NATIONAL TALLY CENTER (NTC) OPERATIONS PROCEDURES

2014 Presidential and Provincial Council Elections

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Introduction 3
Objectives 4
Data Security and Integrity Measures 4
Structure and Staffing 5
Hardware 5
Tally Centre Process 5
Definitions 5
Overview 6
Data Entry Process Step by Step 6
Station 1: Intake 6
Station 2: Results Form Preparation: 8
Station 3: Data Entry of Results Forms 9
Station 4: Double Blind Data Entry 9
Station 5: Forms Review and Correction 10
Station 6: Quality Control 10
Station 7: Archive 10
Clearance and Verification Section 11
The Clearance Unit 11
The Verification Unit 11
Result Database Checks 11
Reporting and Announcement of Results 12
National Tally Centre Outputs 12
NTC Management Team 12
IEC Board of Commissioners 14
Announcement of Results 14
Final Results 14
The Media Center Display Statistics 14
Observation of the Tally Process 15
Timelines 15
Annex 1 – National Tally Center Process Flow 16
Annex 2 - Document Flow of Tally Reports 17
Annex 3 - Tally Center Physical Layout 18

Introduction

The counting, retrieval, intake, tallying and official announcement of results for the Presidential and Provincial Council elections will be an extremely sensitive part of the electoral process. The detailed procedures for counting and retrieval of results, and other electoral materials, are dealt with elsewhere. It is essential that the intake, tallying, verification and announcement of the electoral results are carried out according to clearly defined procedures and are accurate, transparent and timely. This paper details these procedures.

Counting of the votes for Presidential and Provincial Council Elections shall take place at each polling station immediately following the close of voting.

Immediately prior to the commencement of the count the ballot boxes will be opened and the number of ballot papers in the ballot boxes counted. Each Results Form will have preprinted serial numbers and barcodes which are the same as the ballot paper pack numbers for presidential election. At the conclusion of the count, the polling station staff will complete the results portion of the Results Forms.

After the polling station Results Forms are prepared (1 original and 3 copies for each election), the polling station chairperson will post a copy of each of the results at the polling station and provide one copy of each of the forms to the political party/candidate agents. The chairperson will place one copy of the Results Forms, along with the counted ballot papers in ballot boxes. The chairperson will hand over the original copies of the Results Forms and the Voters List, in the envelope provided with preprinted serial number and barcode, which are the same as Results Forms and ballot paper pack number, to the polling center manager and seal the envelope in the presence of the polling center manager.

The polling center manager will ensure that all polling stations have delivered the envelopes with original copies of the Results Forms and the Voters List, place envelopes into the TEB and seal the TEB. The TEB will then be handed over to the district field coordinator for delivery to the provincial office and subsequent dispatch to the National Tally Center (NTC) in Kabul.

Depending on logistical arrangements, TEBs will be transported to the National Tally Center in Kabul packed in blue boxes starting on E-Day +1. The first delivery to the National Tally Center will be followed by additional deliveries on E-Day +2, +3, +4 and is expected to be completed no later than E-Day +8.

The intake process at the provincial offices will utilize an online application for recording the information on number of TEBs received, serial numbers, polling center codes and number of polling stations.

The intake officer and PEO or designated person will label the blue boxes by writing:

- Province name
- Province code
- Box number and
- Number of TEBs in the blue box

The PEO then records the following in the Provincial Intake Application Handover Form for TEBs:

- Name and code of province

- Number of blue boxes, i.e. Box No 1, Box No 2 and so on
- Records the serial numbers of TEBs in the handover form
- Records the Center Codes of TEBs in the handover form
- Records number of TEBs in the blue box in the handover form
- Records the seal numbers in the handover form
- Print the Handover Form for TEBs
- Signs the handover form and asks the intake officer to sign
- Makes two copies of the handover form and gives a copy to the intake officer
- Place a copy of handover in blue box
- Seals the blue boxes

The original shall be scanned and archived at the Provincial Office for the provincial electoral officer's record and sent via e-mail to IEC HQ. The second copy shall be handed to the logistic officer accompanying the shipment to the National Tally Center.

The Provincial Electoral Office shall NOT open any of the TEBs being sent to the National Tally Center at any time.

The number of TEBs received at the National Tally Center will be cross checked against the Field Operations' E-Day reports as well as the provincial intake reports to ensure that there is certainty on the number of opened/closed polling centers and stations, the number of TEBs to be received at the tally center and the results to be processed to finalize the results database.

Objectives

The key objective of the tally center is to consolidate polling station results accurately and transparently, identify errors and/or suspected cases of fraud and to release verified results systematically, and to ensure access to the National Tally Center for political party/candidate agents, observers and the media.

Data Security and Integrity Measures

In order to ensure the integrity of the results data, all National Tally Center staff will have restricted and limited access to the National Tally Database. Each user group will be able to perform their own allocated task only in the system (e.g. the data entry group users cannot perform double blind data entry or any other group task except data entry).

Data Entry workstations will only have limited authenticated access to the results database through software modules and all data entry/changes will be tracked for audit purposes.

All workstations will also have disabled CD Rom and USB drives in order to protect results data security and unauthorized distribution.

Routine data backups will be taken on a daily basis during data entry operations and backup data will be kept at three different safe locations, including locations external to the IEC HQ.

To ensure integrity of data entry processes, a Double Blind Data Entry concept will be utilized.

Two database servers will be utilized, one in the National Tally Center server room and one at the IEC HQ server room with a closed network setup. These two servers will be mirroring each other. In case one of them fails, the other one will have the complete set of data.

All staff will be searched on entry and exit from the National Tally Center. No writing implements will be allowed except for specific staff whose functions require the use of same. These will be issued and retrieved on a daily basis.

Strict supervision and oversight will be maintained throughout and at every stage of the process.

The above measures will ensure that each Results Form received from each polling station is reflected as it is in the National Tally Center Database.

Structure and Staffing

The National Tally Center will be operational in two shifts from 8:00 AM to 10:00 PM. The National Tally Center staff will be composed of National Tally Center data entry staff who are responsible for data entry and data processing; Intake Teams; Polling Station Preparation and Consolidation Teams; Clearance and Verification Section; and NTC Management Team who have the overall management and supervisory responsibilities and a NTC Technical Team who assists the NTC Management Team and National Tally Center staff.

1. **NTC Management Team:** Group of IEC senior permanent staff lead by the IEC Chief of Operations.
2. **NTC Technical Team:** Information and Communication Technology Staff (lead by head of ICT department).
3. **Intake Team:** IEC HQ staff responsible for the Intake process identified by the NTC Management Team.
4. **Results Preparation Team:** Consist of IEC HQ staff identified by the NTC Management Team responsible for the polling station form consolidation and preparation process.
5. **Scanning operators:** Responsible for the scanning of the Result forms.
6. **Clearance Team:** Responsible for dealing with all problematic TEBs and Results Forms before the forms are scanned and submitted to the data entry stations for processing.
7. **Verification Team:** Responsible for reviewing results forms if there is data inconsistency.
8. **Data Entry staff:** Responsible for all data entry processes throughout the National Tally Center.

Hardware

The National Tally Center will be equipped with servers and workstations.

The National Tally Center will have an independent closed network setup where all servers and workstations will have no outside access.

Tally Centre Process

Definitions

Preliminary Polling Center or Station Results are results, per polling center or stations which have not been finally certified by the IEC Board of Commissioners. They have been processed, but not finally certified.

Partial Results are figures which are announced by the Commission from time to time during tallying results. Partial results are released progressively, and are considered partial so long as they do not represent 100% of all polling station results approved by the IEC Board of Commissioners. All partial results are by nature preliminary.

Preliminary results are figures which are announced and published by the Commission after the completion of tallying and before the adjudication of the complaints. These remain subject to the resolution of complaints by the IECC. Once the IECC has adjudicated complaints and appeals, the results may be finally certified by the IEC Board of Commissioners.

Final Results are figures that are certified, announced, published and implemented by the Commission after being verified and decided upon by the Complaint Commission.

Overview

The Intake Station will be charged with ensuring that all material is properly received from the provincial offices. The Results Preparation team will be responsible for preparing the Results Forms for data entry. The Data Entry Station will be responsible for the data entry of the Results Forms into the National Tally Center database using their user ID and passwords. In order to reduce the data entry errors to zero, a double blind data entry model will be used. The forms review and correction station will be tasked to review the forms and correct the errors in accordance with the scanned copy of actual results sheet. Quality Control station will be charged to review Results Forms entered into the National Tally Center software against scanned copy of the original Results Forms. Archive station will be tasked to securely store all the original contents of all TEBs received at the National Tally Center.

The IEC will establish a clearance and Verification team to deal with all problematic TEBs and Results. The clearance team will operate during the intake and polling center form preparation processes. The verification team will deal with the forms if there is data inconsistency.

At the end of each day the NTC Technical Team will provide the NTC Management Team with a detailed report of the process. This progress report will contain details of discrepancies of entries between the first and second data entry process and the corrections made later during the form correction and review and quality control.

During operational hours the National Tally Center premises will be open to accredited political party/candidate agents, observers and the media. Prior to the commencement of the tally operation political party/candidate agents, observers and the media will be invited to the National Tally Center to be briefed on how the center will operate.

Data Entry Process Step by Step

All polling station Results Forms within each polling center will be entered into the National Tally Center database through a ***seven-step/station process***. Each step of the process will be performed at a separate station with dedicated IEC HQ staff or data entry staff and supervisors. All data entry staff and supervisors will be provided with user IDs and passwords with the appropriate set of permissions to access the National Tally Center database. All users of the results processing and management system will have restricted access for the integrity and protection of the data.

Station 1: Intake

The IEC will establish an Intake Center where TEBs arriving from the provinces will be received. The Intake Center will be staffed by IEC HQ staff and will be led by a team leader.

The intake of material will be performed in two steps:

Step1: Two teams and one supervisor will be involved in receiving the blue boxes containing the TEBs and check the contents. The check will be performed as follows:

1. Check if seals are intact and if correct proceed;
2. Check the seal numbers on the blue box against the TEB Handover Form and if correct proceed;
3. Break open the seals and open the blue box and check the number and serial numbers of the TEBs against the TEB Handover Form.

Upon completion of the above, the blue box with TEBs will move to the next step (step 2) **unless** the following issues are observed with the blue box or its content:

1. Each blue box is not sealed with four (4) seals (If this occurs DO NOT OPEN THE BLUE BOX)
2. If one or more seal number differ from what is recorded in the Handover of TEB Form(If this occurs DO NOT OPEN THE BLUE BOX)
3. If there are loose forms outside the TEBs
4. The forms are not in a TEB but in a paper envelope or in any other packaging
5. The contents of the blue box differ from the list provided in the TEB Handover Form or the Logistics Logbook either in quantity of TEBs, serial number/s of TEBs or polling center codes
6. Any other issues or concerns with the TEBs inside the blue box

If any of the above occurs, **one or more TEB or the entire shipment (blue box) can be held for investigations**.

The intake team will proceed as follows:

- ✓ Inform the supervisor
- ✓ The supervisor will contact the clearance team
- ✓ Before the TEBs are handed over to the clearance team, they will register in the database (**Step 2**).
- ✓ The intake officer will:
  a) Record the TEB information,
  b) Record in the database the nature of the issue encountered
- ✓ Hand the TEBs to the Clearance Team
- ✓ The TEBs cleared by the clearance team will be sent to **Step 2** of the intake for processing. The TEBs that have not been cleared will be referred to the NTC Management Team for decision

Step 2: Two teams and one supervisor will be responsible for entering the TEBs details in the intake database. Each team will be dealing with one blue box at the time. The team will remove the TEBs from the blue box and will check the TEBs serial number, polling center code and the number of stations against the provincial intake database.

Details of the TEBs will then be entered in the intake database.

1- The TEBs with no issues will be stored by province and district by the intake teams and subsequently handed over to *Station 2* to be processed by the Results Preparation team.

2- If the TEB serial number does not correspond to the serial number recorded in the provincial intake application ,the TEB will be sent to the clearance team for further investigation:

- ✓ The intake team will enter the information in the database indicating that the problematic TEB has been sent to the clearance team tick marking the appropriate box in the remark section of the database.
- ✓ The supervisor of the intake team will be called in and handed the TEB.
- ✓ The supervisor is responsible for handing over the TEB to the clearance team.

- ✓ The team will process the next TEB.

If the TEBs are cleared by the clearance team, the TEBs will be sent back to the intake team. The intake team will go back to the database and amend the information for the TEB indicating that the TEB is **"Cleared".** The TEB will be forward to *Station 2* (Results Preparation) according to the normal procedures.

If the TEBs are not cleared they will be referred to the NTC Management Team for decision.

Station 2: Results Form Preparation:

The Results preparation Team will be responsible for inspecting and preparing Results Forms for data entry (*Station 3*).The handover of TEBs between *stations* will be tracked through the Movement Form.

Step 1: Checking the Results Forms.

The TEBs will be opened; envelopes counted and opened, the Results Forms checked for the following:

1. That numbers of envelopes correspond to the number of the polling stations
2. That the Results Form serial number corresponds to the polling center number
3. That the number of forms for each election (presidential and provincial) correspond to the number of stations opened in the center on Election Day
4. That the forms contain all necessary information required by the data entry clerks to process the forms at the data entry stations
5. That the forms show no sign of tampering (cover with the tape if the results on the forms are not covered)

The Results Preparation Team will enter the information for the each polling center and station in the data base. Should one or more forms of a TEB be problematic, the Results Preparation Team will enter the information in the database and the TEB will be handed over to the clearance team for further investigation (The content of the TEB will not be scanned if the TEB requires to be sent to the clearance team).

The Voters List will stay in the envelope and together with the Results Forms put back into the TEB. Should the forms be required to be sent to the clearance team for investigations, the team may need to refer to the Voters List during the clearance process.

Step 2: Scanning of the Results Forms.

The Results Preparation Team, upon completion of the check of the TEB for its contents and if there are no issues, will scan the Results Forms for each station. The scanned Results Forms will be used to enter information in the database by station 3, and a copy will be published online on IEC results web page when the commission approves – if a form is corrected or recounted the revised form will also be published and an explanation made for the reason.

Note: only cleared Results Forms (TEBs) will be scanned.

Step 3: Handing over the Result Forms to next *Station*.

Upon completion of the scanning for all stations in a center, the original documents (TEB, Voters List and Results Forms) will be sent to the archive station (station 7) for storing. Data processing in data entry

station (station 3) will continue using the scanned copy of the forms and distribution to operators will be done automatically by software system.

If one or more polling stations within a polling center have problems, all the Results Forms for the polling center will be set aside and will be sent to the clearance team for investigation. The Results Preparation supervisor is responsible for handing over the problematic TEBs to the clearance team. The transfer of the TEBs to the clearance team will be performed by completing the Movement Form.

TEB's will be held at Results Preparation Station if:

1. after opening the TEB, the contents do not correspond to the number of stations within the center (missing or additional forms)
2. the Results Form is a copy (unless the center is on the list of centers for which the copying of forms was authorized)
3. the number of Results Forms found in the TEB does not correspond to the number of the opened stations reported by the Provincial Officer in the database, i.e. number of opened stations for the center reported by the Provincial Officer in the database is 5 and in the TEB 4 forms are found, or vice versa
4. the number of Results Forms do not correspond to the number recorded on the TEB
5. if the tape on Results Forms appears to have been tampered with
6. the Results Form is not fully completed
7. there is a discrepancy between the numbers written in digits and the numbers written in words in the result part of the form

Once the TEBs are sent to the clearance team, the team will perform investigations including involving the provincial office as the outcome can either clear the TEB or cause it to be sent to NTC Management Team for decision.

- ✓ If the result of the investigation leads to clearance, the TEB will be sent back to the Results Preparation Station and will be processed. The Results Preparation team will amend the database indicating that the TEB has been cleared and if necessary amend the database according to the findings (i.e. change number of stations) and proceed with scanning and handover to Station 3.
- ✓ If the clearance team does not clear the TEB, it will refer the case to the NTC Management Team for decision.

Station 3: Data Entry of Results Forms

The Data Entry Station will be responsible for the data entry of the Results Forms into the National Tally Center database using their user IDs and passwords. The data entry input screen will be similar to the Results Forms to expedite the data entry process. In order to ensure the validity and integrity of the data being entered into the system, the system will perform mathematical and quality control checks before saving data onto the database. **In cases where data is invalid or incorrectly being entered, the operator will be notified or the supervisor will be called if required.** Once the system accepts the entry of the Result Form the next Form will become available to the operator for entry and processed Results Forms will become available for processing at the next station's queue.

Note: The TEB serial number will be part of the data to be entered in the system at the scanning stations.

Station 4: Double Blind Data Entry

In order to reduce the data entry errors to zero, a double blind data entry model will be used. Therefore, a second entry station will be tasked to re-enter the forms which have passed through the initial data entry stage (station 3) into the system. The process will be similar as described at Station 3 and same

data validity checks will be performed at the software level before saving the data into the database. The data will be saved as check data for that particular polling station for quality control purposes.

In order to ensure the check data entry is carried out blind of the first entry, software for double blind data entry will ensure that Results Forms are randomly distributed to the double blind data entry operators.

Once the entry for the Results Forms is finalized, all the files will proceed to station 5.

Station 5: Forms Review and Correction

At this stage the National Tally Center software system will compare the figures entered at *Station 3* (Data Entry) and *Station 4* (double blind data entry) and **mark those entries which do not match**. The forms review and correction team will be tasked to review the forms and correct the errors in accordance with the scanned Results Forms. The DEO will choose from two options – either the first data entry or the double blind data entry. They cannot enter a new figure. They will compare the two entries with the scanned Results Form and select the correct entry.

In cases where both entries are found to be incorrect, the DEO will enter into the system that the Results Form has to go back to Station 3 - Data Entry. Appropriate indication in the software that a Results Form needs to go back to section 3 will be made and placed back on the Section 3 - Data Entry input queue. The Results Form will then again move through the process as already outlined above.

Note: When a form or forms are found to have been incorrectly processed at both Stations 3 and 4, only those stations that are marked as incorrect will appear on Data Entry and Double Blind Data Entry computers while re-entering the data. The other correct Results Forms from the same polling center will be marked in the system as correctly entered.

Station 6: Quality Control

This station will be charged to review all Result Forms processed. **All entries in the database will be checked again against the scanned copy of the Results Forms**. In cases where the quality control supervisor finds that there is a discrepancy between the data in the database and the original Results Form, the quality control supervisor will indicate in the software that the form has to go back to Station 3 - Data Entry for reprocessing. The Results Form will then move through the process as already outlined above.

Note: When the entry or entries are found to have discrepancies with the original Result Forms, only those entries that are marked as incorrect will appear in the Data Entry and Double Blind Data Entry computers while re-entering the data. The other correct Results Forms from the same polling center will be marked in the system as correctly entered.
Where all entries are confirmed as correct the Result Forms will continue through the system.

Station 7: Archive

At this station original Result Forms will be physically stored in safe storage together with the Voters List in the original TEB. All digital data in the archive station queue will be reviewed by NTC Management Team to ensure that they have passed through all the required stages as mentioned above and will close/accept the Result Forms in the National Tally Center database and either:

1. If found correct will be sent to the queue for final review and decision by IEC Board of Commissioners for publishing in preliminary results or
2. If any problem is detected initiate investigation

Clearance and Verification Section

The Clearance and Verification Section will review any possible problems with blue boxes, TEB's and Results Forms and will be composed from two units: Clearance Unit and Verification Unit.

The Clearance Unit will provide additional investigation for the Intake and Results Form preparation stations in the following cases:
Blue box will be investigated in case:

1. Each blue box is not sealed with four (4) seals
2. Seals on blue boxes appear to be tampered with or do not have the same seal numbers as recorded in the handover form
3. The quantity of TEB's is not the same as stated in the handover form
4. There are loose forms outside the TEBs

TEB will be investigated in case:

1. The serial number of TEB is not the same as stated in the handover form
2. TEBs appear to be tampered with
3. Polling Station Envelopes holding forms are not in the TEB but in any other packaging (e.g. brown envelopes)
4. The number of Results Form is different to the total number of stations stated on the TEB
5. The number of Results Form is different to the number of open stations reported on Election Day
6. Serial Number on the Envelopes is different than serial number of Results Forms
7. The serial number of Results Forms are not the same as recorded for the respective Polling Center during packing

The Clearance Unit will coordinate with IEC Field Operations Department any queries to the Provincial Offices for any additional Information. If after enquiries problems are resolved and the Results and reconciliation Forms are cleared they shall be sent to the scanning stage.

If after queries the Results Forms cannot be resolves they will be passed to the NTC Management Team for further decision.

The Verification Unit will provide additional investigation if there is data inconsistency on the Results Forms which is identified as result of the Results Database Checks.

The Verification Unit will check for mistakes on the Results Form and submit findings to the NTC Management Team for decision. If there is any amendment or change to be made to of Results Forms after decisions from the NTC Management Team the forms are to be sent to the scanning stage.

Result Database Checks

The following checks will initially be implemented at the Results Database level:

1. The database will flag a check for the polling station if the total number of votes (valid + invalid) exceeds or equals 600 in any of the stations

2. The database will compare the total number of ballot papers withdrawn from the ballot box against the total of valid and invalid votes and will flag a check if there is any significant discrepancy

3. The database compares the total number of the votes obtained by the candidates against the total of valid votes from the Results Forms, and will trigger a check if there is any significant discrepancy

The polling stations for which any of the above flags are activated will be automatically diverted to the NTC Management team for review, investigation and decision.

Reporting and Announcement of Results

National Tally Centre Outputs

The National Tally Center will produce **preliminary results** on a regular basis for the following purposes:

1. NTC Management Team
2. IEC Board of Commissioners
3. Announcement of Results
4. Media Center display Statistics and Updates
5. IEC Results Website

NTC Management Team

The National Tally Center will produce progressive results (which will include results by station and consolidated results) which will be reviewed by the NTC Management Team before being provided to the Chief Electoral Officer for presentation to the IEC Board of Commissioners. They will also advise if it appears investigations need to be carried out with regards to any Results Forms received.

All Request to National Tally Center staff for retrieval of any original documentation or provision of digital data and/or information must be done through the NTC Management Team.

The NTC Management Team will meet every day. A meeting of the IEC Board of Commissioners will be called for whenever the NTC Management Team has sufficient number of polling stations results processed. The IEC Board of Commissioners will return the results to the NTC Management team. The NTC Management Team will prepare the approved results for announcement and initiate investigations for those results not approved as instructed by the IEC Board of Commissioners.

The preliminary results certified by the IEC Board of Commissioners will be announced at the IEC Media Center.

The National Tally Centre will produce three types of reports:

1. ***National Tally Center Progressive Report of the Processed Polling Stations***
   The Tally Center Progressive Report of the Processed Polling Station will be produced and will show the number of polling stations processed.

   After the intake process is completed, the report will contain total number of opened polling stations against total number of polling stations

2. ***Statistical Reports per Province and Country Wide and Turnout Report***

This report will be per province, listing: total number of voters in the province, number of voters voted, turnout percentage, male voters, female voters.

The report is provided in two separate versions; one is the summary covering all provinces and the second one per province.

Summary of votes cast per province and nationally

The report will contain the following information: number of valid votes, number of invalid votes, voided votes (voided votes are votes of candidates that have withdrawn, been disqualified or died but appear in the ballot paper). Votes casts for these candidates will be voided) in the National Tally Center during data entry process), and will not be a part of the final valid votes used to determine the 50% + 1 required to obtain a majority.

The report is provided in two separate versions; one is the summary covering all provinces and the second one per province.

For the presidential and provincial council elections the excluded candidates will not be shown in the reports.

3. ***Presidential and Provincial Progressive (Partial) Results and Bar Graph of Winning Candidates***

The report will reflect progressive result for each candidate that can be ordered by winning or as they appear in the ballot paper.

There will be two reports produced separately for male and female candidates for each province.

First Presidential progressive (partial) results will be published as soon as minimum of 5% of results forms are processed from at least of 20 different provinces latest on E-day+5

Report by candidate by votes obtained

The report will be in table format listing order of candidates by vote. Report will contain; candidate name and total votes obtained by candidates. The report will be province based and national for presidential.

There will be two reports produced separately for male and female candidates for each province.

Report by ballot order of candidates

The report will contain not only winning candidates, but all the candidates for the province. The report will be according to the order of candidates appearing in the ballot paper. The report will show ballot order number, candidate name and total votes obtained by candidate.

Winning candidates by polling station

This report will reflect candidates that have obtained at least one vote in the polling station and will be sorted from top to the bottom according to the number of votes.

Winning candidates by polling center

This is an internal report showing all completed polling centers that will be used by the NTC Management Team containing all candidates in that polling center by polling station.

The report is per polling center.

Immediately following the announcement of the preliminary results at the Media Center, the IEC website will be updated with the latest preliminary results as announced and approved by the IEC Board of Commissioners.

Observers, agents and other interested parties may request clarification from the IEC on any results if the results announced do not match polling station results collected by their representatives at the polling stations. These clarifications will be addressed by the NTC Management Team. They may also lodge complaints with the IECC.

The IECC will also receive copies of the preliminary results. Where the IECC has queries or it requires information for its investigation of complaints it will address these issues to the NTC Management Team.

IEC Board of Commissioners

Preliminary results will only be announced after they are approved by the IEC Board of Commissioners. The IEC Board of Commissioners shall approve results they deem accurate and instruct the NTC Management Team to carry out any required investigations on any result they have not approved. Once approved by the IEC Board of Commissioners the NTC Management Team will authorize NTC Technical Team to prepare the approved results for release.

Preliminary Presidential results will be announced latest by E-day +19 and preliminary results for Provincial Council will be announced latest by E+42

Announcement of Results

Both preliminary and final results will only be announced at the Media Center. The results will be announced by the designated IEC Official. Once the results have been announced, they will be distributed at the Media Center to agents, observers and the Media.

Preliminary Results

Once all results have been tallied and all investigations carried out the IEC will approve and announce the Preliminary Result.

Only after the IECC's final report and its own investigations with the IEC be able to declare the **Final Results** for each election.

Final Presidential Final Results will be announced latest by E-Day+39 and Final Provincial Results will be announced latest by E-Day+63

The Media Center Display Statistics

The Media Center main room will have a computer booth displaying regular updates of the tally process. These updates will include approved preliminary results and progress with National Tally Center operations.

The preliminary results by station will be displayed in the computer booth at the Media Center and the National Tally Centre.
These results will be updated following approval by the IEC Board of Commissioners and released at the Media Center.

All displays at the National Tally Center and Media Center and hardcopies at the Media Center will be clearly marked with the following words:

"Preliminary result, approved by the IEC but subject to challenge in accordance with the law prior to final certification"

Website: A link to the electoral results will be added to the main IEC website. The results will be updated on a regular basis, following release at the Media Center.

Observation of the Tally Process

The National Tally Center premises will be open to agents, observers and the media during operational hours. Prior to the commencement of the tally operation agents, observers and the media will be invited to the National Tally Center to be briefed on how the National Tally Center will operate.

Due to the limited size of the National Tally Center there will be limits to the number of agents, observers and media representatives allowed in the National Tally Center at any one time.

The IEC External Relations Department in coordination with NTC Management Team will produce an information handout on how the National Tally Center operates for the visitors.

Agents, observers, the media and other interested parties may request clarification from the IEC on any results if the results that have been announced do not match polling station results collected by their representatives at the polling stations. These clarifications will be addressed by the NTC Management Team.

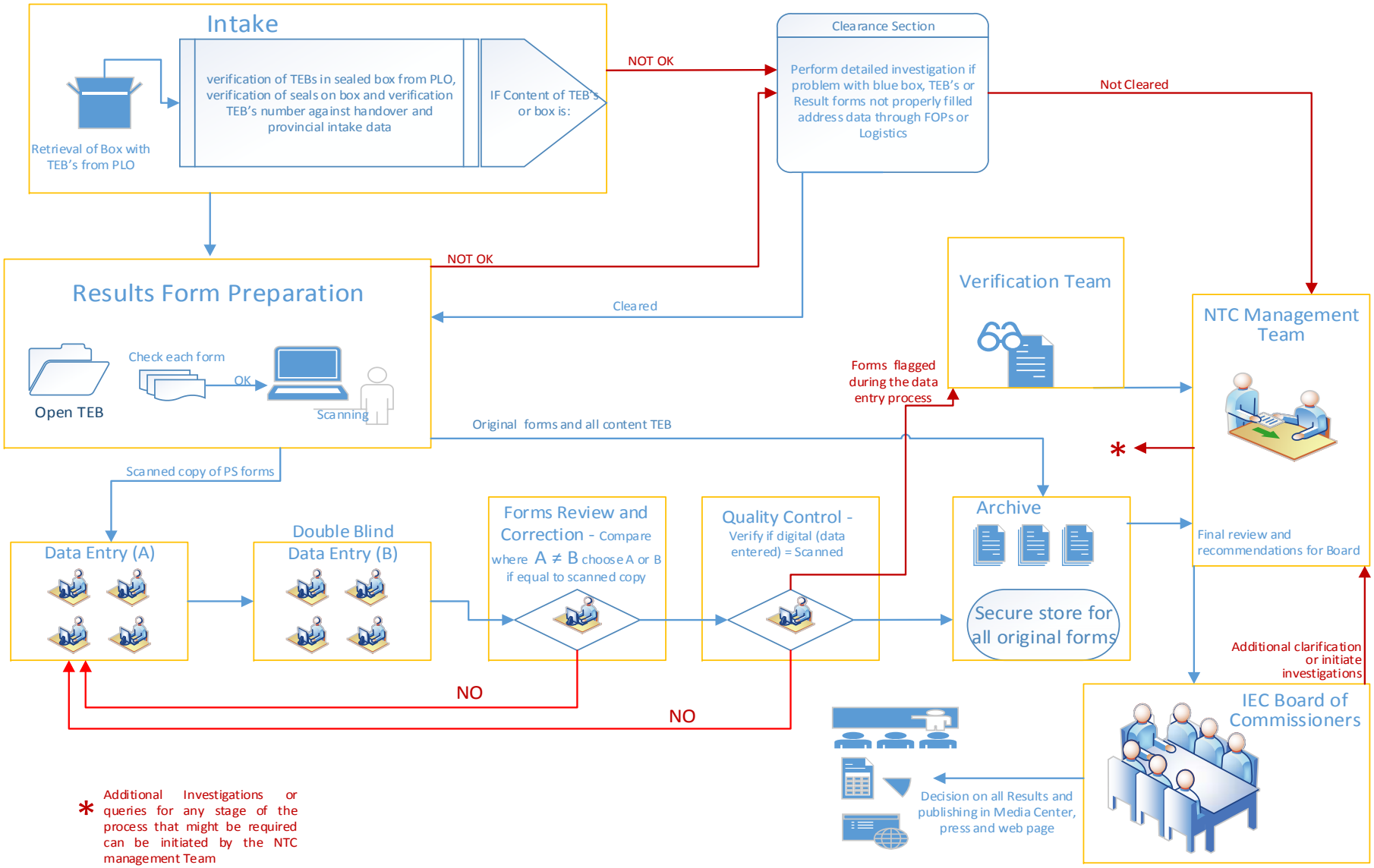
Timelines

The process therefore covers the period from the day the first TEBs are received at the National Tally Centre to the completion of the data entry and clearance of results. The timeline does not include the work of the IECC.

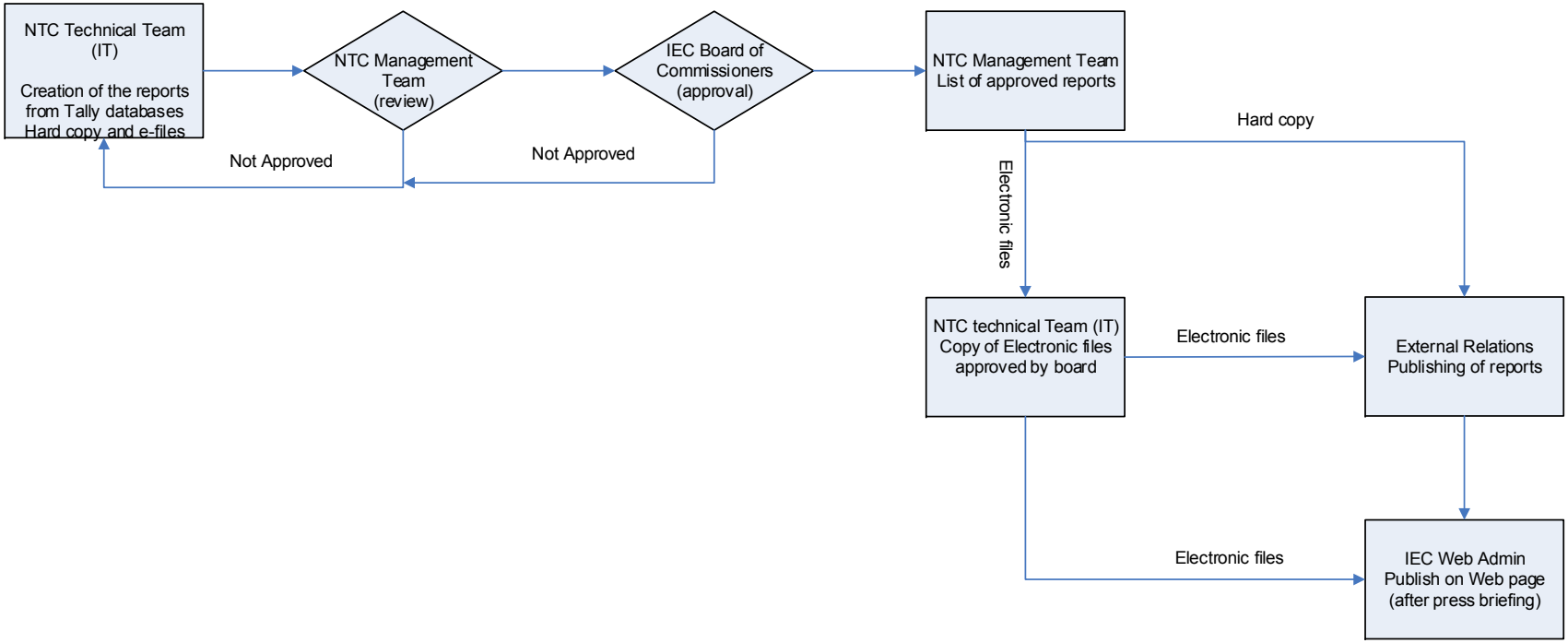
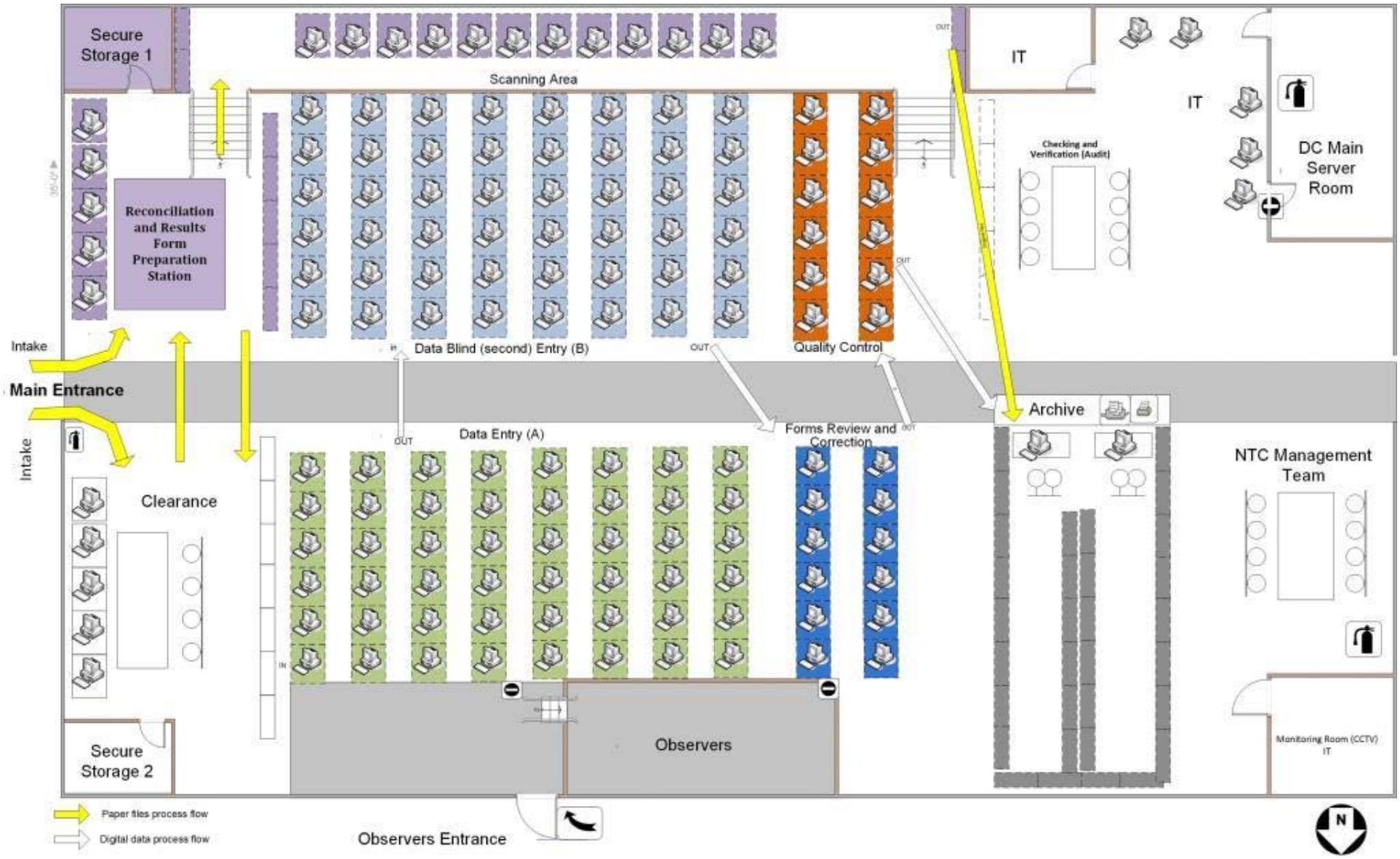
The IEC has sole authority to determine the timing of announcement of results and all timelines in this National Tally Center Operations and Procedures Manual are subject to change.

Complaints or challenges concerning the validity of the published uncertified results shall be addressed to the IECC. Such complaints must normally be made within 72 hours of publishing of the result. Fridays shall not be included in calculating the 72 hours. The IECC may; however, decide to accept complaints or challenges after the 72 hour period.

Annex 1 – National Tally Center Process Flow



Annex 2 - Document Flow of Tally Reports



Annex 3 - Tally Center Physical Layout