



Presidential Election 2022

Supplementary Notes

Polling Station Secretaries' Handbook

Voting by Persons in Prisons



Issued by the Technical Secretariat for Electoral Administration (STAE)

February 2022

Implemented by:



Funded by:



From
the People of Japan

Part 1 - Introduction and overview

1.1 You have been given the task of taking the votes of persons who:

- are inmates in prisons; or
- are scheduled to be on duty at such prisons on election day.

1.2 STAE will provide you with a list of voters entitled to vote at the prison, which you will use instead of the main voter list.

1.3 To provide such voting services at a prison, you will have to move the operations of your Polling Station there, in accordance with instructions provided to you by the STAE Municipal Coordinator, which will be based on prior arrangements made by STAE and the prison authorities. That will be done as follows.

- You will open your Polling Station at the Polling Centre in the normal way.
- At a time to be determined by the STAE Municipal Coordinator, you will cease processing voters through your Polling Station, close its operations in the manner described at paragraph 3.1 below, and proceed to the specified prison to take votes there.
- You will need to take with you all of the materials which are used for polling at your Polling Station.
 - The slot in the lid of ballot box you take with you will need to be sealed before you leave the Polling Station.
 - You must not take with you the main voter list you use at the Polling Station, since at the prison you will instead be using the list described at paragraph 1.2.
- All of your Polling Station staff will go with you to the prison.
- Fiscais, observers and monitors are entitled to proceed to the prison with you, but they must use their own transport to do so. They will have to comply with any security requirements applicable to visitors to the prison, such as searches of personal property. It is the responsibility of the fiscais, observers, monitors and media professionals to find out about those requirements from the prison authorities. The same is true for media professionals.
- Inmates who are voting will have to produce a voter card. If they do not have one, they will not be able to vote by producing a valid Timorese identity card or a Timorese passport.

- Prison staff, on the other hand, will be able to vote by producing either a voter card, or a valid Timorese identity card or a Timorese passport.
- If you are required by the authorities at the prison to wear any protective clothing in addition to your standard gloves and face masks, you will have to put it on before you enter the prison, and keep it on until you leave. You must ensure that all of your staff comply with this.
- You will set up your polling operation in a fixed location in the prison determined by the prison Director, and you must comply with the normal regulations applicable in the prison.
- To the greatest extent possible, all voters and persons present during the polling operation must maintain social distancing of at least 1 metre at all times. An exception will apply in the case of blind voters or voters with a disability who require assistance to mark their ballots. Where possible, voters should wear masks and gloves, and you should be prepared to supply them if necessary.
- Any voters who have cameras or smartphones will need to surrender them to the Queue Controller before voting.
- Once all of the people on the list of voters entitled to vote at the prison have had the opportunity to do so, you must announce the close of the operation, seal the slot on the ballot box, and return to the Polling Centre with all of your staff, equipment and materials, and proceed with the ballot paper reconciliation. Note that you will not recommence polling at the Polling Centre on your return there.

1.4 Except as specified in these Supplementary Notes, you must as far as possible conduct the polling in the same way as you would in your Polling Station at the Polling Centre, following the procedures set out in the *Polling Station Secretaries' Handbook* and any other directions issued by STAE, of which you need to be fully aware. In particular, you must ensure that all voters are able to cast a secret ballot, that the transparency of the process is maintained to the greatest extent possible, and that all of your staff play their assigned roles correctly.

1.5 Provision for this process is made in Government Decree No. 12/2017 as amended 14 January 2022 (*Regulating the Exercise of Voting Rights in Hospital and Prison establishments*).

Part 2 - Preparation prior to election day

2.1 To ensure that this process can proceed smoothly, it is important that the staff of the prison have a clear understanding of what will be happening there on election day.

- First, you and the Polling Centre President must liaise with each other to ensure that you have the name and phone number of a staffer of the prison who has been

designated by its Director to be your contact point. You should also have a backup contact point identified, and be aware of his or her phone number as well.

- You should brief the contacts about the nature of the operation you will be mounting, so that they know what to expect; and, in particular, you should make them aware of the possible presence of fiscais, observers, monitors and media professionals.
- You should also brief the staff of the Polling Station, as early as possible, about the tasks they will need to perform, especially the shifting of the operation from the Polling Centre to the prison, and back.
- You will need to check with the Polling Centre President to find out what arrangements for vehicles and transport have been made by the STAE Municipal Coordinator.

Part 3 - Moving to and from the prison

3.1 You need to take the following steps when shifting your Polling Station's operations.

- At the earliest opportunity on election day, ideally as part of your initial briefing of staff, fiscais, observers and monitors, ensure that they are aware that the Polling Station's operations will be moving to a prison, and that they know when that will be happening and what it will involve.
- When the time for the move is approaching, liaise with the Polling Station President to ensure that incoming voters are directed to another Polling Station at the Polling Centre, and instruct your Polling Station's Queue Controller that no more voters are to be allowed to join the queue for your Polling Station.
- Once all the voters in the queue have been processed, seal the slot in the lid of the ballot box in the presence of the fiscais, observers and monitors, and record the seal number in the Polling Station Akta.
- Before leaving the Polling Centre, you must check that you have identified all the equipment and materials you will need at the prison, including the list of those who may vote there, and a supply of ballot box seals.
- You must seal in an empty ballot box the sensitive materials you are taking with you, including unused ballot papers, the list of prison voters, and envelopes for the storage of cancelled or abandoned ballot papers. You must do this in the presence of the fiscais, observers and monitors, and you must record the relevant seal numbers in the Polling Station Akta.

- You must hand over the main voter list you use at the Polling Station to the Polling Centre President (to be kept safe by him or her while you are away at the prison), and record in the Polling Station Akta that you have done so.
- Pack all the materials into the vehicles arranged for transport, ensuring in particular that the ballot box is positioned where it cannot fall from the vehicle, or be damaged by the movement of other objects being transported. You need to take particular care to ensure that the seals are not in a position where they might be broken or damaged. Ideally, keep the ballot box in the cabin of a vehicle, rather than on the back of a truck.
- Immediately before leaving the Polling Centre, phone your contact at the prison to advise that you will soon be arriving.
- When you set up operations at the prison, note the condition of the ballot box and seals in the Polling Station Akta. If you have a camera or smartphone, photograph the seals of the ballot box as evidence that they were intact at all times. Invite the fiscais, observers and monitors to inspect the seals, and note their condition and their serial numbers.
- Follow the same process when opening the sealed ballot box containing sensitive materials.
- When you have concluded polling at the prison, again seal the slot in the lid of the ballot box in the presence of the fiscais, observers and monitors, and record the seal number in the Polling Station Akta. You should then sanitise the outside of the ballot box, taking care to ensure that no liquid can get inside the box where it could possibly damage ballot papers.
- Place the sensitive materials you are taking back to the Polling Centre in a ballot box, and seal it in the same way.
- When packing the materials and equipment into vehicles for transport back to the Polling Centre, observe the same precautions that you took earlier to ensure that the ballot box and seals cannot be damaged.
- On leaving the prison, you and your staff must remove any protective equipment, face masks and gloves, and hand them over to the prison staff to be disposed of. You should put on fresh face masks for the return journey.
- On arriving back at the Polling Centre, again note the condition of the ballot box and seals in the Polling Station Akta. If you have a camera or smartphone, photograph the seals of the ballot box as evidence that they were intact at all times. Invite the fiscais, observers and monitors to inspect the seals, and note their condition and their serial numbers. Follow the same procedures for the ballot box containing sensitive materials.