7/8:** first name, middle name, surname, occupation, sex, date of birth, disability, distinguishing marks, height in CM, New Photo taken in 2000, nationality, district, division, sub-division, lot number, street name, community name
- Form 9:** objection, dead, duplicate

The Information Systems Department received source documents batched by form type and division. These were logged by the supervisor then distributed to the workstations for data entry. After encoding batches, reports were printed for a manual verification exercise. It was anticipated that encoding errors would have been captured and corrected by the verification process. Encoders were required to perform high-speed data entry without making mistakes. However, there were errors reported which apparently escaped both processes.

Shortly after the inputting of data commenced, it was halted to accommodate the Non-Photographic Exercise, which required publishing the particulars of registrants who did not take their photographs during the period prescribed. The duration of this exercise lasted for about 3 weeks after which there was an extension of the photographic exercise and processing of documents for Claims

and Objections re-commenced. The process was again halted. This time it was to accommodate the processing of approximately thirty seven thousand "Bulk Objections" which were submitted on the last day of the period prescribed for the objections by the PNC/R Party in keeping with Regulation 9. The information Systems Department had to develop suitable application to process the data submitted by this stakeholder. In order to cope with the volume of work involved in this process and for expediency a Task Force was set up. This group was responsible for editing and batching and dispatching all Form 5 (whether or not photographs were attached) to the Information Systems Department so that the process could be completed within the time specified by the Commission. Under Regulation 9, the PNC/R Party submitted objections to electors' particulars on the following grounds. That they were:

- Not living at the addresses on the list
- Non-existent (unknown)
- Non-resident (had migrated)
- Deceased
- Not photographed

The Commission immediately mounted an investigation into the block objections in accordance with regulation 9 of 2000. The PNC/R Party later withdrew the Objections after the Commission agreed that only persons who took their photographs during the Claims and Objections period would be placed on the Official List of Electors. Processing of data for Claims and Objections recommenced on 27<sup>th</sup> December 2000. The Secretariat had decided that, upon completion of encoding of all Claims and Objections data the Information Department would have printed draft lists that were to be examined internally by registrars for flaws/deficiencies.

In addition to the preparation and production of these verification lists, ISD hired staff to assist in the verification of data entry so that the data entry operators could focus specifically on their individual tasks. There was also the inclusion of the MIDIS Local Area Network to make available more computers for data entry. These two latter interventions allowed ISD to process documents at a faster rate than the staff of the Registration and Records Section was able to process the relevant documents. To maintain and facilitate the rate of inputting of data, the Registration and Records Section was instructed to discontinue batching documents by division/sub-division and to commence batching at the level of the district only.

### **3.8 Production and Publication of the Revised Voters' List**

As efforts were being made to produce a snapshot of the RVL before printing, there was a reported difference of over eighteen thousand (18,000) between MRCs with new photographs taken and overall transactions with MRCs, the latter being the larger figure. The Commission requested TOC to carry out an investigation to provide explanations for

the difference. The differences were that the error was caused by the Reporting Tool built to deliver running summaries during the Claims and Objections Exercise (see report on "Preliminary Investigations into apparent transacted MRCs without new photo taken Flag"). This problem was resolved before the RVL was produced. An analysis of the data revealed that of four hundred and thirty six thousand, two hundred and fifty six (436,256) transactions, four hundred and thirty three thousand, four hundred and seventy eight (433,478) had taken their photographs and would appear on the RVL. Two thousand, seven hundred and seventy-eight (2,778) transactions were non-photographed and were categorized by districts as follows:

### Analysis of Non-Photo List

Serial No.	Transfer	Corrections	Total	Remarks
1	21	0	21	
2	31	11	42	
3	210	18	227	See foot note *
4	1,617	57	1,672	"
5	65	5	69	"
6	442	15	449	"
7	154	3	156	"
8	56	2	57	"
9	19	36	54	"
10	29	3	31	"
<b>Total</b>	<b>2,644</b>	<b>150</b>	<b>2,778</b>	"

\*The sum totals of columns 2 and 3 do not produce totals in column 3. This is because persons did more than one transaction.

The production of the list involved the inclusion of new electors and extraction of electors from the Preliminary Voters' List. It was compulsory for each elector to have his/her photograph taken before his/her particulars were placed on the RVL. Electors had to be eighteen (18) years or over on or before December 31, 2000. Select queries were run against the MRDB database to extract records that confirmed to the criteria. The RVL contained 433,478 electors (see Appendix VI for breakdown by districts). The list was then formatted in the same way as the PVL and certified by the Chief Election Officer (ag). The Revised Voters' List (RVL) was produced on 29<sup>th</sup> January and published on two buildings in each division/sub-division on 31<sup>st</sup> January 2001.

The Information Systems Department produced copies of the RVL using a special application called ESHA (Encrypted Stakeholder Application) and these were distribution to political parties for use.

Provision was also granted for any omission or correction to be done within twenty-one days of publication of the list.



Upon examination of the RVL by Official at the centre and in the ten districts, it was observed that it contained twenty one categories of errors and a total of twenty three thousand five hundred and thirty-five (23,535) transactions to be adjusted (see Appendix V11 and twenty one (21) categories of errors. See Appendix V111.

### 3.9 Corrections to the Revised Voters' List:

The errors on the RVL originated both in the field and at ISD. ISD Official and TOC were requested to analyse and provide explanations for the errors at the centre while Returning Officers were asked to submit the particulars of each error on specially designed memoranda (formats) addressed to the Chief Elections Officer. These memoranda contained five sections as described below.

Section	Description	Source
(i) Omission from the list (Name on PVL and took photograph)	Those persons who were listed on the PVL and visited the divisional office to have their photographs taken. However, their names were not listed on the RVL	Log Books
(ii) Persons listed incorrectly or incorrectly placed (address change only)	Those Registrants whose particulars were transferred into a particular division but were found to be listed in another division or the transfer was not affected.	Log book and Form 5 (Copy)
(iii) New Registrants	Those Registrants who were registered at their local office, however, their particulars did not appear on the RVL	Form 8 and 9 (Copy)
(iv) Deletions	Those registrants whose transfers were effected but the old particulars remained on the list or those registrants whose particulars were to be removed due to death or obligations upheld or whose particulars were unknown	

Returning Officers were also required to support any claim of omission/correction with a copy of source documents where practicable.

During the 21-day period referred to provision was made for individual electors whose particulars were omitted or had to be corrected to visit the Offices of the Returning Officers/Deputy Returning Officers make claims to have the necessary action taken.

While some electors pursued the aforementioned course many wrote the Commission directly and others had their cases represented through the two major political parties. When claims were submitted by individuals and political parties, officials were advised to make relevant checks to verify whether claims of omissions/corrections were justified.

In order to process memoranda submitted by Returning Officers, a special team comprising officials at the center and in the field including Registrars/Returning Officers from the districts was set in up. The procedure for corrections to the RVL was documented (See report on processing of corrections to RVL by ISD). In addition to this document the following guidelines were given on how to treat with eh submissions made by districts.

### **Procedure for Treating with Corrections/Omission from RVL**

- All cases of corrections/omissions brought to the attention of the Returning Officer must be verified.
- All omissions and corrections have been verified must be recorded using the specified format and forwarded to the Chief Election Officer.
- Submissions must be photocopied and originals delivered to ISD while the photocopy is retained by the Chief Election Officer.
- Information to be encoded must be checked first before encoding commences.
- The Returning Officers or their representatives must be present at IS to provide assistance/answer queries.
- All omissions/corrections must be checked by the Returning Officers or their Representatives.
- Draft lists of amendments for Districts must be produced for editing by the Returning Officers or representatives before the OLE is printed.

The Information Systems Department designed and implemented application software used to effect the corrections to the RVL. Corrections were stored separately until they were applied to the RVL by ISD after receiving the necessary approval from the Chief Election Officer.

This process produced two print-outs that were used to verify that the changes requested by the Registrars were completed to their satisfaction. The first report detailed those changes made in accordance with sections of the memoranda. This ensured that both registrar and data entry operator could verify that the corrections made were exactly as they appeared on the form. The second record reflected those registrants, as they would appear on the Official List of Electors (OLE). Each division/sub-division was printed on a separate page and included a check box at the end of each entry for the registrants to verify that each entry appeared where it was intended. The first print-out reflected the information contained on the memoranda and the second showed the correction, and it would appear on the OLE. Returning Officers were requested to certify the 'Correction lists' before the Chief Election Officer granted approval for the names to be included on the OLE.

The process of corrections produced an Official List of Electors (OLE) that contained four Hundred and thirty eight thousand nine hundred and forty electors (438,940), an increase of five thousand four hundred and sixty two (5462) from the RVL which contained four hundred and thirty three thousand four hundred and seventy eight registrants. During the latter stages of corrections to the RVL and prior to the publication of the OLE, the Commission decided to prepare and publish an addendum to the OLE. This decision was taken because of the limited time within which the RVL had to be corrected and the deadline for publication of the OLE (5<sup>th</sup> March, 2001), in keeping with the requirements of The law, sec 35-37 f Cap 19:08. In addition to this, it was difficult to process the late submission of claims by individuals and stakeholders in time to meet the statutory date of publication.

### **3.10 Production and Publication of the Official List of Electors**

The OLE was official posted on March 5, 2001 and distributed to all political parties. The Information Systems Department also developed an application that aided the political parties to quickly verify the placement of an elector on the OLE. This application was called FESHA (FVL Encrypted Stakeholder Application), which allowed the same functionality as ESHA.

After the publication of the OLE numerous concerns were raised. These concerns allegedly that:

- (1) Particulars electors on the RVL were:
  - (a) Dislocated
  - (b) Omitted
- (2) Claims of omissions/corrections were not affected.

These concerns were raised by individuals, field staff and stakeholders who participated in the exercise to correct the RVL. There were also claims by members of the Disciplined Services that names of their ranks who qualified to vote did not appear on the Disciplined Services' List. Amidst these concerns preparation of an addendum to the OLE commenced.

### **3.11 Corrections to the Official List of Electors**

The Data required to correct the deficiencies observed in the Official List of Electors were contained in the memoranda that were submitted by the returning Officers. It was decided that the same procedures used to correct the RVL would be utilized to make corrections to the OLE.

For this exercise special emphasis was placed on claims made by individual electors and stakeholders in addition to submissions made by the Returning Officers and their representatives. This exercise resulted in an addendum that contained the names of one thousand two hundred and eighty one (1,281) electors to be deleted and two thousand five hundred and twenty six (2,526) to be added. The Information Systems Department, Returning Officers and their representatives conducted the data entry verification and corrections to the OLE.

### **3.12 Production and Publication of an Addendum to the Official List of Electors**

The addendum was printed in two parts – Additions (persons added to the list) and deletions (persons deleted from the list). This latter part was particularly necessary for registrants who needed changes to their details. The old record was administratively struck off (Deletions) and the new record used on the list (Additions). With the publication of the addendum the total number of electors listed to vote on Elections Day was four hundred and forty thousand one hundred and eighty five (440,185). However, Returning Officers and their representatives, some individuals and stakeholders still complained of transactions which were not affected Appendix 1X shows the number of persons listed on each of the lists discussed.

### **3.13 Preparation of the Disciplined Forces' Lists**

These lists were extracted from the Official List of Electors and consisted of member of the Guyana Police Force, the Guyana Defence Force and the Guyana Prison Service. All of the Disciplined Forces submitted lists of electors who were enlisted and still serving in the respective services. These lists generally contained the surname, first name, middle name, address, occupation and MRC Code for each elector. The Information Systems Department used the surname/first name and MRC code to extract the particulars of these persons from the OLE.

The extraction process was done with the aid of a computer application that was developed, and allowed the Data Entry Operator to enter the surname or first name followed by the MRC Code. This data was used by the application to locate the respective elector. Once the elector was located the occupation was assigned based on the particular Disciplined Forces' List used. The occupations were as follows:

<b>Disciplined Force</b>	<b>Occupation</b>
The Guyana Police Force	Police Officer
The Guyana Prison Service	Prison Officer
The Guyana Defence Force	Soldier

In addition, those electors were assigned ballot places based on submissions made by their respective Officers/Force. ISD processed these registrants with the complete oversight of the assigned representatives from each service.

The lists were then compiled, and grouped by ballot place in alphabetical order. The total number of electors on each list was used as the basis for the distribution of ballot materials.

### **3.14 Preparation of the Non-resident Electors' Roll**

The Ministry of Foreign Affairs supplied to the Elections Commission, a list of the Missions and detailed particulars on members attached to the Missions. The Commission examined the particulars and source documents from the central register and identified the qualified electors for each Mission.

The process of extracting electors from the Official List of Electors (OLE) involved the use of an application that required the Data Entry Operator to input the surname or first name of the elector along with their MRC code. When a match was made, the operator selected that country where the registrant resided and worked. This methodology allowed for the production of the Non-resident Electors' Roll.

The Roll was then printed by a country (in alphabetical order), followed by the District, Division/Sub-Division, and then in alphabetical order by registrant's name. This list was also used for the distribution of ballot materials to respective Missions.

### **3.15 Preparation of the list of Proxies**

Section 30 of Representation of the People Act, Cap., 1:03 provide for the following electors to be entitled to vote by proxy at an election-

- (a) Those unable, or likely to be unable, to go in person to the polling Place, at which they are entitled to vote, for any of the following reasons-
  - (i) the particular circumstances of that person's employment on election day either as a member of a disciplined force, or as a rural constable, or as a person connected with the election, as certified by a returning officer;
  - (ii) that fact that at the election that person is acting as returning officer for a district other than the district in which his address as entered on the official list of electors is situate.
  - (iii) the particular circumstances of that person's employment on the election day by the returning officer for a district, other than the district in which his address as entered in the official list of electors is situate, for a purpose connected with the election in that district;

- (iv) the fact that the person is an employee of the Transport and Harbours Department engaged in running a vessel on the election day;
- (b) a candidate at the election, where he is unable, or likely to be unable, to go in person to the polling place at which he is entitled to vote, by reason of being engaged in any activity connected with the election in a district other than the district in which that polling place is situate;
- (c) those unable, or likely to be unable, by reason of blindness or any other physical incapacity, to go in person to the polling place or, if able to go, vote unaided.

Application for appointment of an elector to vote as proxy must be sent to the Returning Officer not later than the 10<sup>th</sup> day before Election Day. The Returning Officer must be satisfied that the appointment of another elector to vote as a proxy is so entitled. If he is satisfied, the Returning Officer will issue a notice of appointment and if he refuses, he shall notify the applicant.

Returning Officers are authorized to keep a list of proxies and on the request of an elections agent, allow him on the 4<sup>th</sup> day before election to inspect and copy the list.

Returning Officers provide to each Presiding Officer, a copy of the list of persons who were appointed to vote as proxy.

### 3.16 Recommendations

1. A more accommodation timeframe is necessary for thorough a deficient preparations for the conduct of elections.
2. A complete review of the forms used in the registration exercise with a view to reducing the volume of paper work and increasing the efficiency of the exercise.
3. The criteria used for the appointment of staff must be re-examined.
4. Extension periods must only be granted after in-dept analysis of their implications. Extension must not only facilitate members of the public/stakeholders but must take into account its impact on human and other resources and the entire process.
5. The senior members of the secretariat staff must be allowed more time to manage the exercise and be relieved of the demands to attend many meetings and press conferences.
6. Field staff must be appointed sufficiently early to be in place about three (3) weeks before the actual commencement of Claims and Objections.
7. Draft lists must be made available to Registrars/Returning Officers for scrutiny and observations before the publication of any official list.
9. The span of control of Deputies should not be more than ten (10) divisional registrars.

10. The Operations Department should be restructured to accommodate two (2) Assistant Chief Election Officers:
  - a. Information Systems
  - b. Field Operations
11. Computer Operations should be separated from the Systems Development.
12. a thorough acceptance test must be executed each and every time a system is handed over.
13. All software systems must be properly documented and archived when handed over.
14. There should be the establishment of a reference library:
  - a. Repository for all System Documentation;
  - b. Training material for software used;
  - c. For manuals on software used.
15. Systems should in future capture and archived the actual data contained in the forms used in addition to updating the master files.
16. In printing lists a more sophisticated application should be developed for list production.

#### **4.0 THE NEW NATIONAL IDENTIFICATION CARD PRODUCTION AND DISTRIBUTION**

##### **4.1 The MIDIS System Overview**

The Multiple Identification Document Issuing System (MIDIS) was purchased from De La Rue Identity Systems in 1997 to be used for the production of the system used for scanning of images of photographs and signatures of electors into the system from the Master Registration cards to complement the textual details encoded in the production of the list and thus produce Identification Cards with photographs.

For the 2001 elections, an upgraded MIDIS system with new hardware and software was purchased from the production of National Identification Cards. The actual production was expected to be more intensive since it was required that production be completed within one month as against three months in 1997.

The MIDIS system comprised the following:

- 1 System Fileservers
- 13 Image Capture stations
- 3 Print servers
- 7 Laminators
- 6 Die Punches
- 1 Quality Assurance station

The decision to produce new National Identification Cards was made by the Commission and user requirements for MIDIS were based entirely on the requirements for the 2001 General and Regional elections. The major requirement was the production of the cards within one month. This limited time frame was imposed since the timetable for the elections was very restrictive. The system and operations were envisaged to be very similar to those of 1997. Though the MIDIS system provided greater functionality it was configured for production of as single card using only one base stock. The options chosen were data transfer, validation, capture, issuing, printing and archiving. No textual data entry option was chosen since it was agreed that editing of data would be done by the List Production Section of the Information Systems Department. Access within MIDIS was structured in groups in such a manner that image capture operators could only perform validation and image capture; printing was automatic after capturing was completed and authorized. Supervisor formed part of the management team of the MIDIS system and this followed them to reset cards for reprints and recapture. Administrators were able to perform functions such as backup and archiving.

Reports were done on a continuous basis to monitor production individually and shifts. It was somewhat more difficult to prepare production reports by districts and divisions since the MIDIS system did not have such data. These reports were done by cross-referencing registrants from MIDIS to a snapshot of the RVL.

## 4.2 The Production Process

The Guyana Elections Commission maintained the Master Registration Database containing the details of persons processed in the registration exercises of 1996 – 2001. A frozen extract taken from the MRDB was used as the basis for the provision of textual data for the National Identification Cards. In this case the frozen extract was in fact the Revised Voters' List. An image was scanned for each record and then automatically printed on security teslin basestock. After printing, the teslin sheets were laminated and then die punched to produce finished National Identification Cards.

The following were printed on the face of the National Identification Card:

- MRC Code
- Surname
- Forenames
- Sex
- Date of Birth
- Height
- Colour of Eyes
- Distinguishing Marks
- Nationality
- Date of Issue
- Signature (image)
- Photograph (image)



### **4.3 The Database Transfer**

The source data, for the production of the National Identification Cards was derived from the Revised Voters' List (RVL). The Information Systems Department developed an application called FITS (FVL Import Transfer System, which provided the means for transferring data into the MIDIS system. Data was loaded into the application's (FITS) database from the RVL. The application was then installed on the MIDIS Production Server.

FITS allowed the operator to enter the division number for the batch of MRCs to be image captured. This process then allowed those records for that division to be transferred into the MIDIS System. The user interface was a standard Windows based graphical user interface.

### **4.4 MRCs from National Registration Centre to ISD**

MRCs were transferred in bundles of approximately fifty from the Registration and Records Section to the Information Systems Department. Staff from the Guyana Post Office Corporation was recruited to undertake the sorting and organizing of MRCs according to districts, alphabetical and division/sub-division order. Additional space was rented at the DDL Building, Kingston to undertake this activity. This exercise lasted for approximately six (6) weeks. After sorting was completed, they were logged on sheets and distributed to image capture operators.

### **4.5 Data Validation**

The image-capture operators performed data validation before capturing. An MRC number was entered into the MIDIS program and the corresponding record was retired if the person was a valid elector and in the MIDIS database. The person's surname, forename, sex, MRC number, date of birth, nationality, distinguishing marks and height were displayed on the screen if the MRC number entered was valid. These and other details were present on the Master Registration Card. A visual comparison was done to ensure that the data retrieved was consistent with that on the card.

### **4.6 Image Capture**

If the details on screen were consistent with that on the Master Registration Card, the operator proceeded to capture the image of the photograph on the MRC. The photograph was scanned using the special MIDIS software. Adjustments to light, darkness, contrast, white threshold and black threshold were done if the photographs were not of a good quality.

After scanning the photograph, the signature of the elector on the MRC was captured. If the elector did not sign, his thumbprint was scanned instead. There were some instances where photographs or signatures on the MRCs were of poor quality and could not be captured. The MRCs were then extracted and logged as queries. Replacement photographs and signatures on other registration forms were used for image capturing in these cases. When the image capture operator had finished capturing a bundle, the MRC log was signed and the bundles placed in bins with separate queries.

#### **4.7 Printing**

Printing occurs automatically after a record is image-captured. As soon as a print server receives eight (8) records, the printer was instructed to print those records on a sheet of teslin which is a special security synthetic paper. The teslin has specially built in security features what would make it almost impossible for someone to duplicate.

At the initiation of production the automatic feature of MIDIS was used for printing but this soon proved to be very inefficient in the production line process. Since information on division and sub-division was not present on the card it was extremely difficult and tedious to batch the cards in time for distribution.

A special program was developed to control printing so that cards would be printed by division in alphabetical order which would make it easier for the batching and distribution staff to sort.

A print operator was responsible for feeding sheets of teslin into the printers, handling print jams and retrieving printed batches as soon as a bundle was completed. After printing cards were die-punched to be placed in bundles and entered in a logbook. Because the district and division data were not on the National Identification Cards, it was extremely tedious to sort and match cards with MRCs according to districts and division. In the final stages of the activity the Guyana Post Office Corporation employees had to be involved in sorting MRCs and reconciliation cards and MRCs for distribution.

#### **4.8 Treating with Queries**

Queries were all collected and analyzed by the supervisors after bundles were completed. The most common queries were for signatures of registrants whose surnames had changed since their first registration, illegible information on the MRC, and poor photographs. They were sent to the Registration and Records Section when additional documentation or clarification was needed. Queries were processed on an ongoing basis as soon as conveniently possible. Queries accounted for approximately 1% of all cards produced.

#### **4.9 Total Number of Cards Produced by District**

The total number of cards produced for the various districts was four hundred and twenty eight thousand, five hundred and forty two (428,542). Of this amount, eight hundred and fifty seven (857) were special cards. The Commission decided to produce Special National Identification cards for electors who were photographed during the final period of extension for photography. Table below gives a breakdown of cards produced by districts:

District	District Description	Electors on OLE	*Special ID Cards Printed	Ordinary Cards Printed	Total Cards Printed
1	Barima/Waini	11,473	16	11,257	11,273
2	Pomeroon/Supernaam	26,234	99	25,197	25,296
3	Essequibo Island/West Demerara	61,020	77	59,502	59,579
4	Demerara/ Mahaica	193,582	391	187,174	187,565
5	Mahaica/Berbice	30,699	37	29,885	29,972
6	East Berbice/Corentyne	72,649	104	71,405	71,509
7	Cuyuni/Mazaruni	9,497	27	9,223	9,250
8	Potaro/Siparuni	4,371	9	4,257	4,266
9	Upper Takutu/Upper Essequibo	8,757	24	8,624	8648
10	Upper Demerara/Berbice	21,903	73	21,161	21,234
<b>TOTAL</b>		<b>440,185</b>	<b>857</b>	<b>428,685</b>	<b>21,234</b>

Table 1 Total number of cards produced by districts.

NOTE: \*These cards were only for Election Day and were to be retained at the place of poll.

#### 4.10 National Identification Card Distribution

Distribution commenced in the hinterland Districts (1, 7, 8, & 9) followed by the districts on the coastland. Staff was recruited from among personnel who were trained in the respective districts for polling day.

Manuals were prepared to guide staff involved in this exercise and training was conducted in every district by staff of the Operations Department. Apart from manuals, several advisories were prepared and distributed to staffs who were appointed. Distribution Centers were identified in every district. Most of these centers were the same that were identified as polling stations.

A decision was taken so as to familiarize electors with the polling stations before Election Day. During the distribution exercise, electors were also given fliers which carried information that reminded them of their respective polling place. In addition to distribution centers, there were also mobile teams to service the hinterland and reverain areas.

The staff at each center was comprised of the following:

- Distribution Clerk
- Records Clerk
- Photographer (as far as practicable)

At the close of this exercise on 18<sup>th</sup> March, 2001, there were still a number of cards to be delivered in each district. Distribution continued on Election Day at centers in close proximity to Polling Stations. The total number of cards distributed at the end of Election Day was three hundred and seventy thousand, nine hundred and sixty five (370,965).

#### 4.11 Distribution schedule for the ten (10) Electoral Districts

Production and distribution schedules were prepared prior to distribution. Distribution commenced in the hinterland districts followed by those on the coastland. However, based on the difficulties experienced during the process, the schedules were revised from time to time. The following tables show the original schedules for production and distribution and the revised schedules as at March 6, 2001.

PRODUCTION			DISTRIBUTION	
DIST	START	FINISH	START	END DATE
1	25-01-2001	25-01-2001	30-01-2001	14-02-2001
7	26-01-2001	26-01-2001	30-01-2001	19-02-2001
8	26-01-2001	27-01-2001	30-01-2001	14-02-2001
9	27-01-2001	27-01-2001	30-01-2001	14-02-2001
10	30-01-2001	31-01-2001	01-02-2001	20-02-2001
2	28-01-2001	29-01-2001	01-02-2001	21-02-2001
6	01-02-2001	05-02-2001	06-02-2001	28-02-2001
3	06-02-2001	09-02-2001	10-02-2001	28-02-2001
5	10-02-2001	11-02-2001	12-02-2001	26-02-2001
4	11-02-2001	25-02-2001	13-02-2001	07-02-2001

**Table:11** Proposed schedule for the production and distribution of National identification Cards.

DISTRICT	PRODUCTION		DISTRIBUTION	
	STARTED	LIKELY FINISH	STARTED	LIKELY FINISH
1	10-03-2001	10-03-2001	05-02-2001	17-03-2001
2	11-03-2001	11-03-2001	05-03-2001	17-03-2001
3	08-03-2001	08-03-2001	08-03-2001	18-03-2001
4	12-03-2001	12-03-2001	07-03-2001	19-03-2001
5	08-03-2001	08-03-2001	07-03-2001	15-03-2001
6	12-03-2001	12-03-2001	07-03-2001	19-03-2001
7	10-03-2001	10-03-2001	13-02-2001	17-03-2001
8	08-03-2001	08-03-2001	12-02-2001	15-03-2001
9	09-03-2001	09-03-2001	19-02-2001	15-03-2001
10	09-03-2001	09-03-2001	20-02-2001	15-03-2001

Table 111 Revised production and distribution schedule as at March 6, 2001.

#### 4.12 Management of the Process (Including Security)

The Returning Officer in each District was responsible for ensuring the distribution and safe custody of the National Identification Cards, once they were issued to the respective districts.

After cards were produced for the various Division/Sub-divisions in each District, divisional/sub-divisional lists of all eligible electors were printed using a prescribed format for the RVL with a space provided for signatures of the electors upon receipt of their cards. Cards along with MRCs for each unit were delivered by the Information Systems Department to the Registration and Records Section. They were then matched and checked against these lists before being uplifted by the Returning Officer or their representatives. Representatives of the Returning Officers worked alongside staff of the Registration and Records section in the reconciliation of cards with electors on the lists. Before the cards were shipped to the various districts, the two major political parties were invited to send scrutineers to the Guyana Elections Commission to carry out sample checks of the cards. In some instances, this was not always possible as time did not provide for the level of checking scrutineers wanted to carry out before the cards left GECOM Headquarters.

Through the Security Department, arrangements were made with the police for security personnel to accompany the cards to the office of the Returning Officers in the districts. The cards were packed in canisters which were padlocked by the Returning Officers or their representatives of the Center.

In the districts, returning Officers made arrangements with the police stations for the canisters to be stored in special strong boxes provided by GECOM. Distribution teams were required to uplift the canisters with the cards and lodge them daily after distribution. Deputy returning Officers were required to monitor the distribution exercise which generally commenced at 14:00 hours (Monday to Friday) and 10:00 hours on Saturday and Sunday. Distribution teams worked beyond the official office hours in order to facilitate electors and to complete the exercise.

Daily report on the total number of cards distributed at each center was collected as far as practicable by Deputy Returning Officers and reported to Returning Officers who communicated the totals by radio or telephone to the Logistics Department. During the exercise, cards were found with the following flaws:

- Mismatched photographs
- Incorrect spelling of name
- Request for name change was not processed
- Signature of Divisional registrar in place of elector's signature
- Blurred photographs
- Part of surname appearing on card
- Signature missing completely

Where the flaws did not prevent the elector from casting his/her ballot e.g. signature missing, he was encouraged to uplift the card. GECOM promised to correct all flaws during a period to be announced after the Elections.

In the case of serious flaws that would have prevented the elected from voting e.g. mismatched photographs, the cards were returned to the Operations Department along with the correct information for re-printing. They were then returned to the respective districts for distribution.

#### **4.13 Factors affecting the Distribution Process**

A number of factors seriously hindered the distribution process. These included:

- a. Scheduling of training/rehearsals that coincided with hours of distribution – the same staff involved in distribution was proposed as Polling Day staff and many had to leave to attend training/rehearsals.
- b. Unavailability of all the cards for a unit. Electors were not appreciative of some persons on the list receiving cards while others were told that their cards had not arrived at the location. Some electors were very hostiles towards staff as a result of this situation. In addition to this, it resulted in additional costs of distribution.
- c. The attitude of scrutineers in demanding to check all the cards at the Center rather than having sample check.
- d. Interfilling as it refers to reconciling cards and MRCs.
- e. Log book and other records in the field were not kept as prescribed in many instances.
- f. Industrial action on the part of staff demanding payment not in keeping with the terms of employment.
- g. Insufficient personnel. Some members of the Distribution Staff appointed as polling day staff participated in training/rehearsals and performed activities relating to those pst.

#### **4.14 Status of production and distribution as at E-Day**

The total number of cards printed up to 18<sup>th</sup> March (last date of production) was four hundred and twenty-eight thousand, four hundred and fifty two (428,452). Of this amount four hundred and five thousand, three hundred and thirty four (405,334) were sent to the districts for distribution. The amount of cards distributed as at 19<sup>th</sup> march, 2001 was three hundred and seventy thousand, nine hundred and sixty five (370,965). Table 1V shows the breakdown of cards produced and distributed as at Election Day.

Table 1V No. of cards produced, distributed and on hand as at Election Day.

DIST.	TOTAL ON VOTERS' LIST	NO. OF CARDS SENT TO DIST.	NO. OF CARDS SENT TO DIST.	NO. DISTRIBUTED	BALANCE
1	11,473	11,273	11,151	10,342	809
2	26,234	25,296	24,948	23,826	1,102
3	61,020	59,529	53,794	50,429	3,365
4	193,582	187,565	173,515	162,220	13,770
5	30,699	29,992	29,470	28,512	850
6	72,649	71,509	69,892	55,262	12,801
7	7,479	9,250	9,080	8,069	1,011
8	4,371	4,266	4,119	3,825	294
9	8,757	8,638	8,360	7,830	326
10	21,903	21,234	21,005	19,998	919
	<b>440,185</b>	<b>428,542</b>	<b>405,334</b>	<b>370 965</b>	<b>35,247</b>

#### 4.15 Summary and Recommendations

The period allocated for the production and distribution of National Identification Cards was somewhat inadequate. This resulted in the hiring of staff from private agencies to complement staff of the Guyana Elections Commission.

The following areas need to be mentioned in the production of Identification Cards.

- I. **Quality Control** – A small amount of unacceptable cards were produced. These were dispatched to districts and had to be returned. A more accommodating timeframe will allow for better quality control.
- II. **Quality of Photograph** – While it was possible to make marginal improvement to poor photographs, several were below the threshold. Colour photographs may produce better quality cards in the future.

Registration details of districts, division/sib-divisions were not stored on the MIDIS System. In order to produce reports at these three levels it was therefore necessary to cross reference against list from the MRDB. In other words, a complete list with all registration details was not held by the MIDIS System for easy reporting on card production.

#### Recommendations

- I. Registration details of districts, division and sub-division must be stored on the MIDIS System.
- II. Adequate time should be given for the production and distribution of Identification Cards. The timelines must facilitate proper accountability and reconciliation cards.

- III. There should be a revision of the process of employing temporary staff. This process must involve thorough screening of applicants.
- IV. The cementing of quality control systems in the production of identification cards should be done.
- V. A system of production management which facilitates daily or spontaneous updates on the status of production and concomitant material consumption must be implemented.
- VI. Future training programmes must focus on ensuring that operators develop sensitiveness/sensitivity to the usual appearance of the finished cards and not just the screen shot of the cards.
- VII. More attention must be paid to the quality of staff recruited for distribution of Identification Cards.
- VIII. Separate staff must be employed to undertake the distribution exercise. They should not be involved in other exercises.
- IX. Distribution should be undertaken unless all the cards for a particular unit are available.

## 5.0 ELECTORAL DISTRICTS

### 5.1 Electoral Boundaries

General and Regional Elections held on the 19<sup>th</sup> March, 2001 were conducted with the country as one constituency.

The one constituency was divided into 10 polling districts, 966 divisions and 1804 divisions and sub-divisions.

With the new electoral system of geographical representation, the 10 polling districts coincide with 10 geographical constituencies.

It must be noted that the electoral boundaries that were used for the 1997 General and Regional Elections remained the same for General and regional Elections 2001.

### 5.2 Identification & Selection of Polling Stations

The identification of polling stations was done against the general backdrop that **no more** than 450 electors would vote at one polling station which a division/sub-division.

Against this general principle Returning Officers were briefed and guided about this identification process, as approved by the Commission.

Proposals relative to the locations of polling stations were submitted as early as December, 2001. These proposed locations were revised on several occasions after representations by political parties and the police with the intervention of the Logistics Department using the criteria for selection.



In outlying districts where the population was sparse and divisions were separated by small rivers etc, single locations were utilized for several polling stations. Additionally, in instances where there were no appropriate building in some polling divisions, polling stations were selected outside of the division. On such occasions, the appropriate publications were made.

It is apposite to note that Returning Officers were forced to make last minute changes to polling stations due to objections made by some of the stakeholders.

The under mentioned number of polling Stations was used for E-Day.

District	Amount
1	85
2	105
3	244
4	733
5	133
6	314
7	72
8	41
9	56
10	<u>110</u>
<b>Total</b>	<b><u>1893</u></b>

### 5.3 Organization & Management

Polling stations were organized to be supervised by a Presiding Officer. He/she was assisted by an Assistant Presiding Officer and three Clerks.

In addition to the GECOM staff present, one police rank along with agents from the respective contesting parties, was also in attendance.

A minimum of problems was experienced during E-day. These were relative to, inadequate quantities of ink, stamp pads etc. These were quickly resolved. The overall management of polling day was generally of a very high standard up to the close of poll.

Unfortunately at the close of the poll the said professional approach did not prevail. Counting in some instances took long (e.g. 280 votes taking five hours to be counted). Additionally the passage of information from the Presiding Officer to the Deputy Returning Officer took an inordinately long time for locations on the coastland. These activities can be conducted within much shorter time frames.

### 5.4 Security Arrangements with particular Reference to E-Day

Sensitive as well as non- sensitive materials arrived in the various districts prior to E-Day.

Sensitive materials including Ballot Boxes were checked, labeled and properly secured in the various containers. Private security was also in place to attend to the containers. Packed ballot boxes were removed from containers by Returning Officers and Deputy Returning Officers who handed over same to the Presiding Officers of the respective Polling Places. This handing over in the some cases was done at various intervals prior to E-Day depending on the various points of destination for example, the riverain areas and the interior and remote locations. Guards were present throughout the various exercises identified above. In addition, each Polling Place was guarded either by a member of the Guyana Police Force or a Special Constable who deployed on duty before the commencement of Poll and remained on duty after the closing of Poll and the completion of the counting of the votes at the place of Poll.

After the counting of the votes, guards escorted the Presiding Officers with the ballot boxes and the Statements of Poll to the office of the Deputy Returning Officer and finally to the Returning Officer or to the various containers. Security was provided at the various containers.

Special Police contingents were placed on duty at the Offices of the Returning Officers. Police escorts were also provided for Returning Officers with the Statements of Poll from their respective Districts to the Chief Election Officer at GECOM Headquarters.

All ballot boxes in containers were returned to GECOM under armed Police escort, Containers parked out of GECOM compound were under armed police guard on a 24-hour basis.

Ranks of the Special Constabulary provided security at GECOM Headquarters, at the Returning Officer's Office in Region No. 4 and at BIDCO House in Duke Street, Kingston. Guards were also deployed at the first and third floors of the DDL Building occupied by GECOM. Additionally reinforced security was placed at GECOM and provided coverage for key personnel GECOM.

## **5.5 Recommendations**

Guard services provided by the Special Constabulary were not up to the level required by GECOM. Members of the Constabulary should be properly trained to carry our guard duties.

Consideration should be given to the establishment of a GECM Security Guard Services to provide reliable and professional services whenever required.

## **6.0 LOGISTICS AND COMMUNICATION**

### **6.1 The communication Plan**

The overall communication plan aimed to ensure that:

(a) Quick and easy communication was available at all times from Center to district and vice versa. District to Sub-Districts, vice versa; and from Sub-Districts to Divisions as far as practicable.

(b) Reporting of preliminary results is done in the fastest possible time

The achievement of the plan therefore, hinged on the establishment of a communication network utilizing HF & VHF radios and telephones.

## 6.2 Acquisition and Allocation of Equipment

The acquisition of HF & VHF radios was done locally in adequate time to ensure proper installation. Radios were installed at the under-mentioned locations.

### EQUIPMENT ALLOCATION

Region	HF	VHF	Hand Held	Cell	Land Lines	RD	Govt. Radios
1	4	-	4	-	-	-	3 MOH 3 <sup>RD</sup>
2	5	-	-	7	2	1	2 MOH
3	-	5	-	17	2	1	-
4	-	4	36	827	30	1	2 MOH
5	-	3	6	118	13	1	1 MOH
6	-	1	5	18	18	1	2 MOH
7	5	-	-	2	1	-	9 RD 2 MOH 1 GGMC
8	3	-	-	-	-	-	10 RD 4 MOH
9	3	-	5	-	-	-	5 MOH 1 RD
10	-	3	7	5	1	1	2 MOH
<b>Total</b>	<b>20</b>	<b>16</b>	<b>63</b>	<b>994</b>	<b>67</b>	<b>6</b>	<b>23 MOH</b> <b>23 RD</b> <b>1 GGMC</b>

## 6.3 Training and Recruitment of Communication Staff

One training session was conducted for the Communication Supervisors from each District. This session covered all aspects of setting up radios, radio use, battery checks, and antennae theory. Instructions were also given on the handling of mobile cellular telephones

On the completion of the sessions, handouts and advisories were distributed to all participants.

#### 6.4 Installation of radios and Telephone

Radios and telephones were allocated based on the degree of difficulty historically experienced by Returning Officers to communicate with far-flung Divisions of their Districts. The allocation plan was as follows:-

Region	No. of GECOM Radios	No. of Govt. Radios	No. of Private Radios	No. of Telephones
1	7 HF, 5 VHF 7 Handhelds	3 MOH 1 x GDF 3 RD 3 x Police	6	2 L/Lines
2	5 HF, 1 VHF 5 Handhelds	2 MOH	-	5 L/Lines 2 Cells
3	3 HF, 5 VHF 20 Handhelds	-	-	6 L/Lines 15 Cells
4	10 VHF 27 Handhelds	2 MOH	-	38 L/Lines 28 Cells
5	8 VHF 3 Handhelds	1 MOH	-	3 L/Lines 3 Cells
6	2 HF, 3 VHF 7 Handhelds	1 x GDF/2 x Police, 2 MOH	-	1 L/Line 9 Cells
7	4 HF, 1 VHF 19 Handhelds	5 x Police 9 Reg. Dev. 2 MOH, 1 GGMC	4	1 L/Line 4 Cells
8	3 HF	10 Reg. Dev. 4 MOH 3 x Police	-	-
9	3 HF, 1 VHF, 5 Handhelds	3 x Police 5 MOH 1 Reg. Dev.	-	1 L/Line
10	4 VHF 5 Handhelds	2 MOH	-	1 L/Lines, 5 Cells
<b>Totals</b>	<b>27 HF, 38 VHF 98 Handhelds</b>	<b>23 MOH 23 Reg. Dev. 1 GGMC</b>	<b>10</b>	<b>58 L/Lines 66 Cells</b>

## 6.5 Testing adjusting Communication Plan

The distribution of identification card exercise provided the ideal opportunity for the communication plan to be tested in a comprehensive way. However, this was only possible where cards were distributed in adequate time.

District # 6 must be complimented for the detailed communications exercise conducted using telephones. Telephones were installed/issued as shown:

### CELL PHONE DISTRIBUTION ELECTION 2001

District	Mobile	Fixed	Location of Fixed Cells
2	70	2	Anna Regina X 2
3	160	2	Vreed-en-Hoop X 2
4	720	13	Grove 1, Paradise 1, Mahaica 1, Soesdyke1, Carmichael Street 9
5	115	4	Onverwagt 2, Ithaca 1, Fairfield 1
6	150	5	Tarlogie 2, No. 47 Village 1, Benab 1, New Amsterdam 1.
7	20	1	Bartica
10	100	2	Linden
Log. Ops. Staf	20	3	DDL Building
Secretariat & other key personnel	45		
<b>Total</b>	<b>1400</b>	<b>32</b>	

**NB:** District 1, 8 & 9 could not accommodate cellular transmissions because of the absence of a cellular station.

District 7 was also limited to cellular transmission in the Bartica area only.

### 6.5.1 Use of Government Services

Considerably use was made of communication equipment owned and operated by the Guyana Defence Force, Guyana Police Force, Ministry of Regional development and Ministry of Health. Our gratitude should be extended to these Ministries/Departments.

### **6.5.2 Use of Communications Facilities made available by Private Operators**

Extensive use was made of private operating sets in Districts 7, 8 and 9 to relay information to and from the Returning Officers. Without the utilization of these equipment, further delays would have been experienced. Our gratitude should also be extended to these businessmen.

### **6.5.3 Batching System**

The batching system was designed to ensure that polling stations in close geographical locations combine together to send their preliminary report to the Deputy Returning Officer at the same time. This concept, which grouped no more than three to eight divisions minimize the amount of telephone/fax/radio time considerably while ensuring a speedy dispatch.

This system was introduced to ensure that reporting of preliminary results was done in a sequential manner, while maintaining a constant information flow.

Unfortunately this system was not totally accepted by Returning Officers, since it reflected a change from the traditional system of reporting results.

Returning Officers complained that fax machines were inoperable on E-Day, but this was not so in every case.

### **6.5.4 Preliminary Results**

#### **Reporting System**

The plan for reporting preliminary results was extremely simple. Returning Officers would receive results from deputy returning Officers using the batching system then forwarded the results to the Logistics Operations Center for onward passage to the CEO. The CEO would then convey this to the Press.

Telephones, HF & VHF radios and fax machines were installed to ensure easy transmission.

This procedure was nor strictly followed. At the very outset some Districts did not send information to the Logistics Operations center even though specific telephones and fax machines were assigned to each District. This resulted in initial delays in the passage of information from Districts to Center.

At the commencement of the manual verification, the Logistics/ Operations Center were still not in receipt of the full complement of preliminary results from all the districts.

## 6.6 The Logistics Plan (Including Distribution)

The Logistics plan evolved from discussions/guidelines provided by Returning Officers and the Commission through the Logistics Sub-Committee.

The overall plan was to ensure that the correct quantity of material/store was delivered at the right place (district, at the right time, with adequate security arrangements to ensure a smooth electoral process.

To satisfy the plan, the Secretariat sought to acquire shipping containers, and install shelves to transport ballot boxes and other sensitive materials to districts were possible. In other districts the Commission relied on the utilization of trucks, aircraft, boat and other vehicles. In an effort to achieve a high level of efficiency and effectiveness, the Secretariat sought the advice of several Non-Governmental Organisations on time and space relative to the different modes of transportation. These organizations included (a) Aircraft Owners' Association, (b) the National Shipping Association and (c) the River Boat Owners' Association.

Meetings were held with these organizations on various occasions. Based on the information gathered a detailed schedule of transportation logistics was prepared.

**Table V** shows a detailed breakdown and movement of sensitive stores and materials sent to the ten electoral districts.

## 6.7 Movement of Materials and Supplies to the Various Districts

Table V – MOVEMENT – SENSITIVE MATERIALS

Date	District	Locations	Est. Time of Dept.	Type of Transport
13-03-2001	1	Moruca Matthews Ridge Port Kaituma	13.30 hrs From Ogle	Aircraft
13-03-2001	7	Kamarang Kurupung Eteringbang	14.00 hrs From Ogle	Aircraft
13-03-2001	7	Bartica	14.30 hrs From GECOM	Overland & Boat
14-03-2001	8	Mahadia, Kato, Orinduik, Paramakatoi	14:00 hrs from Timehri	Aircraft
14-03-2001	9	Lethem	19:00 hrs from Ogle	Aircraft
14-03-2001	5	Onverwagt	07:00 hrs From GECOM	Truck with container
14-03-2001	10	Drill Hall Linden	07:00 hrs From GECOM	Truck with container
15-03-2001	3	Vreed-en-hoop	07:05 hrs from GECOM	Truck with container
15-03-2001	2	Anna Regina Charity	12:20 hrs From GECOM	Trucks x 5
15-03-2001	6	New Amsterdam Adventure	15:50 hrs From GECOM	Trucks x 3
15-03-2001	4	Timehri, Grove, Diamond, Plaisance	07:00 hrs From GECOM	Truck with container
16-03-2001	7	Phillipai, Eteringbang, Kaikan, Paurima, Ekereku	11:00 hrs From Ogle	Aircraft
16-03-2001	4	Cove & John, Vigilance, Gymnasium – Mandela Ave., Queens College Compound, North R/Veldt Mult. Sch. Sophia Exhibition Center	07:00 hrs From GECOM	Truck with container

The timelines at respective locations ensured adequate preparation time for delivery to Polling Stations. This was achieved in all districts except Districts # 4.



### 6.7.1 Aircraft Movement

A schedule for aircraft movement to distribute materials/supplies to Districts 1, 7, 8 & 9 was prepared with the guidance of Aircraft Owners' Association. The schedule worked smoothly for the most part.

#### Aircraft Schedules

It was necessary to deploy aircraft on E-Day to (a) distribute Disciplined Services Votes, (b) ensure voting at different locations, such as Gunn Strip and New River and (c) afford the Returning Officer of District # 8 to check on the progress of balloting.

The under mentioned schedule shows the deployment of aircraft on E-Day.

Date	Departure Time	Locations	Name of Airline	Objective
2001-03-19	09:00 am	Gunn Strip, Lethem, New River	Trans Guyana Ltd.	To facilitate voting
2001-03-19	08:00 am	Mabaruma, Lethem, Bartica (OGLE)	Guyana Defence Force	To distribute Disciplined Services' votes
2001-03-19	10:00 am	Mahdia, Paramakatoi, Kaieteur, Monkey Mountain	Roraima Airways	Cover Polling Stations in District # 8
2001-03-20	10:00 am	Kamarang, Bartica	Roraima Airways	Uplift Statements of Poll
2001-03-20	3:00 pm	Paramakatoi, Kato, Orinduik, Mahdia, Bartica	Roraima Airways	Uplift Statements of Poll
2001-03-20	3:30 pm	Lethem	Roraima Airways	Uplift Statement of Poll
2001-03-21	12:00 pm	Mabaruma, Port Kaituma, Baramita, Matthews Ridge, Bemechi	Trans Guyana Ltd	Uplift Statements of Poll

### 6.7.2 Boat Movement

At the very last moment, Jet boat owners advised that Jet boats will not be available for the Kurupung trip since the water was extremely low. The hiring of speedboats was done entirely by Returning Officers to move their materials to and from polling stations in riverain areas.

### **6.7.3 Distribution of Electoral Supplies**

The distribution of electoral supplies did not take place without glitches. However, the detailed planning by the Operations department was adequate to cater for the lapses. The movement from Center to Districts, however, went smooth.

### **6.7.4 Marking/Numbering of Ballot Boxes**

All ballot boxes were marked in numerical order commencing with Districts No. This exercise was vital to facilitate the necessary checks and balances relative to identification of polling stations and statement of poll. Unfortunately, this simple numerical exercise was not properly conducted. In districts # 6 the covers of ballot boxes were inadvertently exchanged thus distorting the sequence.

## **6.8 Storage and Return of Supplies**

Electoral supplies acquire through local and international (donor) funding. The following materials/equipment were purchased from overseas through an arrangement with the donor communities and CODE international:-

- (a) Ballot boxes, electoral ink, seals, tube lamps, statements of poll, Tally sheets, etc.  
All other electoral materials were acquired through local suppliers.

### **6.8.1 Acquisition of Containers**

Containers were acquired for the safe and orderly movement of ballot boxes from the Center to outlying districts where possible. Containers were shelved to ensure chronological and sequential storage, issuance and retrieval of ballot boxes. Table 11 reflects a detailed breakdown of the locations where containers and trucks were used.

TABLE 11

LOCATION OF CONTAINERS/TRUCKS

District	Container Location	Remarks
2	Charity Police Station Anna Regina Police Station Suddie Police Station	Trucks were used at these locations
3	Leonora Police Station La Grange Police Station Office of the Returning Officer – Plaintain Walk W.B.D	Containers were used at these locations
4	Timehri Police Station DDL – Diamond East Bank Demerara North Ruimveldt (Multi. School) National Gymnasium Sophia QC Compound Plaisance Community Center Vigilance Police Stations Cove & John Police Station	Containers were used at these locations
5	Onverwagt Compound	Container was used at this location
6	New Amsterdam Multi. Compound Tarloge Compound (RO) Corriverton Municipality Ground	Trucks were used at these locations
10	Constabulary Compound – Linden	Containers was used at this locations

6.9 Security Arrangements (General)

6.9.1 Security Arrangements

- (i) Security arrangements for the General and Regional Elections 2001 commenced during the first week in January, 2001.
- (ii) All security arrangements were coordinated between the Head of Security, GECOM and the Guyana Police Force. The security arrangements were carried out in an efficient and time manner.

- (iii) There was a heightened state of security preparedness before, during and after the General and Regional Elections, as the Guyana Police Force implemented pro-active security measures in all Regions.
- (iv) Prior to the General and Regional Elections the Commissioner of Police was requested by the GECOM to permit his Divisional Commanders to have discussions with Returning Officers and to provide the necessary security at the request of the returning Officers.
- (v) The Commissioner gave his approval for discussions to take place and identified the Deputy Commissioner Operations as the person with whom the Head of Security, GECOM should liaise.
- (vi) Subsequently, the Commissioner of Police and his Senior Management team met with the GECOM and Senior Managers and discussed security arrangements for the General and Regional Elections.
- (vii) Other matters relation to allegations of double registration and other pre-elections irregularities which were referred to the police for investigation were also discussed.
- (viii) The Commissioner gave the assurance that the Guyana Police Force was properly prepared for the General and Regional Elections and that all necessary security arrangements were being put in place in a timely manner.
- (ix) The Commissioner also assured GECOM that all matters referred to the police will be thoroughly investigated and appropriate action taken.
- (x) Following the assurance given by the Commissioner, Police Units were deployed in all Regions to provide security for Returning Officers, Deputy Returning Officers, escorts of Ballots and Ballot Boxes, security for ID card distribution clerks and protection for all Presiding Officers and other Polling Day staff on Polling Day.
- (xi) Special Police Units were deployed to cordon GECOM Headquarters and the office of the Returning Officer in Region 4.
- (xii) This pro-active action by the police was indeed reassuring to the staffs of GECOM who were called on to work during the night until the early hours of the morning.
- (xiii) Before, during and after the General and Regional Elections, there was a marked degree of hostility by some members of the public towards the staff of GECOM who were accused of deliberately leaving out the names of eligible voters from the Official List of Electors (OLE).
- (xiv) This hostility was generated partly by Talk Show Hosts on the TV network and the false rumours which gained credence that some person or persons from overseas were interfering with the OLE data base at GECOM.

- (xv) This hostility led to serious threats and assaults on GECOM staff. Because of this hostility, it became necessary to provide security guards for a number of key personnel employed by GECOM.
- (xvi) The situation was further aggravated by the assault and threats to Mr. Jack Morgan, Returning Officer of Region 4; threats and assault on Commissioner, Mr. Haslyn Parris; the throwing of bottle bombs in the office of Commissioner, Mr. Moen McDoom; threats to ID distribution clerks and damage to the windscreen of one of GECOM's vehicles.

#### **6.9.2 Assaults and threats committed on Commissioners of GECOM and Staff**

- (i) On the 14<sup>th</sup> of March, 2001 Mr. Jack Morgan, Returning Officer for Region 4 was assaulted by a hostile crowd of persons at the dump site on Mandela Avenue.
- (ii) Mr. Morgan visited the dump site after he received information that ID cards were found at the site. Mr. Morgan who is a licensed firearm holder discharged a round in the air from his firearm in order to prevent the crowd from continuing their assault on him. Mr. Morgan also alleged that he was manhandled and abused by the police who failed to offer him protection from the hostile crowd.
- (iii) A report was submitted by Mr. Morgan which was forwarded to the Deputy Commissioner – Law Enforcement for investigation and report. The report is still outstanding.
- (iv) It would be apposite to note that Mr. Haslyn parries, a Commissioner of GECOM, was threatened and assaulted by a number of persons at Sophia.
- (v) During the disturbances in Georgetown on the 9<sup>th</sup> of April, 2001, bottle bombs were thrown into office of Mr. Mown MCDoom (a Commissioner of GECOM) at South Road and King Street causing a fire which damaged the building, furniture and equipment. Members of the Guyana Fire Service broke into the office and extinguished the fire.
- (vi) Assaults and threats were also committed on GECOM staff at Cane Grove, Buxton and Sophia. All these incidents were reported to the police. There was one report of Bomb Threat at GECOM Headquarters. The buildings was evacuated and searches were carried out by the Police Bomb Squad but no incendiary device was found
- (vii) There were a series of reports of minor breaches of the peace, mainly in Region 4 on polling day. However, no major incident arising from the Elections was reported to the police on polling day.
- (viii) There were hostile crowds of persons at a number of polling stations in Region 4 whose names were not on the OLE but demanded the right to vote. When they

were not allowed to vote threatened the Presiding Officers. Those incidents were reported to the police who took appropriate action and prevented the situation from getting out of hand. However, the Presiding Officers at those locations remained steadfast in their resolve to ensure that only persons who were on the OLE were allowed to exercise their franchise.

- (ix) There were serious breaches of the peace during the immediate post-election period mainly in Region 4, lower East Coast Demerara and Georgetown.
- (x) This post-election violence led to the burning of buildings, robberies, threats and assaults on a number of persons.
- (xi) Several persons were arrested by the police and charged for various crimes.
- (xii) There were no attacks on GECOM Headquarters or other building used by GECOM.
- (xiii) GECOM Headquarters was fully protected by guards of the Special Constabulary, Private Security and reinforcements by members of the Guyana Police Force (TSC).

### **6.9.3 Field Checks by Security Officers of GECOM**

- a. During the months of February and March 2001, field checks were carried out in various Regions on the Revised Voters' List (RVL) and Polling Places by Security Officers to GECOM.
- b. The checks revealed a number of discrepancies:
  - (i) A number of RVLs were removed by scrutineers of political parties and some of the RVLs were torn down.
  - (ii) A number of proposed Polling Places were found to be unsuitable because the premises were licensed to sell liquor.
- c. The police also carried out checks on the Proposed Polling Places and submitted a list of places which were deemed to be unsuitable for security and other reasons.
- d. No proper security was in place at the Returning Officers' Office and there was need for proper lighting facilities in Regions 2 and 6.

These discrepancies were drawn to the attention of the respective Returning Officers and corrective action was taken before the General and regional Elections.

#### **6.9.4 Review of Information Systems Department (ISD) Operations (Security Considerations)**

- (i) It was recognized that the greatest hostility was generated against GECOM staff after the OLE was printed and exhibited at polling places. In addition, those who were not with the new ID cards felt that they would not be allowed to exercise their franchise in spite of assurances given by GECOM that they will be permitted to vote once their names were on the OLE. This hostility continued even after the General and Regional Elections.
- (ii) If the operations of the ISD are to gain the credibility of all the stakeholders, they would be transparent and open to examination by reputable organizations and individuals to be identified by contesting parties.
- (iii) The hostility which was generated against GECOM caused the staff to become afraid for their own safety. The situation was further aggravated by the rumours which were spread that persons from overseas had interfered with the OLE data base.
- (iv) This is a perennial problem which should be dealt with by GECOM in cooperation with all stakeholders.

#### **6.9.5 Distribution of ID Cards**

- (i) The distribution of ID Cards was carried out without much difficulty. However, in Region 4 distribution clerks were confronted by hostile crowds demanded their ID cards.
- (ii) A number of clerks were threatened by persons who did not receive their cards. In one instance the police at Vigilance Police Station had to escort the clerks to complete the distribution of ID cards.
- (iii) There was also a protest by a large number of distribution clerks in Regions 10, McKenzie, Linden, who demanded payment beyond the approved sum for distribution of ID cards. This matter was amicably resolved after the intervention of the Chief Election Officer.
- (iv) The Guyana Police Force provided security for distribution clerks on request and the canisters with the ID cards were lodged at the nearest police station in the district. The ID cards which were not distributed were placed in canisters and lodged at Police Stations in the Regions.
- (v) There was one report of ID cards being found at the dump site on Mandela Avenue. This matter is still under investigation by the police.

### 6.9.6 Arrival and Security of Ballots

- (i) Security arrangements for the arrival of the Ballots for the General and Regional Elections 2001 at the Cheddi Jagan International Airport, Timehri, were well co-ordinated between GECOM Security and the Guyana Police Force.
- (ii) The Boxes containing the ballots were transported by GA 2000 Flight 721 from JFK Airport, New York to Cheddi Jagan International Airport on 2001/03/03. The aircraft arrived at approximately 15:30 hours.
- (iii) The Boxes were unloaded and examined in the presence of Commissioners of GECOM. Mr. Robert Williams and Mr. Mohamood Shaw who travelled on board the aircraft from JFK Airport, NY to Timehri.
- (iv) the under-mentioned GECOM officials were also present at the off-loading of the Boxes which were checked by Security Personnel.

Mr. D. Thompson, Head Security Department  
Mr. O. Massiah, Security Officer  
Mr. T. Semple, Admin., Officer  
Mr. K. Lowenfield, Logistics Officer  
Mr. A Ramsaroop, Finance Manager  
Ms. P. McDonald, Stores Superintendent

The Boxes were placed in a container-truck which was then locked.

- (v) A armed escort under the command of Asst. Supt. Griffith from the TSU, Guyana Police Force was deployed to guard and escort the container-truck with the Boxes from Timehri to GECOM Headquarters, Georgetown in convoy. A police traffic escort preceded the convoy to Georgetown.
- (vi) At GECOM Headquarters the Boxes were checked and laced in a locked container in the compound. The keys for the container were kept by the Head of GECOM Security and the Stores Superintendent.
- (vii) An armed rank from the TSU, Guyana Police Force was thereafter placed to guard the container on a 24 hour basis.

### 6.9.7 Storage and Transportation of Ballot Boxes

#### Ballots and other Sensitive Electoral Materials

- (i) All Ballot Boxes were stored in the storeroom below the NRC building. The keys for the storeroom were kept by the Stores Superintendent and an armed guard was placed in the vicinity of the storeroom.



- (ii) All the boxes containing the ballots and other sensitive materials were stored in locked containers. One key was kept by the Stores Superintendent and the other by a Security Officer.

#### **6.9.8 Distribution of Ballots, Ballot Boxes and other Sensitive Materials**

- (i) The ballots were removed from the containers in the presence of the agents of political parties contesting the General and Regional Elections. However, it was noted that although all the political parties were notified, in most instances, only the agents of the PPP/C and the PNC/R were present.
- (ii) The Ballots for the particular Regions were counted by GECOM officials in the presence of the Returning Officer of that Region and the agents of the political parties.
- (iii) The Ballots were then handed over the Returning Officer, together with the Ballot Boxes and other sensitive materials.
- (iv) The Ballots, Ballot Boxes etc were placed in containers or container-trucks which were locked by the Returning Officer of the particular Region.
- (v) The Ballots, Ballot Boxes etc for regions 1, 7, 8 and 9 were transported by motor vehicle under police escort to the airport and later by aircraft to the respective locations under police guard and were stored at the nearest police station in the district but remained under the control of the RO or DRO.
- (vi) In other instances the Ballots, Ballot Boxes etc were stored at Regional Offices which were properly guarded by the police.
- (vii) In Region 2; four container-trucks were used to store and transport the Ballots, Ballot Boxes etc from GECOM to the Region. Transportation was done under police escort.
- (viii) In Region 3; three containers were used to store the Ballots, Ballot Boxes etc which were transported under police escort to the Returning Officer's Office at Plainain Walk, West Bank Demerara.
- (ix) In Region 4, ten containers were used to store Ballots, Ballot Boxes etc. The containers were removed from GECOM Compound under police escort and were placed under police guard at the following locations.

- |     |   |   |               |
|-----|---|---|---------------|
| (x) | Returning Officer's Office, Lamaha and Carmichael Streets | - | 1 container/s |
|     | Timehri Police Station Compound                           | - | 1 container/s |
|     | Diamond Senior Staff Compound                             | - | 1 "           |
|     | North Ruimveldt Multilateral School Compound              | - | 2 "           |
|     | Sophia Complex  | - | 1 "           |
|     | Plaisance Community Center Ground                         | - | 1 "           |
|     | Vigilance Police Station Compound                         | - | 1 "           |
|     | Cove & John Station Compound                              | - | 1 "           |
- (xi) In Region 5 – once container was used to store the Ballot, Ballot Boxes etc. That container was escorted by the police from GECOM Headquarters to the Returning Officer's Office at Onverwagt, West Coast Berbice.
- (xii) In Region 6 – three containers-trucks were used to store and transport the Ballots, Ballot Boxes etc under police escort from GECOM Headquarters to the Returning Officer's Office Tarlogie, and at Wellington Park School Compound, Corentyne, Berbice.
- (xiii) In Region 10 – once container was used to store Ballots, Ballot Boxes etc. That container was removed from GECOM, HQ under police escort and placed at the Linmine Constabulary Compound at McKenzie
- (xiv) In all cases the Returning Officer of the respective Region took custody of the container, container-truck or other receptacle which was used to store and transport the Ballots, Ballot Boxes etc.
- (xv) It is important to note that containers and container-truck including buildings where the Ballots and Ballot Boxes were stored, were guarded by members of the Guyana Police Force on a 24 hour basis.
- (xvi) The key for the containers were controlled by the Returning Officers, the Deputy Returning Officers or the Elections Clerks.

### 6.9.9 Security Arrangements on Polling Day

Distribution of Ballots, Ballots boxes and other sensitive materials within the Regions.

#### Sequence of Activities

- (i) Ballots, Ballot Boxes and other sensitive materials were removed from containers by returning Officers and Deputy Returning Officers and handed over to the Presiding Officers of the respective Polling Places.
- (ii) This exercise was carried out in the presence of police guards. Each polling place was guarded by a member of the Guyana Police Force or Special Constabulary was deployed on duty before the commencement of the voting and remained on

duty after the closing of the poll and completion of the counting of the votes at the place of poll.

- (iii) After the votes were counted a member of the police Force escorted the Presiding Officer with the Ballot Boxes and Statement of Poll to the DROs office.
- (iv) The Ballot Boxes were then lodged in containers, offices designated by the returning Officer police guard, or lodged at the nearest police station.
- (v) The DROs were later escorted by the police with the Statement of Poll to the Returning Officer's office.
- (vi) A special police contingent was placed on duty at all Returning Officers' offices.
- (vii) Police escorts were provided for Returning Officers with the Statement of Poll from their respective Regions to the Chief Election Officer at GECOM Headquarters.
- (viii) All Ballot Boxes were returned to GECOM Headquarters under armed police escort.
- (xi) Ballot Boxes for Regions 1, 2, 3, 4, 5, 6,7,8,9 and 10 are stored in locked containers under police guard in the GECOM compound.
- (x) Ballot boxes for Region 4 are stored in nine locked containers which were placed on Cowan Street under armed police (TSU) guard on a 24 hour basis.

#### **6.9.10 Security Guards**

- (i) Ranks of the Special Constabulary are employed by GECOM to provide Security at GECOM Headquarters; at the ROs office in Region 4 and Bidco House in Duke Street, Kingston. Guards are also deployed at the DDL Building, First and Third Floors which are occupied by GECOM
- (ii) During the Elections period guards from the Federal management System were hired to reinforce the Security at GECOM Headquarters and also to provide security guards for key personnel of GECOM. Because of the post-elections unrest the guards have remained in place.
- (iii) Brans Security Service was also hired to provide security guards for two GECOM Commissioners during the post elections period.
- (iv) The guard services provided by the Special Constabulary were not up to the level required by GECOM. Members of the Constabulary should be properly trained to carry out guard duties. In spite of instructions given by the Head of GECOM Security the guards on duty often permit persons to enter the Compound without any proper verification or identification.

- (v) Consideration should therefore be given to the establishment of a GECOM Security Guard Service which will provide guard services at GECOM Headquarters and other locations.

#### 6.9.11 Recruitment of Staff-Security Considerations

- (i) Because of the need to complete the production of ID cards and other electoral processes before the 19<sup>th</sup> of March, 2001 a large number of persons were recruited on a temporary basis.
- (ii) Persons were recruited to work at GECOM Headquarters and to carry out field work in the Regions. However, because of the urgency of the exercise those persons were not screened to ascertain if they had criminal records.
- (iii) Investigations carried out by one of GECOM Security Officers revealed that two persons in Region 8 were employed by GECOM while they were on bail pending criminal charges of "Larceny by Public Officer". This matter was reported to the CEO (ag) and their services were terminated.

#### 6.9.12 Recommendations

- (i) Before persons are recruited by GECOM they should be required to submit:
  - (a) Police clearance
  - (b) At least one recent testimonial
  - (c) Information in respect of the last place of employment
  - (d) The employment form to be filled out should provide information on whether the applicant was convicted of any criminal offence(s). If so, details must be supplied
- (ii) A special vetting process should be instituted where the applicant is to be employed in sensitive areas or have access to confidential information.
- (iii) In order to maintain the integrity and confidentiality of the business of the Commission key personnel and secretaries to Senior Managers should be trained in security procedures in the handling of important correspondence and other sensitive documents.
- (iv) A classification system should be implemented under the following headings:
  - (a) Secret
  - (b) Confidential
  - (c) Restricted

Access to certain offices should be restricted.

### **6.9.13 Issue of ID Cards**

- (i) The issue of ID cards should only be done after consultation and device from the Security department, GECOM.
- (ii) A reassessment of all ID cards issued by GECOM should be carried out to determine if any unauthorized person or persons are in unlawful possession of GECOM ID cards. There are good reasons to believe that a number of persons who were issued with temporary ID cards have not returned those ID cards after their services were terminated. An inventory should be taken of ID cards issued by GECOM.

### **6.9.14 Issue and Control of Cellular Phones and VHF Radios**

- (i) Investigations carried out revealed that a number of cellular phones cannot be accounted for.
- (ii) A careful analysis should be made of persons who are authorized to be in possession of cellular phones and VHF Radios.
- (iii) There is need for an inventory to be taken and a reassessment made of cellular phones and VHF radios in use.
- (iv) The communication network is vital to the Elections process and should be carefully monitored and controlled. The integrity and confidentiality of the network must be maintained at all times.
- (v) The radio signs should therefore be approved and made available to key personnel of GECOM.

### **6.9.15 Fire Prevention**

- (i) The Guyana Fire Service carried out checks at GECOM Headquarters including the NRC Building and made a number of recommendations.
- (ii) A number of the recommendations were implemented and fire detectors were installed in the NRC building.
- (iii) However, large amounts of combustible materials are housed in the storerooms below the NRC building. Action should be taken to dispose of the old materials and documents which are considered to be a fire hazard.
- (iv) Arrangements will be made with the Fire Prevention Unit of the Guyana Fire Service to carry out fire drill exercise for GECOM staff.

### 6.9.16 Conclusion

- (i) The Security Arrangements which were implemented before, during and after the General and Regional Elections by the Guyana Police Force and GECOM Security proved to be very effective and were executed in a professional and timely manner.
- (ii) Peace and tranquility was maintained in all Regions on Elections Day and persons who were on the OLE were allowed to vote in an orderly environment except for a number of minor breaches of the peace, mainly in Regions 4 and 5.
- (iii) The post-Elections violence appears to be perennial and should be dealt with by the Government and the Opposition political parties.

### 6.10 Summary & Recommendations

#### Summary

Logistics and Communication Operations cannot be treated as an adjunct in the achievement of the overall objective.

The Logistics and Communications Operations could have been improved if they were clearly defined tasks assigned were undertaken by all concerned with the context of the scheduled operational time-frame.

Unfortunately, since there is uncertainty as to where "Logistics Operations" conclude effective use not made of the considerable planning that had gone into the overall logistics and communication aspects of the operation. Some of the problems experienced logistically, stemmed clearly from a disregard for standing operational procedures from officers in the field.

#### Recommendations

1. The Operations Department completes the entire process up to and includes the receipt of a copy of a statement of poll rather than up to the counting at the place of poll.
2. That a simulated exercise for reporting on E-Day activities be mandatory to ensure Returning Officers are au fait with the procedural conduct of the exercise.
3. That a minimum of eighty percent of cards is produced before distribution commences, since production output cannot be assured.
4. That a complete review of the system of production and distribution of identification cards be undertaken urgently.
5. That the Security Officer functions under the supervision of the Operations Department since security is conducted with operational movement e.g. security in districts etc, and not as a liaison with the Commissioner of Police.

## 7.0 RECRUITMENT AND TRAINING OF POLLING DAT STAFF

### 7.1 Notification and Application

Information on the need for Polling Day Staff was made public by way of Newspaper advertisement for persons to be trained for specific positions.

Application forms were made available at all offices of the Registrars in the ten Districts and also at the National Registration Center. Deputy Registrars were also in possession of the application forms.

Completed forms were collected and checked against the personnel required and further notification was given for interested persons to apply.

Initially there was a short fall in the required number of persons applying for the various positions.

### 7.2 Training of Staff – the Cascade Model

The Methodology used was the Cascade Model hereunder:

#### CASCADE MODEL OF TRAINING

Trainer had to produce their own lesson plans and training aids, mostly in poster form, and they were deployed throughout all the districts.

### **7.3 The National Training Schedule**

A Standing Committee was established to monitor training activities. This Committee, under the aegis of the Chairman of the Elections Commission, comprised the D.C.E.O (Admin), the Training Officers, the J.I.T.A Officer, the Director of N.C.E.R.D and his Assistant and the Senior Training Officer of the Public Service Ministry. This Committee met once ever week.

On November 23<sup>rd</sup>, 2000, Mrs. Yvonne Mbozi was appointed to the position of Training Officer. Her first task was to liaise with UNDP Training Advisor, Ms. Mariela Lopez Vargas and the Research Officer, Mr. E. Williams, in the completion of the training Manuals for the Returning Officers and their Staff and for Presiding Officers and Polling Day Staff.

These manuals were completed for the relevant training in all regions for Deputy Returning Officers, Elections Clerks and Clerk Assistants on January 5<sup>th</sup> – 7<sup>th</sup>. Training for Polling Day Staff started on the 8<sup>th</sup> January and concluded on the 17<sup>th</sup> March, 2001. The Training Programme had already been designed and was merely followed by the Training Officer with adjustments as dictated by circumstances.

Video Films were produced for the Returning Officers as well as for the Polling Day staff demonstration all the requisite procedures with their respective functions. An excellent video was also made by the Chief Election Officer (ag), Mr. Gocool Boodoo, on the New Electoral System. These films were featured in the regular training as well as the Voter Education Outreach Programme.

Training was conducted at a total of 100 venues country wide to service 400,185 voters with a total of 60, Core Trainers and 67 Regional Training Instructors.

### **7.4 Polling Day Staff training within districts**

Polling Day Staff training within Districts was conducted during the period January 8 to March 17, 2001 at various locations. The tables which follow provide relevant information.



**TABLE VII**  
**No. of persons as per District**

Districts	1	2	3	4	5	6	7	8	9	10	Total
Dep. Ret Officer	3	7	13	53	12	19	9	6	5	7	134
Election Clerks	6	14	35	56	17	14	8	6	8	10	174
Clerical Assistants	3	9	20	36	13	8	6	7	1	6	109
Training Instructors	9	33	42	51	16	19	10	4	9	24	217
<b>Total</b>	<b>21</b>	<b>63</b>	<b>110</b>	<b>196</b>	<b>58</b>	<b>60</b>	<b>33</b>	<b>23</b>	<b>23</b>	<b>47</b>	<b>634</b>

Separate training was done for the Disciplined Forces Balloting, towards the end of the training programme. Trainers and Polling Day Staff were diverted to distribute ID cards and this impacted negatively on the refresher training and reinforcement of Close of Poll procedures.

A database has been established with the written evaluation results and assessment of Poling Day Staff by region. Details are set out below.

### Polling Day Officials

**TABLE VIII**  
**RESULTS OF WRITTEN EVALUATIONS**

District # 1 - 10	S C O R E S							Total
Venue	0-39	40-49	50-59	60-69	70-79	80-89	90-100	Total
District # 1	188	82	71	56	30	5	3	435
District # 2	230	150	174	185	133	84	18	974
District # 3	338	215	279	339	323	267	59	1820
District # 4	1233	714	772	814	676	441	146	4796
District # 5	280	184	174	188	190	98	27	1141
District # 6	484	283	332	382	374	236	54	2145
District #7	87	45	45	50	28	19	3	277
District # 8	104	37	31	28	5	3	1	209
District # 9	158	54	54	38	26	19	7	356
District # 10	250	140	150	125	79	38	6	788
<b>TOTALS</b>	<b>3352</b>	<b>1904</b>	<b>2082</b>	<b>2205</b>	<b>1864</b>	<b>1210</b>	<b>324</b>	<b>12941</b>
<b>PERCENTAGE</b>	<b>26</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>14</b>	<b>9</b>	<b>3</b>	<b>100</b>

## 7.5 Criteria for the Appointment of Staff

After applications were submitted, applicants attended training sessions and completed their evaluation.

Proposals were made based on evaluation score, competence, reliability and experience.

Returning Officers and staff had previous knowledge of the work capabilities of many trainees for Polling Day staff. They had knowledge of the competence, reliability, dedication and attitude to work of many trainees.

Further, many were involved in activities prior to E-day i.e. activities relating to Claims and Objections and Photography and members of the senior staff had further knowledge of their attitude and general commitment.

With the foregoing in mind proposals for the various categories of Polling Day staff were made.

However, Party Representatives/Scrutineers made some counter proposals which resulted in mature persons who were competent and reliable being placed in junior positions as against immature and inexperienced persons with high scores being placed in senior positions. Thus the criteria established in the various Districts were not rigidly adhered to in making the final appointment.

## 7.6 Recommendations on Polling Day Staff

7.6.1 Applicants should be asked to provide, in writing, date of birth and academic qualifications to establish a fairly even playing field for training. It was found that levels of assimilation, especially in the groups of 40 – 50 persons varied significantly and caused some discomfort at both the high achiever and slow learner levels.

- i. A pre-selection should be made for Presiding Officers and Assistant Presiding Officers while separate training is established for Poll Clerks and ballot Clerks. This will also avoid the natural assumption that the highest marks are an automatic entitlement to the highest position.
- ii. It is recommended that young persons under the age of 25, be slotted in to the clerical positions, while the more matured persons, provided they are qualified and experienced or qualified with good leadership skills and interpersonal relations would be assigned the positions of Presiding Officer and Assistant Presiding Officer.
- iii. Reporting procedures need to be simplified as some Presiding Officers became overwhelmed towards the end of the day having to cope with

irate, unruly and vociferous crowds, who in some instances wanted to hijack the ballot boxes, and threatened and verbally abused the staff.

- iv. More time and care also need to be allocated to the procurement of supplies and packing of the ballot boxes at least 48 hours before E-Day to avoid situations where absence of essential material such as electoral ink, stamps and forms were only discovered at the opening of poll.
- v. Persons below the age of 18 years should be publicly informed whether their services will be required or not.
- vi. Letters of appointment for persons selected should be prepared before they take up their positions and the various amounts to be paid for their services should be appropriately stated.
- vii. A specific period after E-Day should be set aside for the payment of staff and this should be made public. Funds must then be available for payment.
- viii. Poll day staff should be granted at least half-day release for the week before E-Day so that effective preparatory work can be done.

## 7.7 Summary

The Training Unit of the Guyana Elections Commission focuses on enhancing Human Resources capacity within its institutional framework and constitutional provisions governing its operations. The primary objective of our training is to enable participants to perform more efficiently not only in the technical areas of registration and election processes, but in all aspects of management including interpersonal relationship skills.

The need for training and support for electoral managers and workers is probably far greater in Guyana than in more developed and better resourced systems as the cost to the system of election administration by trial and error can be considerable.

With the system for the election process in place, a strategy for technical training has been developed and the relevant structures put in place. In our context, technical training cannot be treated as a one-off exercise, in fact, some aspects of technical training are continuous especially in the training of election managers.

It must also be borne in mind, that notwithstanding every effort to attain perfection, each process is a learning experience and creates the opportunity for improving the next one.

We are confident that our training this time around is much more performance-focused and will serve well to support the implementation of our programmes and ultimate goal achievement.

The cascade model of training was a sound idea and would have been more effective with a judicious selection of persons to be trained. The method of recruitment allowed persons who were not serious about the electoral process to waste time and resources on their training. Because the system was open to all, and meals and transportation were provided, the training sessions were unfortunately used in some instances as weekend diversion.

The positive effect, however, was that more people were exposed to the process and its mechanics and could therefore not only participate intelligently but hopefully educate others.

By and large through repeated role-play, the process itself was well understood and executed. However, more time needed to be allocated to closing procedures for counting and reporting.

The trainers developed a spirit of camaraderie and cooperation among themselves and demonstrated total commitment to the challenged.

## **8.0 CONTESTING PARTIES AND LISTS OF CANDIDATES**

### **8.1 Political Parties**

With the establishment of the New Elections Commission in 2000. Many individuals and organizations made contact with the Elections Commission Secretariat enquiring about the procedures to be followed in order to participate in the General and Regional Elections, 2001.

Prior to nomination day, twenty-five (25) political parties indicated their intentions to contest the General and Regional Elections, 2001 under the new electoral system of proportional representation with an element of geographical and gender representation.

The Elections Commission acknowledged all letters of intent to contest the elections and the Secretariat forwarded on a regular and timely basis, relevant documents on the elections. **(See names of political parties which had indicated their intentions to contest at Appendix X).**

#### **8.1.1 Meeting with Political Parties**

To facilitate the confidence building process approved by the Elections Commission, the Chief Election Officer and the Secretariat maintained regular meetings with the Chief Scrutineers of political parties.

The meetings were very useful and served to disseminate information in a timely manner. The meetings also set the stage for advanced preparation of Nomination Day activities.

### 8.1.2 Prorogation and Dissolution of Parliament

On notification that the Official List was ready and election preparation had accelerated, the Commission informed the President of its state of readiness.

On the this advice, President Bharat Jagdeo made the following proclamations –

- No. 1 Dissolution of the seventh parliament of Guyana on 15<sup>th</sup> February 2001.
- No. 1 Dissolution of each of the Regional Democratic Councils on 15<sup>th</sup> February, 2001.
- No. 1 Appointed the 19<sup>th</sup> March, 2001 as the day on which an election of members of the National Assembly shall be held.
- No. 4 Appointed the 19<sup>th</sup> March, 2001 as the day on which election of members of Regional Democratic Councils shall be held.

With the proclamations made by the President, Election Day was announced as being on 19<sup>th</sup> March, 2001 and the Elections Commission declared 15<sup>th</sup> February, 2001 as Nomination Day in accordance with the legal provisions.

## 8.2 Nomination Day

The Elections Commission by Notice published in the Official Gazette on 13<sup>th</sup> February, 2001 appointed Thursday, 15<sup>th</sup> February, 2001 as Nomination Day.

The Commission also appointed Mr. Gocool Boodoo, Chief Election Officer (acting) to be present on the said date and day to receive the lists of candidates at the City Hall, Avenue of the Republic, Georgetown, between 14:00 and 18:00 hours.

It was the first time that Nomination Day was held on the 32<sup>nd</sup> day before election day.

The Chief Elections Officer (ag) received from thirteen (13) contesting parties, lists for Geographical Constituencies, National To-Up and Regional Elections Commission, representatives of political parties, Local and International Observers, media representatives, special invitees and the general public. **(See list of political parties submitted on Nomination Day to the Chief Election Officer at Appendix X1).**

## 8.3 Examination of Lists

The Chief Election Officer (acting) and staff made a careful examination of all lists submitted in accordance with section 13 of Cap. 1:03 and immediately informed contesting parties of their defects for corrections.

### 8.3.1 Defective Lists

The Chief Election Officer (acting) wrote to representatives specifying the defects on their lists. Some of the defects were – the need for additional signatories on lists; title of lists were not stated; candidate stated on list did not specify gender; names and addresses of representatives and deputy representatives were not stated; occupations and addresses of candidates were not stated; list of candidates not stated as well as incomplete submissions.

Many of the contesting political submitted their corrections to their lists in the specific time allocated in accordance with the statutory provision.

## 8.4 Approval of Lists

The Chief Election Officer (acting) submitted his report on the examination of the lists to the Elections Commission. The Elections Commission, after discussing the Chief Election Officer's report, approved in accordance with section 17 of Cap. 1:03 as follows:

- (i) eight(8) contesting parties to contest Geographical Constituencies, the National Top-Up, and election of the President;
- (ii) there (3) contesting parties to contest Regional Elections only (See approved contesting parties' list at Appendix X111).

### 8.4.1 Non-Approval of Lists

The Chief Election Officer (acting) recommended to the Elections Commission not to approved two (2) contesting parties' lists, namely, "God Bless Guyana" and Horizon and Star", since both sets of lists failed to satisfy the statutory requirements.

The Elections Commission discussed and accepted the recommendations from the Chief Election Officer (acting) and did not approve the "God Bless Guyana" and "Horizon and Star" lists.

### 8.4.2 Appeal against refusal to approve List

The People's Republic Party, contesting elections in Guyana for the first time, appealed against the refusal to approve their lists submitted on Nomination Day.

The Commission had only approved lists submitted for regional Elections Region Nos. 5 and 9 respectively for the People's Republic Party.

People's Republic Party's representative felt that their lists submitted for contesting the elections should have been approved in the form presented. The Party moved motion to the High Court to seek redress.

The High Court heard the motion and the Honourable Chief Justice dismissed the Case, upholding the decision of the Elections Commission.

#### **8.4.3 Approval of Symbols**

In keeping with section 16 of Cap., 1:03, representatives of lists of candidates submitted their applications for symbols. The Elections Commission approved the application for symbols of all contesting parties. (See Appendix X111 for symbols of the various lists).

#### **8.4.4 Election Agents**

In accordance with section 23 91) of Cap 1:03, the representative of each list of candidates gave notice in writing to the Chief Election Officer (acting) appointing their election agent. (See Appendix X1V for the approved agents).

### **8.5 Publication of Lists of Candidates**

In accordance with section 19, Cap., 1:03, the Elections Commission published in the Official Gazette, the titles and symbols of the lists approved to contest the General and Regional Elections held on Monday, 19<sup>th</sup> March, 2001.

### **8.6 Code of Conduct of Political Parties**

The Elections Commission after much deliberation and consultation refrained from developing a new framework which would have required that all contesting parties adhere to certain norms in their public political campaigns. This was considered as the better strategy for dealing with a situation where the Commission had no legal authority to enforce same.

Nevertheless, the commission made available the Code of Conduct for Political Parties which was endorsed by all contesting parties in the run-up to the 1997 General and Regional Elections. It was hoped that the suggestions therein would have served to inform and guide political parties on standards of conduct during the political campaign.

### **8.7 Interaction among the Political Parties, Commission and its Secretariat**

Elections 2001 saw active interaction among the Elections Commission, its secretariat; political parties, interest groups and observers.

Vital information was disseminated on a timely basis and the communication flow was opened for meaningful discussions.

At the district levels, parties' scrutineers and parties' agent interacted closely with the Registration and Returning Officers.

The Chief Election Officer, together with the secretariat, interacted with parties' election agents while the Chairman and commissioners met with various parties' delegations, bringing them up-to-date with the electoral schedule, plans and activities.

It is recommended that the relationship developed be maintained even during the non-election period.

## **9.0 PUBLIC AWARENESS AND VOTER EDUCATION**

### **9.1 Objectives of the Voter Education Programme**

The objectives of the Voter education Programme were:

- (1) To motivate people to vote as they wish
- (2) To inform people of the voting process
- (3) To assure voters that their vote is secret
- (4) To disseminate correct information pertinent to the Elections Process
- (5) To heighten interest in the Electoral Process
- (6) To prepare the electorate for the voting process.

### **9.2 Activites**

In order to achieve the objectives of the Voter Education Programme, a relevant information campaign had to be developed. This included the use of posters, brochure, talking points, mock elections instructions, flyers, audio tapes, t-shirts, radio and TV commercials.

However, the objectives of the Voter Education Programme were achieved mainly through the outreach activities conducted in a forty-eight (48) –day period. In the time allotted, the Voter Education Unit sent personnel into the field, contacted NGOs and solicited the help of members of various communities. The strategy of the outreach programme was a community – based method of implementation. The outreach programme hosted and presented workshops using simply drafted talking points and kits to train NGOs and members of the public, providing pertinent information necessary for the electorate to know prior to the Elections.

The first workshop conducted was with the staff of GECOM at a staff meeting. At this meeting, the importance of sharing necessary information with the Voter education Unit was emphasized and the changes in the electoral system highlighted.

The Commission approved a Caravan Role Playing team who aim was to inform the electorate of the relevant information viz-a-viz voting on Election Day. The Political Parties were also included in this outreach programme by the Unit, sharing kits to the electorate.



### 9.3 SUMMARY AND RECOMMENDATIONS

A broader Voter Education Programme incorporating general civic education including the meaning of good governance, the responsibility of the citizenry etc, should be implemented. This should encourage the political parties to be more responsive in educating their supporters on the electoral process.

A variety of companies should be contracted to work on various aspects of the elections. In Guyana, there is no one company that has sufficient skills, talent and competence to cope with all the manifestations of every aspect of the elections and the various demands of all the departments of GECOM simultaneously.

At the training level, all aspects and functions of the various units of GECOM must be emphasized. This should allow for a fuller understanding and appreciation of the whole electoral process and as such, the importance of voter education would be recognized.

A methodology for measuring the effectiveness of the programme should be developed and implemented.

## 10.0 MEDIA RELAITONS

### 10.1 Objectives of the Public Relations Programme

- To ensure that the activities of the Guyana Elections Commission were reported accurately in the media.
- To highlight and promote the activities of the Guyana Elections Commission, through the use of various media.
- To ensure that a good climate existed between the media and the Guyana Elections Commission, through liaison with the various elements within the media on a regular basis.
- To ensure that information links existed between the Registrants/returning Officers, GECOM personnel and relevant media.
- To liaise with and monitor the activities of the contracted advertising agency/s.

### 10.2 Activities and implementation

The Public relations Programme was implemented by the staff of the Public Relations/Media Unit.

Specifically the Unit was staffed by the following:-

1. Public Relations Officer – Ms. Karen A. Davis
2. Assistant Public Relations Officers Ms. Denize Adams, Mr. Robert Bazil and Mr. Terrence Esseboom

It was the Unit's responsibility to ensure that staff was available every day of the week, and staff accordingly arranged a rotating schedule form 08:00 hours to 20:00 hours.

The PR/Media Unit was provided with the following equipment in order to implement its activities.

- Two computers
- One scanner
- One printer
- One facsimile machine (shared with Voter Education)
- One television
- One video camera

Daily newspapers and access to photocopying facilities were also provided to the Unit.

### 10.3 The Role of the Media Monitoring Unit in Elections 2001

The PR/Media Monitoring Unit implemented the following activities in pursuit of its objectives:

- I. Provided information and briefing sessions involving the Chairman, Chief Election Officer (ag), Deputy Chief Election (Operations), Voter Education Officer, Training Officer, Media Monitoring Unit, Logistics Officers, Statutory Officer and the Security Officer. These sessions were held with a view towards generating and disseminating public information.
- II. Liaised with contracted advertising agency, with a view towards providing relevant information for paid advertisements. Additionally, monitoring of advertising activities was done to ensure that what done by the agency was in keeping with agreed terms.
- III. Complemented the Voter Education Programme with a view towards publicizing the activities of the programme.
- IV. Prepared press releases, press statements, press advisories and handouts for dissemination and distribution.
- V. Prepared press briefing notes and questions which were likely to be asked of the Chairman. Briefing notes were also circulated.
- VI. Previewed press releases.
- VII. Arranged and managed press conference and press briefings.
- VIII. Liaised with different departments for media related events. This included the arranged of photo and camera opportunities and media briefings for the relevant personnel.
- IX. Liaised on a regular basis with all media with a view toward obtaining and providing feedback on matters related to the Commission.
- X. Created handouts for Returning Officers.
- XI. Assisted in the dissemination of reports generated from the Media Monitoring Unit, and the Independent refereeing Panel.
- XII. Produced a weekly column in the Sunday Chronicle, dealing with voter education issues. This column was entitled "GECOM and You". Questions which the Unit had received during its daily interaction with the Public were also answered in this column. This column was published at no cost to the Guyana Elections Commission.
- XIII. Produced a weekly calendar of events for distribution to print and broadcast media.
- XIV. Responded to various letters/inaccuracies, which appeared within the media.
- XV. Provided information for placement on the GECOM web site.
- XVI. Liaised with personnel of District 10, to support their public awareness programmes.
- XVII. Organized a training workshop on the new electoral system for practicing Guyana journalists.
- XVIII. Organized meetings with Registrars/returning Officers with a view towards providing and receiving information.
- XIX. Organized a briefing session for visiting catholic journalists.

- XX. Staffed information booth at main Street Lime. This booth distributed T-shirts and calendars.
- XXI. Organized a tour for NGOs and Units of the Guyana Elections Commission.
- XXII. Facilitated coverage of Commissioners' visits to Districts with a view towards dissemination of information.
- XXIII. Provided a public information service, whereby queries on electoral matters and provision of guidance were dealt with.
- XXIV. Produced information packages for international observers.
- XXV. Provided information for the bi-weekly countdown, which was published in both newspapers.
- XXVI. Prepared accreditation cards for media.
- XXVII. Assisted in the establishment of Media Center.

#### 10.4 Issues and Recommendations

In view of the aforementioned activities, the Unit is positive that a climate of public awareness, tranquility, and confidence in the electoral process existed – at least until March 19, 2001.

The assurance was there that all is well, and this was based on the multiplicity of information which the public was receiving. Despite Guyana's past associations with presumed fraudulent elections, it was apparent that at least this time; things were and would be different.

Confidence in the system for the 2001 elections existed, and there was a high degree of public expectation. Based on the combination of all activities, there was renewed interest in the electoral process. Daily the Unit received calls about the process, which indicated that there was much interest and a general willingness to be involved. Perceptions apparently had been changed, as the general public seemed to have faith in GECOM. This was based on the multiplicity of information which was being generated and disseminated by the PR/Media Unit.

However, as post-march 19 events indicate, the obverse was also realized. Persons had so much information at their disposal, that they were in a position to be very specific with regard to the inadequacies of the Commission.

For example, a pamphlet which was independently produced and distributed at the main Street Lime (December 2000), and which enjoyed wide circulation in the regions, indicates that: **"no eligible elector will be denied the right to vote"**.

This had been repeatedly told to the electorate, yet a number of persons were alleged to have been denied this right, and consequently persons began to lose confidence in the system, and the Elections Commission. In one swoop, much of the tranquility which had previously existed, was destroyed.

It was apparent that whereas prior to March 19, the commission had had a oneness in its message, the post-March 19 period saw several contradictory message being transmitted.

This, along with other extraneous activities, had served to destroy much of what had been achieved previously.

During the period of the Unit's existence, the following areas of concern repeatedly surfaced. It is the Unit's view that examination should be made of these issues, so that they would not be repeated at future elections.

1. There needs to be a clear, specified, written line of reporting structure, between the Commission, (through the PR/Media Unit), and the contracted advertising agency. This would eliminate any errors or inaccuracies which may occur.
2. The Elections Commission needs to have a singular voice of the Commission, rather than having a multiplicity of voices.
3. The internal public relations of the Commission need to be greatly improved. Information on activities was a best given to the Unit very late, and at the worst not at all. This severely hampered proactive activity, and GECOM personnel need to be aware that a public relations unit is only as good as the information which it receives.
4. A greater vision and acknowledgement in terms of resources need to be budgeted from the public relations function. Clearly there is need for continuity of the public relations function, if the unit and GECOM are to continue to be pro-active.

## **11.0 BALLOTING BY DISCIPLINED FORCES AND NON-RESIDENT ELECTORS**

### **11.1 Disciplined Forces Electors**

#### **11.1.1 Introduction**

The Representation of the People Act, Cap., 1:03, prescribed the procedure for balloting by members of the Disciplined Forces as specified by the Elections Commission.

In accordance with section 65 H of Cap., 1:03, the Elections Commission, by order, specified the Guyana Defence Force, Guyana Police Force and the Guyana Prison Service as Disciplined Forces to cast their ballots in advance of Election Day, March 19, 2001.

#### **11.1.2 Ballot Officers**

The Chief Election Officers (acting) appointed Mr. David Paltoo, Mr. Leslie Simon and Ms. Roxanne Ramdyhan Lewis as Ballot Officers for the Guyana Defence Force, Guyana Police Force and the Guyana Prison Service respectively.

The Ballot Officers were to conduct balloting at fifty (50) ballot places in the Coastal Areas and twenty-five (25) in Hinterland Areas.

The Officers involved were as follows:

Ballot Officers	3
Ballot Attendants	53
Clerks	124

### **11.1.3 Workshop for Appointed Officers for disciplined Forces Balloting**

A workshop session was held for appointed officers for Disciplined Forces Balloting and Secretariat Staff of the Elections Commission on Wednesday, 29<sup>th</sup> November 2000. Participants discussed the way forward and commenced preparatory work to identify disciplined forces rank who will be voting in advance of election day.

A review of Election Laws (Amendment) Act No. 15 of 200 which provides for disciplined forces ballots to be sorted and cast in their specified Geographical Constituency was discussed.

### **11.1.4 Manual of Instructions**

The Elections Commission produced a Manual of Instructions for disciplined forces ballot and circulated same to Head and Members of disciplined forces, and Official of the Elections Commission. The purpose of the Manual was to provide a user-friendly guide of the procedures which were implemented for balloting by members of the disciplined forces.

### **11.1.5 Ballots Placed in Envelopes**

Ballot Papers arrived in Guyana on Saturday, 3<sup>rd</sup> March, 2001 and were sorted on the 9<sup>th</sup> March, 2001 for ballot places identified.

An envelope addressed to the elector contained another unsealed envelope with the ballot paper prepared for each elector.

### **11.1.6 Balloting by Disciplined Forces**

Balloting by seven thousand and twenty two (7,022) members was done on Monday 12<sup>th</sup> March, 2001 at all ballot stations.

In the interior locations, the Ballot Attendants and Party Agents traveled by aircraft and conducted the exercise at the airstrip or at the nearest building to the airstrip. This was done at the various identified locations during the period 07:00 hours to 19:00 hours.

In the riverain and the coastland areas, the exercise was conducted from 06:00 hours to 18:00 hours, after Ballot Attendants had collected their boxes and

traveled to the various locations. Local as well as foreign observers were also present.

At the conclusion of balloting, Ballot Attendants submitted their ballot boxes and materials to their Ballot Officers and Ballot Officers submitted same to the Chief Election Officer (acting) for safe custody.

#### 11.1.7 Sorting of Disciplined Forces Envelopes

In accordance with the Representation of the People Act, Cap., 1:03 as amended by Act 15 of 2000, the Chief Election Officer (acting) appointed Mr. Albert Henry, Statutory Officer, to sort the disciplined Forces' envelopes with the ballots cast and place each envelope in a packet for the relevant geographical district.

This activity was done in the presence of agents from contesting parties.

#### 11.1.8 Dispatch of Disciplined Forces Envelopes to Districts

On Election Day, all disciplined forces' envelopes with ballots were dispatched to geographical districts for casting at polling stations published.

The ballots cast were removed from the envelopes but the party for which ballots were cast was not then identified. The respective Presiding officers at the polling stations ensured that the Official Mark, i.e. the six-digit number, was stamped on all ballot papers and the ballot papers were placed in the ballot box to be mixed with all other ballots for that polling station.

See Tables 1X and X11 for data specific to the Disciplined Forces and Non-Resident Balloting.

**TABLE 1X**

Number of electors extracted from the Official List for disciplined forces, to cast their ballots on the 12<sup>th</sup> March, 2001.

Guyana Defence Force	2,067
Guyana Police Force	4,608
Guyana Prison Service	<u>347</u>
	<u>7,022</u>

**TABLE X**

Number of ballot papers extracted for each Geographical District

District No.	Name of Geographical District	Total No. of Electors Extracted
1	Barima/Waini	66
2	Pomeroon/Supernaam	288
3	Essequibo Islands/West Demerara	760
4	Demerara/Mahaica	3,899
5	Mahaica/Bebrice	528
6	East Berbice/Corentyne	909
7	Cuyuni Mazaruni	165
8	Potaro/Siparuni	17
9	Upper Takuta/Upper Essequibo	52
10	Upper Demerara/Berbice	338
	<b>Total</b>	<b>7,022</b>

**TABLE X1**

Number of elector who voted from the Disciplined Forces.

Name of Disciplined Force	No. of Electors Extracted	No. of Electors Voted	No. of Electors Not Voted	Ballot Officer
Guyana Prison Service	347	332	15	Roxanne Lewi
Guyana Defence Force	2,067	1,592	475	David Paltoo
Guyana Police Force	4,608	4,059	549	Leslie Simon
	----- <b>7,022</b> -----	----- <b>5,983</b> -----	----- <b>1,039</b> -----	



**TABLE X11**

Sorting of Disciplined Forces envelopes by Geographical Constituencies.

Geographical Constituencies	Number of Envelopes Sorted	Number of Boxes with Sorted Ballots as per District
No.1	0055	1
No.2	0248	2
No. 3	0645	4
No.4	3326	22
No.5	0430	3
No.6	0772	5
No.7	0151	1
No.8	0014	1
No.9	0033	1
No.10	0287	2
	5961	42

Twenty-two (22) envelopes were not sorted for geographical constituencies because they were not identified by the code number of the specific constituency.

All ballot boxes with sealed envelopes containing ballots were placed in containers for transmission to the relevant polling districts before election day.

Some boxes were, however, delivered on election day.

## **11.2 Non-Resident Electors**

### **11.2.1 Introduction**

The Representation of the People Act, Cap., 1:03 prescribes the procedure for voting by Non-Resident Elector. The Act states that the Preliminary List of Non-resident Electors shall consist of the names of every elector not residing in Guyana who is:

- a. An Ambassador or a High Commissioner:
- b. The wife, husband or child of an Ambassador or a High Commissioner of Guyana
- c. A member of the staff of an Embassy or High Commission of Guyana
- d. The wife, husband or child of a member of the staff of an Embassy or High Commission of Guyana

The Elections Commission appointed Monday 12<sup>th</sup> March 2001 as the day whereby Non-resident Electors will cast their ballots.

### **11.2.2 Administrative Arrangement**

Ms. Venice Douglas, Registration Clerk, from the Operations Department was assigned to liaised With Ms. Patricia Williams, Principal Personnel Officer of the Ministry of Foreign Affairs to finalise all arrangements for Non-Resident Electors' Balloting.

### **11.2.3 Preparation of Non-Residents' Roll**

During the registration period, seventy-two (72) Non-residents were identified. After the revision Period, sixty-seven (67) Non-resident Electors were eligible to be placed on the Official List.

The other persons were either not eligible or did not submit their photographs.

### **11.2.4 Manual of Instructions**

The Elections Commission produced a Manual of Instructions for Non-Resident Electors' balloting and circulated same to the Heads of Missions. The purpose of the Manual was to provide a user-friendly guide to the procedures which were implemented for balloting by Non-Resident Electors.

### **11.2.5 Ballot Officers**

All Heads of Guyana Missions were appointed Ballot Officer while at some of the large Missions; appointments were made of another member of staff to the Ballot Attendant

In the Official Gazette, dated March 1, 2001 publication was made as follows:

Number of Ballot Officers appointed	11
Number of Ballot Attendants appointed	5

### **11.2.6 Ballot Papers**

Ballot Papers arrived in Guyana on Saturday 3<sup>rd</sup> march 2001 and were sorted on Tuesday 6<sup>th</sup> March to be dispatched to the Missions.

An envelope addressed to the Non-resident Elector who is qualified to vote contained the direction on how to vote and the ballot papers were enclosed in a labeled, unsealed envelope.

All envelopes were placed in a larger envelope addressed to the Ballot Officer, and contained documents including Voters' List of Non-Resident electors to be used at the Mission.

### **11.2.7 Balloting by Non-Resident Electors**

Balloting was done on Monday 12<sup>th</sup> March 2001 at all Missions. Ballot Officers were reminded to dispatch all returned documents including the marked ballots in a sealed envelope to be addressed to the Chief Election Officer (acting) immediately after the balloting on the 12<sup>th</sup> March 2001.

### **11.2.8 Returned Ballots in Sealed Envelopes**

The ballots in sealed envelopes addressed to the Chief Election Officer (acting) arrived on 16<sup>th</sup> March 2001. They were sorted for their respective geographical districts on Saturday 17<sup>th</sup> march 2001 and were dispatched to geographical districts on 19<sup>th</sup> March 2001.

Notwithstanding the above, ballots in sealed envelopes from Cuba arrived on 20<sup>th</sup> March 2001 and those from China arrived on 23<sup>rd</sup> March 2001.

### **11.2.9 Conclusion**

The Elections Commission maintained direct with many Missions via the facsimile machine and telephone communication with Officials of the Ministry of Foreign Affairs.

### **Recommendations**

1. Circulation of Manual of Instructions should be done at least one month before Election Day.
2. Foreign Affairs Ministry should update their staff registers to include spouses and children.
3. A Registration Officer with responsibility for non-resident electors should be appointed at the Elections Commission. This offer should also be involved in resident registration.

## 12.0 PREPARATION FOR POLLING DAY ACTIVITIES

### 12.1 Management of Polling Day Activities and Declaration of Results

The focus of all planning, all preparation, all recruitment and training, materials production and equipment acquisition, system testing and other preparatory activities engaged in by the Secretariat was to ensure that operations on voting day run smoothly.

The main activities in the final stages of preparation were:

- a) Distributing polling station materials in a timely manner for election day;
- b) Checking by Presiding Officers and staff to ensure that all material and equipment required for the conduct of the poll have delivered in adequate quantities and in good condition;
- c) Ensuring that all polling officials had transport to and from their polling stations; and
- d) Reviewing contingency plans for polling day and establishing back up systems for problems arising from deficiencies in materials, polling station availability, and access in relation to staffing.

In order to manage the activities effectively on polling day, staff had to implement the following procedures;

- a) Control voter entry in order to ensure a smooth flow of voters through the polling station;
- b) Check each intending voter to identify and to determine eligibility to vote at that polling station;
- c) Record all pertinent information on persons who have voted;
- d) Ensure the efficient use of ballot papers issued to voters and maintain vigilance over secrecy of the vote as well as security of voting materials;
- e) Provide relevant information in a pro-active manner, and, where required, assistance to voters; and
- f) Provide advice and guidance to persons who are apparently not registered, or not listed to vote at that polling station.

### 12.2 Opening of the Poll

In all cases, preparations for the opening of the poll were supervised by Presiding Officers in the presence of staff, Polling Agents and security personnel. at 06:00 hrs the procedures as outlined in the statues were adhered to and the Poll was declared open by the Presiding Officer. This activity was witnessed by all present.

Immediately following the opening of the poll, reports were received at the Secretariat of personnel gaps at some polling stations and shortage of materials at others. Back-up systems were activated and most if not at all of the lapses were streamlined by 08:00 hrs. By this time also many people cats their ballots at

the 1887 polling stations across the country. These electors included many who were on their way to work and those who had queued up from as early as 05:00 hrs in order to ensure that they voted early.

### 12.3 Monitoring and Reporting

Polling hours were from 06:00 hrs to 18:00 hrs. The weather was excellent with a fierce sun later in the day. This, however, did not deter the voters, for long queues were evident at many polling stations. By lunchtime many voters had already cast their ballots.

The day which was declared a school holiday, was peaceful especially since alcohol sales were prohibited and voters were encouraged to return home and await the results.

Secretariat staff visited polling stations in several areas providing support to ensure that Voters were provided with an efficient, courteous service of high integrity. Specific areas which required careful monitoring were:

- The effective supervision of staff to provide a high quality of service to voters;
- Guaranteeing the integrity of the vote by maintaining the security of the polling station, votes officials and materials; and
- Ensuring that voting procedures are correctly implemented at all time by all polling officials.

Contesting parties' candidates or representatives were involved in the monitoring exercise. Such involvement was intended to enhance the transparency of the voting process and serve as a safeguard against errors on the part of officials as well as partisan practices on the part of other participants in the election.

On the basis of the monitoring exercise, periodic reports were provided at both districts and Secretariat levels. Such reports provide the necessary feedback for forward planning as the poll advanced, as well as for security purposes.

## **12.4 Casting of Disciplined Forces and Non-Resident Ballots**

Each Disciplined Force and Non-Resident Elector was supplied with an envelope which states his name, polling district and polling district and polling division. The elector's envelope was sealed and contained his ballot paper and another unsealed envelope.

On receipt of the envelope, the elector displayed it with his particulars. He then proceeded to make his mark beside the party of his choice. After doing so, he immediately placed the marked ballot in the unsealed envelope which had only the words "Polling Districts No.....". He sealed the envelope and placed in the ballot box.

The Ballot Attendant transmitted the ballot boxes to the Ballot Officer who in turn transmitted same to the Chief Election Officer (ag) for safe custody.

Two days before Election Day, the envelopes with the ballots cast therein were sorted and each envelope was placed in a packet for the relevant geographical constituency.

In accordance with Representation of the People Act (Amendment) (No. 2) Act 2 of 2001, the Elections Commission published the names of polling stations in each polling districts where the sealed envelopes with the cast ballots were sent by the Returning Officers for the votes to be cast before the close of the poll.

On Election Day, the Chief Election Officer (ag) dispatched all ballot boxes which contained the sealed envelopes with the ballots for the respective geographical constituencies.

The Returning Officer's representative then delivered to the respective Presiding Officer, the boxes with the sealed envelopes for each area.

In the presence of the Polling Agents, the Presiding Officer verified and recorded the number of envelopes with the ballots before casting the ballots contained therein at each polling station.

The Presiding Officer then removed one envelope at a time and opened same in such a way as to guarantee the secrecy of the vote. The Presiding Officer ensured that the official mark – the six-digit stamp – was stamped on all ballot papers. He then placed the ballot papers in the box to be mixed with other residents' ballots for that polling until the time of counting.

## **12.5 Casting of votes by Proxy**

The law provides for no more than one person to be appointed to vote as a proxy on behalf of another elector.

The person who is appointed to vote as a proxy must be entitled to vote at the same polling station at which the elector on whose behalf his appointment is sought is entitled to vote and shall do so at the same polling station and at the same time as he votes on his own behalf.

The voter who presents him/herself at the polling station will indicate to the Poll Clerk that he/she will be voting for him/herself and will also be causing a proxy vote. It is the responsibility of the voter to present all documents, including the identification card of the person for whom he is voting, to the Presiding Officer.

When the Presiding Officer is satisfied that all documents are in order, he will grant permission for the voting process to be completed.

Officials as well as agents of parties present will tick on the voters' list, names of the voters and the persons for whom they have voted at the polling station.

## **12.6 Closing of the Polling**

The Poll was closed at 18:00 hrs or 6:00 p.m. at most locations throughout the country. Only persons in the queue at 6:00 p.m. were allowed to vote. Extra care was taken to ensure that equitable treatment of voter already queued to vote at closing time was in place.

After the final voter had cast his/her ballot the polling stations were cleared of everyone except the Presiding Officer and staff, election and polling agents and the on-duty police officer. The doors were closed and the ballot-boxes were sealed in the presence of those who were authorized to be there.

However, it should be noted that instructions were given for the Poll to remain open while consultations were in progress to address concerns of one stake-holder. As soon as a decision was made notification was given for all stations to close in accordance with the law. The message did not reach all Presiding Officers in a timely manner and so there were allegations of some stations opening later than was intended.

After the close of Poll, staff commenced the paper-work accounting for ballot papers. Form 23 was completed by each Presiding Officer who had to:

- Count spoiled, ordinary and tendered ballot papers;
- Count used, ordinary and tendered ballot papers;
- Count unused, ordinary and tendered ballot papers;
- Account for all ballot papers supplied;

This form was kept by the Presiding Officer until the count was completed. After the count the presiding Officer then recorded on Form 23 the number of ballot papers in the ballot box. This account was then signed by the Presiding Officer and Party Agents present and placed in a special envelope for transmission to the Returning Officer.

Staff then focused on the collection and security of all accountable voting materials. It was important for staff on duty to undertake thorough all accurate reconciliation of all supplies following the close of poll. Staff was advised that for an efficient count, and to guarantee election integrity, it is vital that these reconciliations are accurately completed, and any discrepancies investigated.

Supplies were sorted, verified and packed for later transmission to the Returning Officers' office. After an intense working day staff was allowed a short break before proceeding to undertake the count.

## 12.7 Counting of the Votes and Declaration at the Place of Poll

### 12.7.1 Counting of the Votes

The count commenced from as early as half an hour from the close of poll in some areas to as long as one and a half hours in others.

The room was laid out to facilitate the efficient sorting and counting of ballot papers and to allow Counting Agents appointed by Political Parties and individual Candidates to scrutinize the process.

Once arranged, the Presiding Officer invited all present to check the ballot box to ensure that the seal was intact as it was at the close of poll. The box was then opened in the presence of everyone and contents laid on the counting table. The ballot papers were then opened, flattened and turned face downwards so that the two (2) six digit marks at the back were visible to all present.

After all the ballots were unfolded, the Presiding Officer or duly authorized representative counted and recorded the number of ballot papers that were in the ballot-box.

Ballot papers were then torn along the perforated edge in order to separate the general from the regional vote. Ballots for the general elections were then awarded to lists on the basis of the mark which was shown to all present in the interest of accuracy and transparency. While this was being done, the staff, agents and observers were recording the information on individual tally sheets. Counted ballots were placed in marked piles clearly visible to all present. Rejected ballots were placed in a separate pile so marked.

Once all the ballots were shown, the Presiding Officer or his agent recounted each pile and verified same with tally sheets of all present. Ballots counted for each list of candidates were placed in separate envelopes clearly marked so that the name of the list was known to all and the number of votes for that list recorded also. Rejected ballot papers were also counted and placed in another envelope clearly marked. The Presiding Officer affixed his seal to the envelopes and invited duly appointed candidates and agents to do likewise. These envelopes were then placed in the official envelope marked PE 7, which was sealed and placed in the ballot box.

At the completion of the count Presiding Officers prepared Form 23 A – **Statement of the Poll**. This was the official polling station document reflecting the number of valid votes for each of candidates, the number of rejected ballot papers and the reasons for the rejection of ballot papers. Once completed the Presiding Officer agents who observed the count. Presiding Officers invited duly authorized persons who observed the count to endorse the document before copies were distributed to those present.



### **12.7.1 Declaration at the Place of Poll**

Once certified, an original copy of the State of Poll was posted on the outer wall of each polling station as an official declaration of the results for that polling station.

### **12.8 Transmission of Results**

Each Returning Officer in conjunction with his/her field staff had put arrangements in place for the transmission of the results either through radio (hand held), telephone or fax.

The Logistics Department had carefully assigned transmission guidelines to the various officers for relaying results to the Command Center. In addition, several telephone lines and fax machines were installed in the Command Center to facilitate the transmission of results.

Transmission equipment were activated around 20:30 hrs on the evening of the 19<sup>th</sup> March 2001 as preliminary results from some locations were received. This continued until the afternoon of Tuesday March 20<sup>th</sup> 2001.

### **12.9 Compilation and Preliminary Declaration of Results**

Once reports were received at the Command Center, they were channeled through a process of verification involving senior members of the Secretariat Staff. They were then passed on to the computer section for encoding. Upon the compilation of the information, periodic reports were printed and these were then released to the public as preliminary results which were subject to changes.

Preliminary results came through slowly at first on the morning of Tuesday 20<sup>th</sup> March 2001 but by late afternoon the results arrived in significant numbers. The Commission then held a press conference at 20:00 hrs that night at the Media Center at the Hotel Tower where preliminary figures were announced for most of the districts.

Preliminary results were released until around noon on Wednesday 21<sup>st</sup> March 2001 by which time the Elections Commission had decided to reconcile the figures manually from the Statement of Poll.

### **12.10 Declaration of the Official Results**

Returning Officers with support staff were brought in from all the Districts with the exception of Districts Four (4) to be involved in the manual verification. The manual reconciliation process continued all night on Wednesday and all day on Thursday 22<sup>nd</sup> March 2001. While the official announcement of the result was expected that day, it was not until 04:20 a.m. on the morning of Friday 23<sup>rd</sup> March 2001 that the final declaration was made.

This resulted from the fact that the Returning Officers were required to double check their entries from the Statements of Poll which indicated the votes cast as per list of candidates for each ballot

box. When these checks were completed, the results were certified by the Chief Election Officer (ag) and presented to a properly constituted meeting of the Elections Commission. It was only after this ratification by the Commission that the official declaration was made.

The Chief Election Officer (ag) was then required in accordance with Section 96 of the Principal Act (Representation of the People Act Cap. 1:03) to act as follows:

“After calculating the total number of valid votes which have been cast for each list of candidates, and the information furnished by Returning Officers under Section 84 (11) (Votes cast in each electoral districts) ascertain the results of the election in accordance with Section 97 (Allocation of Seat) and 98 (Membership of the National Assembly)”.

#### **12.11 Compliance with Section 84 (1) of the Representation of the people Act Chapter 1:03**

On the said day of the declaration of the official results, motion was filed in the High Court seeking Orders of Prohibition directed to the Chairman of the Elections Commission.

The matter was heard by the Honourable Chief Justice and her judgment was handed down on Saturday 31<sup>st</sup> March 2001. Immediately after the judgment, the Commission met at 1145 hrs to consider the implications. It was at this meeting that the Commission directed that the Chief Election Officers (ag) takes immediate steps to secure compliance with the provision of Section 84 (1) of the Representation of the people Act, Cap. 1:03 as ordered by the Honourable Chief Justice.

The Chief Election Officer (ag), acting on the direction of the Elections Commission initiated action for all returning Officers to comply with the judge's orders. (See Appendix XV for advice by CEO (ag) to returning Officers).

Public declaration of the results commenced the very afternoon in Districts 5, 6 and 9, followed by Districts 2, 3, 4, 7, 8 and 10 on Sunday 01-04-2001 and District 1 on Monday 02-04-2001. Some districts concluded this activity in less than a day while District 4 took as long as four (4) days.

At the conclusion of this activity, each returning Officer completed a certified copy of the declaration for his district and submitted same to the Chief Election Officer (ag). The Commission was advised that Returning Officers had complied with the judge's orders at the end of the exercise.

#### **12.12 Compliance with Sections 98 and 99 of CAP. 1:03**

With the allocation of seats in accordance with section 97 of Cap.,1:03, the Chief Election Officer (ag) informed the representatives of the Lists of Candidates for the following parties to extract from their lists, names of candidates selected by them to be members of the National Assembly and Regional democratic Council –

1. Guyana Action Party-  
Working People's Alliance General and Regional

2. Justice for All Party	Regional
3. People's National Congress/Reform	General and Regional
4. People's Progressive Party/Civic	General and Regional
5. Rise, Organise and Rebuild	General and Regional
6. The United Force	General and Regional

The Chief Election Officer (ag) declared the names of members of the National Assembly on the 12<sup>th</sup> April and 17<sup>th</sup> April 2001 respectively in accordance with section 98 of Cap. 1:03.

The Elections Commission, in accordance with section 99 of Cap. 1:03, publicly declared the results of the election and published in the Official Gazette on Thursday 19<sup>th</sup> April 2001 the following -

- a) The number of votes cast for each list of candidates;
- b) The number of rejected ballot papers;
- c) The number of seats allocated to each list of candidates; and
- d) The names of the persons who, as a result of the election, have become members of the National Assembly.

### 12.3 Summary of Official Results and Allocation of Seats

The Elections were held on the 19<sup>th</sup> March 2001. The Chief Election Officer, after calculating the total number of valid votes of electors which had been cast for each list of candidates, had to ascertain the results of the elections in accordance with sections 97 and 98 of Cap., 1:03.

List of candidates contesting the elections designated eight (8) of the candidates as presidential candidates. The presidential candidate for the People Progressive Party/Civic received more votes than those in favour of any other list.

In accordance with the provisions of Article 177 (2) of the Constitution, the Chairman of the Elections Commission declared Mr. Bharrat Jagdeo, the Presidential Candidate of the People's Progressive party/Civic, as the elected President of the Co-operative Republic of Guyana on the 23<sup>rd</sup> March 2001.

The results of the elections had to be declared in pursuance to section 99 of the Representation of the People Act, Cap., 1:03, and in compliance with the order of the High Court made on 31<sup>st</sup> March 2001.

The official declaration of the General and Regional Elections, held on the 19<sup>th</sup> March 2001 was made public by notice on the 5<sup>th</sup> April 2001 by the Chairman of the Election Commission.

In accordance with section 99 of the Representative of the People Act, Cap., 1:03, the Elections Commission caused to be published in the Official Gazette on Thursday, 19<sup>th</sup> April 2001 the results of the elections.

The publication of the results declared was made in three parts, namely Geographical Constituencies, National Top-Up and Regional Elections.

### GEOGRAPHICAL CONSTITUENCIES DECLARATION OF RESULTS

Name of Contesting Political Party	Number of Seats Allocated as per Geographical Constituency										Total Seats
	1	2	3	4	5	6	7	8	9	10	
Guyana Action Party-Working People's Alliance									1		1
People's National Congress/Reform	1	1	1	4	1	1	1	1		2	13
People's Progressive Party/Civic	1	1	2	3	1	2	1				11
<b>Total</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>7</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>25</b>

### NATIONAL TOP-UP DECLARATION OF RESULTS

Name of Contesting Political Party	Seat Allocated
Guyana Action Party – Working People's Alliance	1
People's National Congress/reform	14
People's Progressive Party/Civic	23
Rise, Organise and Rebuild	1
The United Force	1
<b>Total</b>	<b>40</b>

**REGIONAL ELECTIONS  
DECLARATION OF RESULTS**

Name of Contesting Political Party	Number of Members Allocated to each Regional Democratic Council										Total Number of Members
	1	2	3	4	5	6	7	8	9	10	
Guyana Action Party- Working People's Alliance	2						3	4	5		14
Justice for All Party			1	1							2
People's National Congress/Reform	4	5	7	19	7	7	6	5	3	14	77
People's Progressive Party/Civic	8	11	19	15	1	2	6	4	4	4	104
Rise, Organise and Rebuild		1				1					2
The United Force	1							2	3		6
<b>Total</b>	<b>15</b>	<b>17</b>	<b>27</b>	<b>35</b>	<b>18</b>	<b>30</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>18</b>	<b>205</b>

**13.0 POST –POLL ADMINISTRATIVE ACTIVITIES**

**13.1 Return of Materials and Supplies to the Secretariat**

Distribution of materials and supplies to each district was based on perceived need coming from the Returning Officers. Each district made requests on "Shipping Forms" while the various departments at the center made requests on an "Internal Stores Requisition (ISR).

After the Elections, the return of materials and supplies was found to be somewhat problematic in that at the present time it is estimated that about twenty percent (20%) of the supplies delivered by the Stores have not yet been returned for one reason or the other. Observations indicate that all Districts are guilty of not returning some amount of materials and supplies.

Officers attached to the Stores Department explained that they have found difficulty in the reconciliation process because they felt that there should have been clear guidelines in some areas.

Some concerns relating to the return of materials and supplies are identified as follows:

1. Items from Donor Agencies were acquired and used in Units/Departments without the knowledge of the Stores Personnel. As a consequence no one is certain about the items to be returned.
2. Assets were moved from one location to the next without the knowledge of the Stores. This again expresses the uncertainty as to what should be returned.
3. Items bought in the various Districts are not normally brought to the attention of the Stores Department. Consequently records are not kept and returns of those items are not normally traced.

### **13.2 Reconciliation of Account**

During the National Registration, Identification Card distribution and Regional and General Elections, bank accounts were established in Districts No. 1, 2, 3, 4, 5, 6 and 7 to facilitate financial transaction by the Registrars/Returning Officers respectively.

Most of these bank accounts were not immediately implemented by the various banks because of the legal requirements by the various Boards. This took some time for consideration and implementation.

In addition, because of the bank's system in re-submitted spent cheques and issuing of Statement of Accounts a full reconciliation was not completed by the Returning Officers. This matter is now being looked at by the Guyana Elections Commission Sub-Accounting Unit for the purpose of reconciliation of account.

### **13.3 Production and Distribution of remaining Identification Cards**

The Commission agreed and instructed that the identification cards remaining after elections be distributed over the period 23<sup>rd</sup> April to 24<sup>th</sup> May 2001.

It was further agreed that Post Offices across the country will be utilized as the Distribution Center as far as possible. At locations where no post offices existed, mobile units were established. These units also serviced the hinterland and riverain communities.

Against the abovementioned back-drop, production and distribution commenced. Initial hiccups that were experienced were quickly resolved. Generally, the response was fair.

To date distribution is continuing apace at the following location. All cards not distributed by 24<sup>th</sup> May 2001 will be returned to the center.

The following schedule reflects Post Offices and mobile units used for the distribution exercise.

**GUYANA ELECTIONS COMMISSION  
DISTRIBUTION OF IDENTIFICATION CARDS – POST-ELECTION  
LIST OF DISTRIBUTION CENTERS**

<b>District 1</b>	<b>District 2</b>	<b>District 3</b>
<p style="text-align: center;"><b>RO's Office-Maburama</b></p> <p>Comm. Center-Port Kaituma</p> <p>RO's Office Moruca Primary School (old) Arakaka Abary-Matthew's Ridge</p>	<p style="text-align: center;"><b>Charity Post Office</b></p> <p>Danielstwo Post Office Anna Regina Post Office Queenstown Post Office Suddie Post Office Aurora Post Office Kabakaburi Craft Center Hackney Primary School</p>	<p style="text-align: center;"><b>Wakenaam Post Office</b></p> <p>Leguan Post Office Parika Post Office Tschen Post Office Meet-en-Meer Zorg Post Office Zeeburg Primary School Leonora Post Office Fellowship Post office Vreen-en-Hoop Post Office La Grange Post Office Wales Post Office Essequibo River (Mobile) Demerara River (Mobile)</p>
<b>District 4</b>	<b>District 5</b>	<b>District 6</b>
<p style="text-align: center;"><b>Soesdyke Post Office</b></p> <p>Grove Post Office Providence Post Office Agricola Post Office East La Penitence Post Office Charlestown Post Office Bourda Post Office Kitty Post Office Campbellville Post Office Plaisance Post Office Beterverwagting Post Office Buxton Post Office Enmore Post Office Cove and John Post Office Mahaica Post Office</p> <p><b>Mobile:</b> 1. Linden Highway 2. Demerara River</p>	<p style="text-align: center;"><b>Mahaicony Post Office</b></p> <p>Weldaad Post Office Fort Wellington Post Office Blairmont Post Office Mahaica Post Office</p>	<p style="text-align: center;"><b>Skeldon Post Office</b></p> <p>Benab Post Office No.5 Post Office Eversham Post Office Black Bush (NDC Office) Whim Post Office Rose Hall Post Office Nigg Post Office Reliance Post Office New Amsterdam Post Office Sisters Post Office</p> <p><b>Mobile:</b> 1. Orealla 2. Canje River</p>

**GUYANA ELECTIONS COMMISSION  
DISTRIBUTION OF IDENTIFICATION CARDS – POST ELECTION  
LIST OF DISTRIBUTION CENTERS**

District 7	District 8	District 9	District 10
Bartica Post Office	Kato	Lethem Post Office	Mc Kenzie Post Office
Mobile Lower Mazaruni/Cuyuni	Paramakatoi <b>Madhia/Tumatumari</b>	Moco-Moco/Manari	Wismar Post Office
Kurupung Kamarang		A Moco-Moco/Manari B	Mobile West Bank Mobile East Bank
		District development Office –Karasabai	
		Hospital Compound – Aishalton	Kwakwani Berbice River (Mobile)
		District Development Office-Sand Creek	
		Police Compound- Annai	

#### 13.4 Return of Election Expenses

The Accounts Department of the Guyana Elections Commission had been tasked to provide Financial Accounting services for the operations of the Commission and the Secretariat. This Sub-Accounting Unit provided the financial guidelines, procedures and framework for all income and expenditure for the pre and post General and Regional Elections 2000/2001.

##### 13.4.1 Establishment of the Accounting Unit

The Accounts Department of the Elections Commission was delinked from the Ministry of Home Affairs on the 1<sup>st</sup> September 2000. The Sub-Accounting Unit of GECOM was then established on 1<sup>st</sup> September 2001. This unit was housed in the upper flat of the N.C.R building, but due to the volume of work and staff area. This unit started with nine staff members comprising of one Chief Accountant, two Accountants, one Assistant Accountant, two Accounts Clerk 111, one Accounts Clerk 11, one Expeditor and one Data Encoder. The staff was further enhanced with two Accounts Clerk 111 from the ministry of Home Affairs and two other persons who filled vacancies as Accounts Clerk 111 and 11 respectively.

We were given a challenge to operate a competent and reliable accounting unit. The first challenge was to procedure financial guidelines and procedures to account for all income and expenditure. The Accounts Section also dealt with the procurement and acquisition of customized goods e.g. ballot paper and other sensitive materials.



### 13.4.2 Provision for Operations at the District Level

The Registrars/Returning Officers and Administration Officers were responsible for managing the expenditure in their respective districts. Advances were provided for them to finance the day-to-day operations in each district. They were required to adhere to standard financial regulations and policies and practices in force from time to time, and were briefed and trained in the completion of the relevant forms and records.

However, many difficulties arose when bills were submitted to clear advances. There were documentation and inadequate explanations relating to expenses incurred. Late submission of accounts (claims) and delays in the return of advances and pay sheets also added to some of the problems experienced.

Other difficulties were experienced in remote areas where at time it was practically impossible to obtain quotations to meet the three (3) quote system requirements and decisions had to be made about utilizing the only available service.

Payments of honoraria to Field Staff and Scrutineers posed additional difficulties in remote areas primarily because of transportation, communication and the magnitude of the workload with minimal staff. In the first instance the accounts staff paid honoraria in various districts but payments were later returned to all Registrars. In spite of many set backs encountered from time to time, especially staff shortage. Financial report deadlines for the Ministry of Finance and other agencies were met.

### 13.4.3 BUDGETARY PROVISION FOR 2000 AND 2001

The Budgetary Allocations for 2000 under the respective agencies were as follows:

(a) **Agency 11 – Guyana Elections Commission (4 000')**

Revised Voted Provision	\$1,050,626
Total Expenditure	<u>\$ 852,326</u>
Balance as at 2001/12/31	<u>\$ 198,300</u>

Elections Budget 2000	\$1,000,000
Actual Expenditure as at 00/12/31	<u>\$ 813,854</u>
Balance as at 2000/12/31	<u>\$ 186,146</u>

(See Appendix XV1)

(b) **Agency 51 Programme 6 National Registration Center (\$ 000')**

Revised Voted Provision	\$ 40,192
Total Expenditure	<u>\$ 30,192</u>
Balance 2000/12/31	<u>\$ 10,000</u>

(See Appendix XV11)

The Budgetary Allocations for 2001 under Agency 11 Guyana Elections Commission are as follows:-

	(\$ 000')
Proposed Voted Provision	\$1,061.728
Total Expenditure to date	<u>\$ 909,409</u>
Balance available as at 21/05/00	<u>\$ 152,319</u>
Elections Budget 2001	\$ 921,000
Actual Expenditure as at 01/05/28	<u>\$ 852,849</u>
Balance as at 2001/05/31	<u>\$ 68,651</u>

See Appendix XV111

Local financing supplemented by resources made available by the Donor Community was accounted for and expenditure statement provided to the relevant agencies.

## 14.0 CONCLUSION AND RECOMMENDATIONS

### 14.1 General Issues

- 1) Persons were recommended and appointed to the positions but eventually proved to be incompetent, thus causing failures in some systems that were set up. Poor quality of work was presented and improper techniques were utilized in collecting relevant data from members of the public. The end result was not what was expected. This was evidenced at the Middle management level as well as the level of the field staff.
- 2) Participation of persons in various activities was another cause for concern. Persons did not participate because of the remoteness of the areas in which they live. This was evident at various training sessions in some Districts. Division Registrars, especially in parts of District # 7, were not identified. In other parts, some were identified but not trained. Activities related to field tests were somewhat affected by the inadequate number of Scrutineers available in the field, the difficult in having officers on full time release, the large sample size in the riverain areas and the small number of groups to complete the task, the lack of knowledge in accounting procedures and the difficulty in securing travelling allowances when private vehicle were used.
- 3) In Phase 1, problems surfaced among and between districts and as a consequence, many transfers in/out were not adequately addressed. A well organized system to deal with such problems was not in place. Reconciliation using proper source documents was lacking in some instances. It is felt the period for Claims and Objections was too short.
- 4) Large Sub-District should be further sub-divided and adequate staff put in place so the there could be more effective and efficient supervision.

- 5) Scrutineers played an active and meaningful role in the various activities. However, they were too critical with respect to the selection of persons for specific positions. The involvement by Scrutineers at both the District and National levels contributed to the adjustment of proposals much to the dissatisfaction of the District Management Team and Trainers. There was evidence of rejection of proposed persons because of alleged political involvement/activities. The involvement of Scrutineers in the decision making process contributed to persons dropping out. Behaviour of Scrutineers at some sessions leaves much to be desired. Non-Attendance of Scrutineers and Party Representatives at some important meetings was a cause for concern.
- 6) The photographic exercise along with the Claims and Objections exercise created problems for various levels of staff. Some observation made were:
  - (a) different names were given by registrants when they visited the various centers.
  - (b) some persons took photographs but were not registered in 1996/1997
  - (c) one photographic center served many areas and the submissions were not made promptly to the various Divisional Registrars.
  - (d) some photographers were not fully acquainted with the operation of the camera and so high quality photographs were not evident.
  - (e) the Log Book was not properly utilized for both the Claims and Objections and Photographic exercises.
- 7) Some members of the photographic teams did not follow specific instructions, resulting in a number of errors and omission being made. The errors and omissions made by the photographers were:
  - a) Photographs were placed on wrong replacement Master registration Cards (MRC)
  - b) Names were not written on back of Photographs.
  - c) MRC numbers were not written on replacement photographic stub.
  - d) Absence of Photographer's name and signature and MRC number on the photographic stub to verify authenticity
  - e) Photographs were not properly attached to MRC cards thus causing them to be detached.
  - f) Unsuitable photographs sent to the Center.

The se errors and omissions created problems in compiling the OLE.

- 8) Installation of Radios was done but the wrong type was used in some cases. This prevented proper communication during Phase 1. Telephone contact was not always possible and when cellular phones were given, they were limited and few were operational ( in specific locations). Installation was late in some cases. The presence of other frequencies in some cases somewhat disrupted the free flow of information.
- 9) Names of new registrants were omitted from the OLE. Some corrections and transfers were not affected. Some names on the RVL did not appear on the OLE. Omissions on the RVL were submitted on various memoranda and some were added while names that were originally listed on the RVL did not appear on the OLE. The addendum did not cater for all name on the various memoranda. Electors were found listed in wrong Districts, Divisions Sub-Divisions.
- 10) The late production of I.D Cards created a level of dissatisfaction in some Districts. Cards produced arrived in some Districts and various errors were identified.
  - Example: (a) Unclear signatures were capture.
  - (b) Incorrect sex and Date of Birth were recorded.
  - (c) Change of maiden Surname was not effected though requested
  - (d) Names on the RVL were used instead of names on the OLE.
- 11) The identification of suitable Government Buildings for offices in various Districts was not possible in every case and so rental of private buildings had to be negotiated. This was also the case in identifying Polling Stations. Some proprietors and administrators were reluctant to initially prepare contracts for the use of the various buildings. Some Government buildings lacked the basic facilities for proper operation. Office equipment were found lacking in some instances.
- 12) Completion of the Statements of Poll (SOP) and other related records proved to be a tedious assignment for many Presiding Officers and as a Consequence, many prepared differing Statements of Poll (SOP, incorrect packages for the Returning Officer and placed wrong items and materials in Ballot Boxes. In some cases, they issued wrong instructions, gave inaccurate information to electors, used wrong Ballot Papers and did not follow instructions given by Supervisors thus resulting in some level of dissatisfaction. Added to this, some electors were unable to travel to reach the various Polling Stations to cast their ballots.

- 13) The decision to allow the poll to remain open while consultations were in Progress to address concerns of one stake-holder resulted in a number of allegations.

These included:

- (a) Some polling stations remained open unofficially for an extended period thereby allowing fraudulent voting to take place.
  - (b) Persons who were in possession of their New National ID Cards But whose names were not on the OLE were allowed to vote;
  - (c) Persons who were not listed on the OLE but who claimed to have Photogenic stubs were allowed to vote: and
  - (d) Persons without any form of identifications and not listed were Permitted to vote at specific polling stations..
- 14) Too many extensive of time for most activities caused additional stress on staff and often resulted in a shift of focus. This was one of the main reasons why so many activities went on simultaneously.
  - 15) The frequent change of reporting formats often frustrated Registrars/ Returning Officers since they were forced to do the same thing twice.
  - 16) Timely acquisition of finance by some districts proved problematic and many embarrassing moments were experienced. Persons expressed their dissatisfaction in various ways and in some cases, physically abused officer. It is felt that:
    - (a) Too much time was spent in securing funds.
    - (b) Inaccurate information about the availability of funds should Not be given to members of the public by Account staff.

#### 14.2.1 General Recommendations

1. There should be intensive training prior to all main activities so that all persons will have most recent information with which to work. The quality of training selected should be addressed and efforts made to ensure that they conceptualize the various aspects of the different processes.
2. Very short training sessions are usually not useful. Trainers should be mature and experienced. Geography of the District should be included in training.
3. Selection of staff should be done professionally without much interference from the political parties. Senior field operatives should have the greatest input in the selection process/s because of their knowledge of the quality of persons identified.

4. Selection should not be done looking at scores, only but one should consider experience, competence, reliability and management skills. Many young persons got high scores but unable to manage efficiently.
5. Hours of work for all field operatives should be standardized, for example, those of office staff and photographic teams, so as to be able to monitor activities effectively. Payments for specific jobs should be made known at time of appointment and standardized travelling rates should be made known to all especially those from the same District. Unreasonable claims should not be encouraged. Higher allowances should be given to members of mobile teams.
6. The Claims and Objections period should be of a longer duration so as to capture the maximum number of eligible persons. Alpha lists should be made available not only to registrars but also to Deputies and staff so as to prevent inaccurate transactions resulting from persons not being registered, making claims and more so, using incorrect names. The Alpha Lists should indicate the date of birth of electors.
7. the collection of Biographic Data on many forms was a problem for Divisional registrars during the Claims and Objections period and so the use of the minimum number of forms should be addressed.
8. Large Sub-Districts should be further sub-divided and manned by a full complement of staff. Middle management staff should be on full-time release whenever appointed so that all time can be spent on the supervision of current activities.
9. Scrutineers/Party Representatives should not be involved in the decision making process on the appointment of District Management Team. Persons must be appointed based on Merit, e.g., competence and reliability.
10. Photography should not be done simultaneously with registration unless transactions are found to be legitimate and there is adequate time to do so. Photography and ID production should also not be done simultaneously unless legitimate transactions are done. In the haste to get new identification cards with present names, persons fed Division registrars with inaccurate information. Registration and Photographic teams should be aware of the roles of each other. Photographers should be relieved of clerical work.
11. Communication system must be put in place early before commencement of any activity. A system should be set up so that communication is made through the office of the Returning Officer and from the Office of a Deputy returning Officer or Supervisor directly to GECOM. Powerful hand-held sets and more motor vehicles should be made available.
12. Computer room staff at GECOM should be able to manage effectively and advise others on the preparation of the various lists. Names were corrected and encoded

in the computer. However, when the Revised Voters' List was published, names were evident. Surprisingly, it is alleged that when the Official List of Electors was published names were omitted. Similarly names and encoded yet it is alleged that they did not appear on the addendum.

13. Stores conduct an early survey to determine the furniture needs of every office. Necessary purchases and distribution should be done early so as to avoid rentals GECOM should effect repairs to existing facilities.
14. On E-Day, separate teams should be in place to do the count. This will give the other members of staff the opportunity to relax and be prepared for completion of all relevant records relating to the preparation of the results.
15. Person in their locations should be allowed to vote with proper identification at any polling station.
16. While broad general policies and guidelines are set to govern the entire electoral process, problems specific to the District should be considered within the context of the District, and not allowed to be a burden to other Districts to which the problems have no bearing or relevance.
17. Time frame for activities agreed to before hand should as far as possible, be honoured by Stakeholders. Very careful consideration should therefore be given when determining the period for the various phase of the process.
18. Formats should be well thought out and examined collectively before being put to use.
19. Persons, Management Staff or other Field Staff. Who created confusion and verbally or physically attacked Election Officials, should not be considered for future employment with GECOM.
20. All financial regulations should be made clear to everyone concerned before the commencement of activities. There should not be delays in making advances available for various activities. Advances for interior Districts must be disbursed in good time and in adequate amounts. Higher advances should be paid to persons who have to travel in the interior.
21. Returning Officers should be allowed to spend more time in their Districts than at GECOM so as to be able to better monitor, organize and coordinate activities.
22. The Returning Officers who have responsibility for the conduct of the entire process in their Districts should be allowed to select, within given guideline, staff with whom they are comfortable. There should be a specific period during which parties could make objections to the appointment of Senior Polling Officials, but such objections should be based on the grounds of dishonesty and open political activity. The question of suitability for the position, placement etc, should be a

matter for decision by the Senior Official of GECOM who have to make the appointments.

23. A permanent registration office should be established in every region and a computer system set up to incorporate data of all units. There should be a link to a central system and transactions should be done on a regular basis so that lists can be updated throughout the country. List of registrants should be posted at public places annually. Such a system would remove the woes that have been associated with registration exercise over the past decade. Separate buildings to house the offices should be made available.
24. Each District should have its own Database to avoid the frustration encountered at the Information Systems Department (ISD) and to assist in preventing source documents from being misplaced. A completely new Registration Process should be done to get all eligible Guyanese on the Database and so prevent lists of "not found" persons.
25. The compilation of all RVL and OLE should be done in the respective Districts to avoid frustration and loss of time, and should be supervised by a national team.
26. The Guyana Elections Commission should be more independent and autonomous in nature. It should also be comprised of persons from non-governmental, civic and religious organizations. Members on the Commission must represent all Guyanese.

### Appendix 111

#### Summary by Electors by Districts on the Preliminary Voters List

DISTRICT	PHOTO TAKEN	NOT TAKEN
1	13,984	132
2	30,504	482
3	67,847	1,492
4	217,262	6,253
5	35,197	533
6	86,459	1,704
7	11,809	217
8	5,378	111
9	10,030	142
10	25,996	517
<b>TOTAL</b>	<b>504,466</b>	<b>11,583</b>

Breakdown of list of electors by districts on the Preliminary Voters' List.



**APPENDIX V**

**Incomplete Transactions**

<b>Serial #</b>	<b>Categories of Transaction</b>	<b>Country Total</b>	<b>Number Completed</b>	<b>Balance</b>
1	New registration without photographs	125	25	100
2	Forms with original but no replacement photograph	146	77	69
3	Original MRC from other Districts but no other documents	254	37	487
4	Form 5 alone	32	21	11
5	Form 5 with replacement and photograph	4,758	2,880	1,878
6	Replacement MRC with photograph alone	1,579	179	1,400
7	D2 with photograph but no original, no triplicate	6	2	4
8	Mismatched	7	0	7
9	New registrant with triplicate and photocopy only	126	29	97
10	Form No. 8 with replacement but no original MRC	126	29	97
11	Form No. 5 on data base, no original, no duplicate	159	58	101
12	D2 with Form No. 7 and photograph	91	20	71
13	Original MRC with photograph	1	1	0
14	Form No. 7 with replacement and photograph	3	0	3
15	D2 without original and photograph	29	4	25
16	Original replacement without photograph	99	6	93
17	Triplicate, duplicate, original and photograph	1	1	0
	<b>TOTAL</b>	<b>7,727</b>	<b>3,346</b>	<b>4,381</b>

**NOTE:** This exercise is undertaken by a special team(s) in each District under the supervision of registrars/Deputy Registrars.

## APPENDIX V1

### Summary of Electors by Districts

District	Total Electors
1 Barima/Waini	11,322
2 Pomeroon/Supenaam	25,700
3 Essequibo Island/West Demerara	60,578
4 Demerara/Mahaica	190,029
5 Mahaica/Berbice	30,203
6 Eats Bebrice/Corentyne	72,093
7 Cuyuni/Mazaruni	9,279
8 Potaro/Siparuni	4,280
9 Upeer Takutu/Upper Essequibo	8,706
10 Upper Demerara/Berbice	21,288
<b>Grand Total of Electors</b>	<b>433,478</b>

APPENDIX V11

Guyana elections commission

Analysis of field verification of supplementary list

Districts # 1-10

Sub Div.	Division/Sub-Division Name	# ON R.V.L	No. of transactions to be adjusted					No. to be deleted					On list to be corrected	Remarks
			New Reg.	Tr. In	Photo Not Listed	Other	Total	Tr Out	Dead	Obj. to granted	Other	Total		
1	Barima/Waini	11,322	48	203	68	314	633	22	0	0	8	30	0	
2	Pomeroon/Supenaam	25,700	424	527	755	59	1,765	120	1	0	107	228	85	
3	Essequibo Island/ West Demerara	60,578	189	1,732	24	226	2,171	135	2	0	19	156	310	
4	Demerara/Mahaica	190,029	981	7,660	3981	952	13,574	293	1	1	313	607	991	
5	Mahaica/Bebrice	30,203	71	459	452	62	1,059	28	0	0	74	102	213	
6	East Berbice/Corentyne	72,093	190	1,352	321	416	2,279	51	0	0	461	512	0	
7	Cuyuni/Mazaruni	9,279	138	315	109	25	587	123	11	2	58	194	0	
8	Potaro/Siparuni	4,280	29	106	21	1	157	43	0	0	11	54	24	
9	Upper Takatu/ Upper Essequibo	8,706	22	90	8	13	133	45	6	2	3	56	35	
10	Upper Demerara/Berbice	21,288	502	583	5	87	1,177	0	0	0	2	2	62	
	<b>Grand Total</b>	433,478	2,594	13,027	5,744	2,155	23,535	860	21	5	1,941	1,041	1,720	

APPENDIX V111

Error Number	Title	Detailed Description	No. of Registrants Impacted	Known or Probable Cause	Proposed
1	No. Sub-division listed	Registrant lives in a division which has sub-divisions. However, there is no sub-division for the registrant. Accordingly, the division/sub-division is invalid	732	Data Entry error not captured by manual verification. Possible transfer from such a division	Refer to source documents and correct using improved C&O application
2	Sub-division listed where none exists	Registrant lives in a division which has no sub-divisions. However, there is a sub-division combination is invalid	35	Data Entry error not captured by manual verification. Possible transfer from such a division	Refer to source documents and correct using improved C&O application
3	Out of range Sub-division	Registrant lives in a division which has sub-divisions. However, the sub-division for the registrant is out of range (eg sub-division G where the division only has sub-divisions A, B and C). Accordingly, the division/sub-division is invalid	77	Data Entry error not captured by manual verification. Possible transfer from such a division	Refer to source documents and correct using improved C&O application
4	Division ID/Sub-division ID invalid but sib-division letter is correct	The sub-division ID is in incorrect but refers to a sub-division (A, B, C etc) which happens to be correct.	6,053	Transfer from division to new division without a change of sub-division letter, C&O application failed to validate, manual validation not possible	Automatic correction using update query developed for purpose
5	Address/division/sub-division incorrect	The lot number/street name is not in the given division/sub division	Not known – requires DR or public/stake	Data Entry error not captured by manual verification. Possible	Await data from field

			holder inputs	transfer transaction which incomplete data	
6	MRC Code transposition	The MRC Code, is repeated in another field (name, address, etc)	1	Data Entry error not captured by manual verification	
7	Transposition of other fields	The information which belongs in any of colour of eyes, distinguishing marks, disabilities or nationality fields has been incorrectly entered in another field (eg – colour = “Guyanese” or Nationality = “Brown”)	98	Data Entry error not captured by manual verification	
8	Invalid characters in names	Non-text characters (such as “+” or “”) have been entered in surname, first or middle name fields	234	Data Entry error not captured by manual verification	
9	Height CM and entered but new photo taken false	New photo taken field checked despite data entered in height cm field. The two should have gone hand-in-hand	720	Note that these persons are NOT on the RVL. C&O application validation and manual verification	
10	Missing national ID Card data	Distinguishing marks, nationality, colour of eyes, disability fields empty	4	Data Entry Error not captured by manual verification	
11	Nationality other than Guyanese	There are nationalities on the database whose holder is not entitled to vote. This was documented and forwarded to GECOM by T.O.C. in September 2000		Nationality is not used as criteria for entry onto MRDB or for inclusion on any VL	Identify valid/invalid nationalities an dflag accordingly
12	Invalid or misspelt nationality	Blank numeric, misspelt or invalid information in the nationality field (e.g. GUAYANESE, “.”, 181 etc)	119	Data Entry error not validated	Refer to source documents and correct using improved C&O application

13	Likely incorrect date of birth	Some dates of birth are clearly incorrect (e.g. 7/1/1763)	18	Date Entry error, not validated, inaccurate source documents	Refer to source documents and correct using improved C&O application
14	Incorrect description of division/sub-division	Some divisions/sub-divisions have incorrect description	To be determined. Requires R/Os and stakeholders input	Division/sub-division mismatched	Correct through the encoding of memoranda and source documents submitted by Registrars
15	Dislocation to electors of particulars	Some electors were given new addresses. Particulars were removed from one location to another without authority for some transactions	To be determined Requires R/Os and stakeholders input	Data Entry error, not validated, inaccurate source documents	Correct through the encoding of memoranda and source documents submitted by Registrars
16	Wrong MRC Number	Electors were given a change of MRC number without any authority	To be determined Requires R/Os and stakeholders input	Data Entry error, not validated, inaccurate source documents	Correct through the encoding of memoranda and source documents submitted by Registrars
17	Omissions	Some names completely omitted even though source documents are present	To be determined Requires R/Os and stakeholders input	Data Entry error, not validated, inaccurate source documents	Correct through the encoding of memoranda and source documents submitted by Registrars
18	Transactions not adjusted	Transfer/corrections done and old set of particulars remain on list (2 set of particulars)	To be determined	Data Entry error, not validated, inaccurate	Correct through the encoding of

				source documents	memoranda and source documents submitted by Registrars
19	Wrong names given to elector	Electors register/complete transaction in one name but another name appears on the RVL	To be determine	Data Entry error, not validated, inaccurate source documents	Correct through the encoding of memoranda and source documents submitted by Registrars
20	Photo not listed	Some electors did transaction but were incorrectly flagged	To be determined	Data Entry error, not validated, inaccurate source documents	Correct through the encoding of memoranda and source documents submitted by Registrars
21	Change of address on old list	Electors made claims for transfer (new addresses) and address change was made but particulars remain in old division	To be determined	Data Entry error, not validated, inaccurate source documents	Correct through the encoding of memoranda and source documents submitted by Registrars

APPENDIX 1V

DISTRIBUTION OF REGISTRANTS  
CONTAINED ON OFFICIAL LISTS  
SUMMERIZED BY DISTRICT

District	District Description	PVL	RVL	OLE	Addendum		OLE & Addendum
					Deletions from OLE	Additions to OLE	
1	Barima/Waini	14,116	11,322	11,454	38	57	11,473
2	Pomeroon/Supenaam	30,986	25,700	26,212	78	100	26,234
3	Essequibo Islands/West Demerara	69,339	60,578	60,927	127	220	61,020
4	Demerara/Mahaica	223,515	190,029	192,806	670	1,446	193,582
5	Mahaica/Berbice	35,730	30,203	30,613	79	165	30,699
6	East Berbice/Corentyne	88,163	72,093	72,583	150	215	72,649
7	Cuyuni/Mazaruni	12,026	9,279	9,511	61	47	9,497
8	Potaro/Siparuni	5,489	4,280	4,359	4	16	4,371
9	Upper Takutu/Upper essequibo	10,172	8,706	8,708	9	58	8,767
10	Upper Demerara/Berbice	26,513	21,288	21,767	65	210	21,903
	<b>Total Registrants</b>	<b>516,049</b>	<b>433,478</b>	<b>438,940</b>	<b>1281</b>	<b>2,526</b>	<b>440,185</b>



## APPENDIX X

### LIST OF POLITICAL PARTIES WHICH HAD INDICATED THEIR INTENTIONS TO CONTEST

#### GENERAL AND REGIONAL ELECTIONS 2001.

1. A Good and Green Guyana
2. Alliance for Guyana
3. God Bless Guyana
4. Guyana Action Party
5. Guyana Alliance for Congress
6. Guyana Democratic Party
7. Guyana Federal Party
8. Guyana National Congress
9. Guyana Republic Party
10. Horizon and Star
11. Guyana National Reconstruction Party
12. Guyana Democratic Front
13. National Democratic Movement
14. National Republic Party
15. National Republican Party
16. People's Democratic Congress
17. People's Democratic Movement
18. People's Democratic Party
19. People's National Congress/Reform
20. People's Progressive party/Civic
21. People's republic Party
22. People's Unity Party
23. The United Force
24. Rise, Organise and Rebuild
25. United People's Party

## APPENDIX X1

### LIST OF CONTESTING PARTIES THAT SUBMITTED THEIR LIST OF CANDIDATES ON NOMINATION DAY, MONDAY, FEBRAURY 15, 2001 TO THE CHIEF ELECTION OFFICER.

1. Guyana Action Party – Working People’s Alliance
2. God Bless Guyana
3. Guyana Democratic Party
4. Guyana National Congress
5. Horizon and Star
6. Justice for All Party
7. National democratic Front
8. National Front Alliance
9. People’s National/Congress/Reform
10. People’s Progressive Party/Civic
11. People’s Republic Party
12. Rise, Organise and Rebuild
13. The United Force

APPENDIX X11

GENERAL AND REGIONAL ELECTIONS 2001

APPROVAL OF LISTS OF CANDIDATES OF CONTESTING POLITICAL PARTIES

ELECTION DAY - MONDAY 19<sup>TH</sup> MARCH 2001

No.	Title of Contesting Parties	CONTESTING PARTIES																					
		GEOGRAPHICAL										NATIONAL	REGIONAL ELECTIONS										
		1	2	3	4	5	6	7	8	9	10		1	2	3	4	5	6	7	8	9	10	
1	Guyana Action Party-Working People's Alliance	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
2	Guyana Democratic Party		√	√	√	√	√	√			√	√		√	√	√	√	√	√			√	
3	Guyana National Congress															√							
4	Justice For All Party		√	√	√	√	√				√	√		√	√	√	√	√				√	
5	National Democratic Front																					√	
6	National Front Alliance			√	√	√	√	√			√	√			√	√	√	√	√			√	
7	People's National Congress/Reform	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
8	People's Progressive Party/Civic	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
9	People's Republic Party																√					√	
10	Rise, Organize and Rebuild		√	√	√	√	√	√				√		√	√	√	√	√					
11	The United Force	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	

## APPENDIX X111

## CONTESTING PARTIES' SYMBOLS

## NAMES OF PRESIDENTIAL CANDIDATES, REPRESENTATIVES OF LISTS OF CANDIDATES AND SYMBOLS

Title of List of Candidates	Name of Presidential Candidate	Name of Representative Of List	Symbol
1. Guyana Action Party- Working People's Alliance	Mr. Paul Hardy	Mr. Paul Hardy	"The heart of the Matter"
2. Guyana Democratic Party	Mr. Asgar Ally	Mr. Peter Persaud	"House"
3. Guyana National Congress		Mr. Samuel Hamer	"Rice Plant"
4. Justice For All Party	Mr. Chandra Narine Sharma	Mr. Chandra Narine Sharma	"Scale"
5. National Democratic Front		Mr. Joseph Bacchus	"Factory"
6. National Front Alliance	Mr. Keith Scott	Mr. Keith Scott	"The Five Positive Star"
7. People's National Congress	Mr. Hugh Desmond Hoyte	Mr. Hugh Desmond Hoyte	"The Palm Tree"
8. People's Progressive Party/Civic	Mr. Bharat Jagdeo	Mr. Donald Ramotar	"The Cup"
9. People's Republic Party		Mr. Nateram Dass	"The Lamp"
10. Rise Organise and Rebuild	Mr. Ravindra Dev	Mr. Ravindra Dev	"Rampant Jaguar inside Map of Guyana"
11. The United Force	Mr. Manzoor Nadir	Mr. Manzoor Nadir	"The Sun"

APPENDIX X1V

ELECTION AGENTS

GENERAL ELECTION 2001  
GEOGRAPHICAL CONSTITUENCY

Name of Election Agent	Address	Title of list of Candidate
1. Desmond Trotman	80 Croal Street Bourda Georgetown	Guyana Action Party- Working People's Alliance
2. Hilbert Archer	76 Robb Street Lacytown Georgetown	Guyana Democratic Party
3. Devon Johnson	107 Buxton Village East Coast Demerara	Guyana national Congress
4. Savitree Singh	73 Robb & Wellington Streets Lacytown Georgetown	Justice For All Party
5. Ivan W. Austin	54 Durban Street Lodge Georgetown	National Democratic Front
6. Feisal Ferose Ali	179 Mandel Avenue Alexander Village Georgetown	National Front Alliance
7. Oscar Clarke	J 11-949 Jackson & Edwin Streets Tucville North Ruimveldt Georgetown	People's National Congress/ Reform
8. Dr. Bheri Ramsaran	c/o Freedom House 41 Robb Street Georgetown	People's Progressive Party/ Civic
9. Totaram Mohabir	3 Evans Street Charlestown Georgetown	People's, Republic Party
10. Malcolm Harripaul	186 Parafield Leonora West Coast Demerara	Rise, Organize and Rebuild
11. Wilfred McKenzie Fredericks	c/o Unity House 95 Robb Street & New Garden Streets Georgetown	The United Force

APPENDIX XV

**FROM:** Chief Election Officer (ag)  
**TO:** Returning Officers – Districts 1 -10  
**DATE:** 31<sup>st</sup> March, 2001  
**SUBJECT:** Public declaration of the votes recorded for each  
List of Candidates

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I refer to the above-mentioned subject and would like to advise that the Elections Commission at its special meeting held at 11.30 hours today, has directed to me to ensure that Returning Officer comply with the Order issued by the Honourable Chief Justice in the High Court.

You are therefore required to take action as follows immediately:

1. The following persons are required to be present at the Returning Officers' office  
To ascertain the result for each List of Candidates for your District:
  - (a) Members of the Commission
  - (b) Duly appointed candidate
  - (c) Counting Agents
  - (d) Any other person who in the opinion of the Returning Officer,  
has good reason to be present.

N.B. Only one person from a contesting party should be present.

2. The meeting should be held immediately and the following activities should be in place:
  - (a) Attendance by Deputy Returning Officers
  - (b) Availability of Statement of Poll
  - (c) Dispatch invitation for persons to be present
  - (d) Record Votes
  - (e) Publicly declare votes cast.
3. The Returning Officer shall record the votes in accordance with the Statements of Poll for each polling station in his District.
4. The Returning Officer shall declare the votes recorded for each List of Candidates as per polling station for his District and total the number of votes recorded for each List of Candidates for his District.

5. In the presence of those persons entitled to be present publicly declare the votes recorded for each List of Candidates.
6. Ensure a record is kept of all the persons invited and are present when calculating and publicly declaring the votes recorded for each List of Candidates
7. After complying with Section 84 (1) and on ascertaining the votes cast in the District for each List of Candidates, the Returning Officer shall communicate to the Chief Elections Officer by the quickest available means the total number of valid votes cast each List of Candidates.

Please ensure that all statutory steps in accordance with section 84 (1) of Representation of the People Act Cap. 1:03 are strictly adhered to.

For further information please contact Deputy Chief Election Officer (Ops), Statutory Officer or myself.

Gocool Boodhoo  
Chief Election Officer (ag)

c.c: Chairman – Elections Commission  
Commissioners

**APPENDIX XV1**  
**BUDGET - NATIONAL REGISTRATION CENTER**  
**FOR PERIOD 1<sup>st</sup> to 31<sup>st</sup> December 2000**

(1)	(2)	(3)	(4)	(5) + 3 = 7	(6)	(7)	(8)
Sub Head	Description	Total Budget 2000	Releases to Date	Accumulative Expenditure to Date	Expenditure for Period 1-31 <sup>st</sup> December	Accumulative	Remarks
011	(Statutory) Wages and Salaries	12,001	11,997	11,595	1,274	97%	Payment of Chairman and Commissioners
012	Overhead Benefits and Allowances	11,878	7,745	7,203	958	61%	Salaries, Payments of Allowances etc.
100	Wages and Salaries	6,876	6,046	5,835	416	85%	Payment of Salaries to Staff
200	Overhead Expenses, Wages/Salaries	5,683	4,257	3,857	60	68%	Payment of Acting Allowances
120	Material, Equipment and Supplies	852	852	811	19	95%	Purchase of Office Materials and Stationery
130	Fuel and Lubricants	1,635	1,635	1,436	44	88%	Purchase of Fuel and Lubricants
140	Rental and Maintenance of Building	531	531	370	27	70%	Maintenance of Building and Janitorial Supplies
150	Maintenance of Infrastructure	220	220	26	0	12%	Maintenance of Compounds GECOM/NRC
160	Transport, Travel and Postage	1,088	1,088	1,003	2	92%	Payment of Travelling and Subsistence and maintenance of vehicles
170	Utility Charges	1,836	1,836	1,329	469	72%	Payment of Electricity, Telephone and Water Bills
180	Other Services Purchased	5,563	5,563	4,389	1,819	79%	Payment of Security Service
190	Other (Elections Exp.)	1,000,660	840,657	814,472	309,692	81%	Pre Elections Expense
220	Rates and Taxes	1,803	1,803	0	0	-	Payment of Rates and Taxes for GECOM & NRC
	<b>Grand Total</b>	<b>1,050,626</b>	<b>884,230</b>	<b>852,326</b>	<b>314,780</b>	<b>81%</b>	



APPENDIX XV11  
GUYANA ELECTIONS COMMISSION  
HEAD 11 – GUYANA ELECTIONS COMMISSION  
HEAD 51/6 – NATIONAL REGISTRATIONS CENTER  
FOR PERIOD JAN – DEC 2000

(1)	(2)	(3)	(4)	(5) + 3 = 7	(6)	(7)	(8)
Sub Head	Description	Total Budget 2000	Release to Date	Accumulative Expenditure to Date	Expenditure for period 1-31 <sup>st</sup> December	Accumulative	Remarks
011	(Statutory) Wages and Salaries	0	0	0	0	-	Payment of Chairman and Commissioners
012	Overhead Benefits and Allowances	0	0	0	0	-	Salaries, Payments of Allowances etc.
100	Wages and Salaries	12,666	11,716	11,676	957	96%	Payment of Salaries to Staff
200	Overhead Expenses, Wages/Salaries	1,709	1,709	1,419	174	83%	Payment of Acting Allowances
120	Material, Equipment and Supplies	4,517	4,517	2,906	387	64%	Purchase of Office Materials and Stationery
130	Fuel and Lubricants	1,140	1,140	336	0	29%	Purchase of Fuel and Lubricants
140	Rental and Maintenance of Building	2,191	2,191	1,942	39	89%	Maintenance of Building and Janitorial Supplies
150	Maintenance of Infrastructure	600	600	600	50	100%	Maintenance of Compounds GECOM/NRC
160	Transport, Travel and Postage	2,450	2,445	1,183	0	48%	Payment of Travelling and Subsistence and maintenance of vehicles
170	Utility Charges	3,754	3,754	2,484	827	66%	Payment of Electricity, Telephone and Water Bills
180	Other Services Purchased	6,018	5,923	4,724	117	78%	Payment of Security Service
190	Other (Elections Exp.)	1,944	2,060	1,119	15	56%	Pre Elections Expense
220	Rates and Taxes	3,703	3,703	1,803	0	49%	Payment of Rates and Taxes for GECOM & NRC
	<b>Grand Total</b>	<b>40,192</b>	<b>39,747</b>	<b>30,192</b>	<b>2,566</b>	<b>75%</b>	Payment of Chairman and Commissioners

APPENDIX XV111

GUYANA ELECTION COMMISSION  
PROPOSED EXPENDITURE C.O.A. 194 BUDGET (\$ 000')

Item	Description	Elections Budget	Releases to Date	Accumulative Expenditure May 2001	Expenditure for period	Accumulative %	Remarks	Explanatory Note
1	Statutory & Policy Making (Commission)	8,000	8,000	6,341	134	79%		GECOM
2	General & Administrative (Secretariat)	298,500	298,772	273,038	40,153	91%		Employment & Utility Payments
3	Training & Recruitment	2,000	2,000	1,097	0	55%		Recruitment 10,000 Polling Day Officials
4	Logistic Services	6,000	6,000	5,139	0	51%		Regional & Election Materials
5	Procurement & Distribution	20,000	20,000	11,482	0	33%		Manuals, Statutory Forms etc.
6	Field & Office Registration	2,000	2,000	1,043	0	21%		Establishing 1,800 Field Offices
7	Data Entry & List Production	20,000	20,000	19,697	0	98%		Printing 30 copies of FVL & PVL
8	ID Card Production	95,000	95,000	93,270	14,289	93%		Printing 553,000 Voters ID Cards
9	Polling Administering	401,000	401,085	391,998	9,379	87%		Sensitizing public on rights to Register, etc
10	Counting & Certifying Results	3,500	3,500	3,415	0	85%		Supervisor to communicate & feed back
11	Security & Communication Network	38,000	38,000	24,649	81	65%		Employment of Counting Agents
12	Transport & Travel (Charter of Aircraft)	27,000	27,000	21,180	215	71%		176 Links, 12 bases & repeater
	<b>Grand Total</b>	<b>921,000</b>	<b>921,357</b>	<b>852,349</b>	<b>64,251</b>	<b>85%</b>		