



Electoral Commission of Namibia

# ANNUAL REPORT

2017/2018







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## PART ONE: GENERAL INFORMATION

### 1.1 ABBREVIATIONS AND ACRONYMS

<b>AG</b>	Auditor General
<b>CEN</b>	Commonwealth Electoral Network
<b>CSO</b>	Civil Society Organisations
<b>DDB</b>	Division Democracy Building
<b>ECN</b>	Electoral Commission of Namibia
<b>ECF-SADC</b>	Electoral Commissions Forum of SADC countries
<b>EMB</b>	Electoral Management Body
<b>ESNSA</b>	Election Support Networks of Southern Africa
<b>EVM</b>	Electronic Voting Machine
<b>HPP</b>	Harambee Prosperity Plan
<b>HR</b>	Human Resources
<b>ICPS</b>	International Centre for Parliamentary Studies
<b>IDEA</b>	International Institute for Democracy and Electoral Assistance
<b>IFMS</b>	Integrated Financial Management System
<b>IFES</b>	International Foundation for Electoral Assistance
<b>IIIDEM</b>	International Institute of Democracy and Election Management
<b>IT</b>	Information Technology
<b>MDEA</b>	Management of Democratic Elections in Africa
<b>MURD</b>	Ministry of Urban and Rural Development
<b>NDP5</b>	National Development Plan 5
<b>NIPAM</b>	Namibia Institute for Public Administration and Management
<b>O/M/As</b>	Offices, Ministries and Agencies
<b>OPM</b>	Office of the Prime Minister
<b>PWDs</b>	People with disabilities
<b>UNDP</b>	United Nations Development Programme
<b>USEP</b>	US Election Programme
<b>VVD</b>	Voter Verification Device

## 1.2 ACKNOWLEDGEMENT

Section 2 of the Electoral Act (Act No. 5 of 2014) establishes the Electoral Commission of Namibia (ECN) as the electoral management body (EMB) of the country. To this end, it mandates the ECN to organise, direct, supervise, manage and control the conduct of elections and referenda in the country. It further directs that such elections and referenda must be organised and conducted in a free, fair, independent, credible, transparent and impartial manner.

As the official EMB section 15 (1) of the Electoral Act requires the ECN to publish an annual report and submit such to the Speaker of the National Assembly not later than 60 days after the end of June. The report must highlight all the activities performed during the preceding year or in respect of any other matter relating to elections and referenda. This report is submitted in compliance with section 15(1) of the Act.

The publication of this annual report has been made possible due to the commitment and selfless work of certain persons. To this end, a word of thanks and sincere appreciation is extended to Ms Petrina Witbeen, Ms Vikitoria Hango, Mr Thomas Shapi, Mr Gustaf Tomanga,

Mr Jesse Munashimwe, Ms Zenia Klazen and Ms Elisia Haludilu, and Prof. Paul John Isaak for the respective roles they played in the compilation of this report. Their dedication, interest and sense of duty in the completion of this assignment is hereby acknowledged and highly appreciated. A note of thanks is also due to the service provider for the final editing of the report.

We are also thankful for the financial support the Commission received from the national fiscus during the period under review. Such contributions allow us to execute our constitutional mandate.

We would also want to acknowledge the continued positive working relationships with the Governmental Offices, Ministries and Agencies (OMAs), Namibian electorate, media, political parties, civil society organisations, and faith-based organisations.

Lastly, a special note of appreciation goes to members of the Commission and the entire staff of the Electoral Commission who worked tirelessly in the service of the organisation understanding the importance of its mandate.



### 1.3 FOREWORD BY THE CHAIRPERSON



**Adv. Notemba Tjipueja**  
Chairperson

At the outset the Namibian Constitution and the Electoral Act of 2014 (Act No. 5 of 2014) provide the electoral framework for the powers and functions of the Electoral Commission of Namibia (ECN). The constitutional mandate of the ECN emanates from Article 94B of the Namibian Constitution Third Amendment Act, (No.8 of 2014). The article establishes the ECN as a constitutional body, exclusively mandated to direct, supervise, manage and control the conduct of elections and referenda, subject to the Constitution, and an Act of Parliament which shall further define its powers, functions and duties. The Act also states that the ECN shall be an independent, transparent and impartial body. It further obliges the ECN to strengthen constitutional democracy and to promote democratic electoral and referenda processes.

During the period under review, the Commission conducted two by-elections namely; the Eengodi Constituency and Ncuncuni Constituencies of the Oshikoto and Kavango East regions respectively. These by-elections were conducted in terms of 63 (2) (b) of the Electoral Act read in conjunction with Section 10 (3) of the Regional Councils Act, which requires the ECN to conduct a by-election within 90 days of a vacancy occurring in a particular constituency.

On the international front, the Commission continued to participate in and make contributions to various international forums convened under the auspices of the Electoral Commissions Forum of SADC countries. The Commission sent delegations either to observe elections for the purpose of enhancing its understanding of current practices, or to provide assistance with elections in other countries. For two years now, the Electoral Commission

has held the Chairmanship of the Executive Committee of Electoral Commissions Forum of the Southern African Development Community (ECF-SADC).

The Commission further strengthened its relationship with its international partners and continued to play a critical role internationally through active membership of the International Institute for Democracy and Electoral Assistance (International IDEA), the International Centre for Parliamentary Studies (ICPS), the Electoral Commissions Forum of SADC countries. The Commission also enjoyed strong relationships with other electoral management bodies on the African continent and beyond and reinforced such collaboration through formal visitations and study visits for instance by the Electoral Commission of Uganda, Electoral Commission of Zambia, Independent Electoral Commission of DRC, INEC Nigeria etc. We also participated in observer missions, technical assistance programmes, workshops and seminars where Commission staff showcased and broadened their expertise.

Furthermore, the Commission is proud to have a committed workforce, without which the achievements that were made in the period under review would not have been realised. The employees of the Electoral Commission showed competency, efficiency and resilience during this challenging period characterized by a persistent economic recession that affect program implementation across all O/M/A's.

The Commission is pleased that it was able to deliver on its mandate, to meet its strategic goals and to maintain its governance and legal imperatives during this 2017/2018 financial year period. The Commissioners performed their governance and leadership responsibilities through formal monthly meetings of the Commission itself and by convening extra ordinary meetings to deal with urgent Commission business whenever a need arose. Furthermore, the Commission is pleased that it has been able to account for all its income in line with its reputation as an ethical, honest and truthful custodian of all public resources under its charge.

Finally, as we prepare for the 2019 Presidential & National Assembly Elections, we shall intensify our efforts to ensure that we remain a world-class election management body.

**Adv. Notemba Tjipueja**  
*Chairperson: Electoral Commission of Namibia*  
31 August 2018



## 1.4 OVERVIEW BY THE CHIEF ELECTORAL OFFICER (CEO)



**Prof Paul John Isaak**  
Chief Electoral Officer

Presented for tabling to the National Assembly, this report sets out a record of the activities and operations undertaken by the Electoral Commission of Namibia during the period 1 April 2017 to 31 March 2018. All such activities and operations were informed and undertaken consistent with the overall mandate, vision, mission, and values underpinning the work of the Commission.

The ECN has a four (4) pillar hierarchical structure comprising of the Commission, Office of the Chief Electoral Officer (CEO), Directorate of Operations and the Division General Services. This structure was approved in 2006.

The Commission comprises of the Chairperson and four (4) Commissioners. The Office of the CEO houses the Legal, Media and Internal Audit sections. Planning and Registration and Democracy Building resorts under the Directorate of Operations. General Services comprises different sections namely, Finance, Human Resources, Information Technology and Auxiliary Services.

The current staff establishment makes provision for fifty-four (54) permanent positions. This is complemented by 148 temporary employees, situated at both the head office and in the regions. It is worth stressing that temporary employees include voter and civic education officers. These cadre of employees are instrumental in ensuring that the ECN carries out its constitutional mandate. Other temporary staff at head office provide support services to the institution in different divisions and sections. The Commission is seriously understaffed. This, needless to say, undermines the effective execution of our mandate. By way of redressing

this situation the Commission is currently in the process of finalising its organisational structure to ensure that it optimally executes its constitutional and statutory mandate. This process, needless to say, is dependent on securing additional funding from the national fiscus.

This report also flags lessons learned in terms of best practices and benchmarking. In this regard, the two elections in the Republic of Kenya held in 2017 are highlighted. Specifically, three lessons are to be learned from the Kenya experience.

First, the African Union (AU) made it clear that Africans have the right to express their wishes in a peaceful manner. African countries and political parties must therefore respect the wishes of the citizenry to remain democratic and peaceful.

Second, Kenya's experience offers Africans an important lesson on the role and use of modern technology during elections. Modern technology, although very important and useful, should not be introduced untested a few months before elections. Doing so breeds suspicion. Also, the crucial role of active leadership, good citizenship, strong democratic institutions can play in fostering a peaceful, free, credible and fair elections and democratic processes are undisputable. Indeed, all stakeholders must uphold the rule of law at all given times. This will ensure that electoral disputes are peacefully resolved through the courts system and not through violent self-help means.

Third, the supremacy of the rule of law is the heart and foundation for a democracy. It is the mark of a free society. It is an important features of good governance.

Lastly, the ECN are proud to tell our story during the year under review with full confidence, dedication and commitment to our vision, namely: To be a centre of excellence in electoral management by 2022.

**Prof Paul John Isaak**  
Chief Electoral Officer  
31 August 2018

## PART TWO: STRATEGIC OVERVIEW

This section provides a strategic overview of and expounds on the mandate, vision, mission and core values of the ECN. It places particular emphasis on the constitutional, legal and electoral mandate of the ECN. The execution of the electoral mandate is administered and managed in accordance with an electoral cycle approach as explained later on in this report. The administration and management of elections is not a stand-alone event. It is a continuous process in which the different phases (pre-election, electoral and post-electoral periods) are integrated and managed.

### 2.1 CONSTITUTIONAL AND LEGISLATIVE MANDATE

The Namibian Constitution and the Electoral Act, as noted earlier, provide the electoral framework for the powers and functions of the ECN.

#### 2.1.1 Constitutional mandate

The constitutional mandate of the ECN stems from Article 94B of the Namibian Constitution.

This article:

- a) establishes the ECN as a constitutional body;
- b) clothes the ECN with the exclusive mandate to direct, supervise, manage and control the conduct of elections and referenda in the country;
- c) requires that the ECN executes its mandate without interference but subject only to the Constitution and the law;
- d) proclaims the Commission be an independent, transparent and impartial body.

#### 2.1.2 Legislative mandates

The constitutional mandate of the ECN is operationalised by the Electoral Act of 2014. The duties and functions of the ECN are listed in section 4 of the Act. As the exclusive management body the ECN must, amongst others:

- a) take full charge of all elections and referenda which is to be conducted under the Electoral Act;
- b) exercise and perform its powers and functions independently without the dictates or interference by any other authority or person;

- c) register voters for any election or referendum;
- d) prepare the national voters' register and local authority voters' register;
- e) register political parties and organisations in the country;
- f) supervise, direct, control and promote voter and civic education in the country.

### 2.2 VISION, MISSION AND VALUES

#### 2.2.1 Vision

To be a centre of excellence in electoral management by 2022.

#### 2.2.2 Mission

To conduct and manage electoral and referenda processes for Namibian citizens with a view to consolidate electoral democracy.

#### 2.2.3 Values

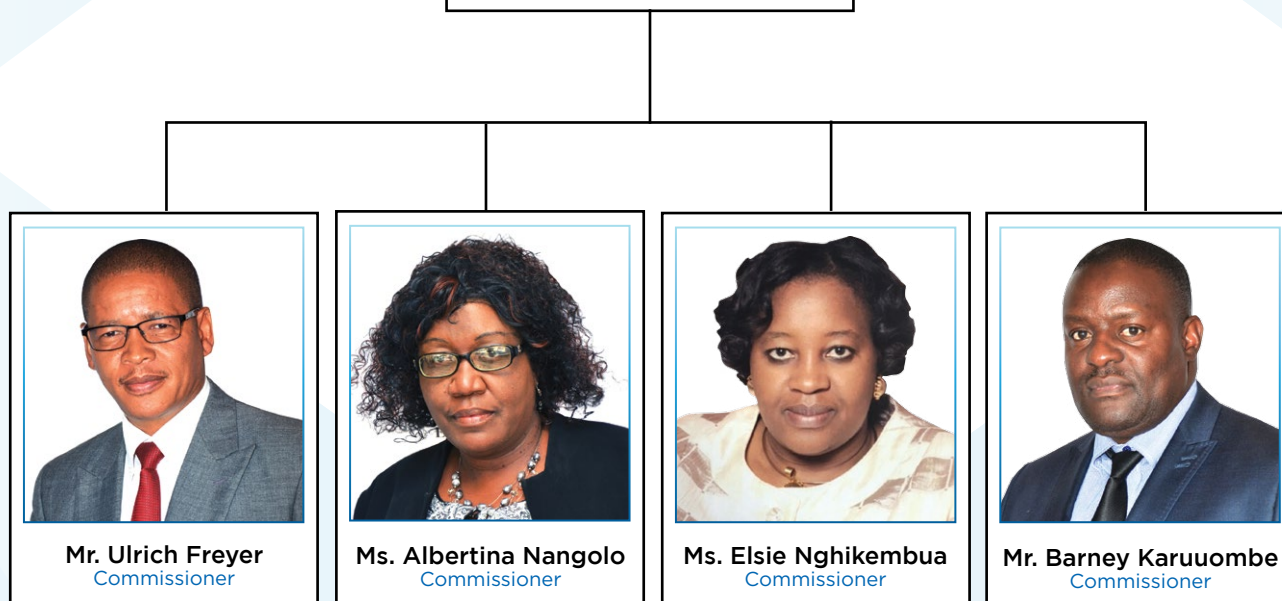
In order to build an organisation that continues to successfully achieve its vision and mission, the ECN is committed to the advancement of strong organisational values. In our effort to become a "centre of excellence" it is our desire to create a workforce that is motivated, accountable and professional. These values will serve as guiding principles and will guide the general conduct that accelerates high performance and quality service. These values are:

- i) **Accountability:** To account to the Electorate, Parliament and the Namibian nation at large;
- ii) **Non-Partisanship:** To maintain political neutrality and refrain from deliberately advancing or prejudicing the interest of a given political party and other stakeholders;
- iii) **Professionalism:** To demonstrate through collective efforts the highest level of competence, skills and acumen in the delivery of our mandate;
- iv) **Secrecy (of the vote):** Adhere to the secrecy of the vote thereby instilling confidence in the process and outcome
- v) **Integrity:** Uphold honesty and transparency in the electoral process;
- vi) **Inclusiveness:** Involve stakeholders in the delivery of service;
- vii) **Innovation:** Adopt new progressive ways of conducting electoral processes;
- viii) **Respect for the rule of law:** Adhere to the Constitution and the enabling legislation.

## PART THREE: COMMISSION SERVICES

Electoral Commission of Namibia has five Commissioners who are appointed, in terms of Section 6 of the Electoral Act. Commissioners are appointed by the President with the approval of the National Assembly. The current Commissioners are:

### 3.1 THE COMMISSION



Members of the Commission provide oversight in respect of the activities of the organisation, and facilitate the promotion and delivery of free, fair, independent, credible, transparent and impartial elections.

The Electoral Act requires the Commission to meet at regular intervals for purposes of performing its functions. Ordinary meetings are called at the behest of the Chairperson of the Commission. The Chairperson may also convene a special (extra-ordinary) meeting by his/her volition or upon the written request by at least three members of the Commission.

During the period under review, the Commission met on the dates as indicated in the table below:

Date	Type of Meeting
06 April 2017	Monthly Ordinary Commission Meeting
23 May 2017	Monthly Ordinary Commission Meeting
08 June 2017	Monthly Ordinary Commission Meeting
19 July 2017	Monthly Ordinary Commission Meeting
24 July 2017	Extra-Ordinary Commission Meeting
15 August 2017	Extra-Ordinary Commission Meeting
22 August 2017	Extra-Ordinary Commission Meeting
31 August 2017	Extra-Ordinary Commission Meeting
05 September 2017	Extra-Ordinary Commission Meeting
05 October 2017	Monthly Ordinary Commission Meeting
30 October 2017	Extra-Ordinary Commission Meeting
17 November 2017	Extra-Ordinary Commission Meeting
24 November 2017	Extra-Ordinary Commission Meeting
30 November 2017	Monthly Ordinary Commission Meeting
01 February 2018	Monthly Ordinary Commission Meeting
21 February 2018	Extra-Ordinary Commission Meeting
26 March 2018	Monthly Ordinary Commission Meeting



## PART FOUR: PERFORMANCE INFORMATION

This section sheds light on the major activities of the ECN essentially carried out by the Secretariat during the period under review.

The Secretariat is the engine and the implementation organ of the ECN. The following sub-sections accordingly highlights the major activities of the (1) Office of the Chief Electoral Officer, (2) Directorate Operations: Divisions of Planning and Registration and Democracy Building, (3) Division General Services (Finance, Information Technology (IT), Auxiliary Services, and Human Resources).

### 4.1 OFFICE OF THE CHIEF ELECTORAL OFFICER (CEO)

The office of the CEO is responsible for the overall monitoring, coordination and implementation of the ECN's strategic objectives, outputs and overall operations and policies. The CEO as the Accounting Officer oversees the financial management, optimal utilisation of the allocated resources and ensuring that resources are adequately managed to enable the ECN to fulfil its mandate.

The Legal Office under the Office of the CEO focused on reviewing the Electoral Act and provided an independent opinion on matters inclusive of legislation and regulations for the year under review. The Legal Office also drafted various Government Notices and Proclamations regarding the Eengodi and Ncuncuni by-elections respectively and ensured that they appeared timeously in the Government Gazette.

During the year under review the Office of the CEO placed much emphasis on building and projecting a positive image of the ECN. The underlying objective was to attain greater visibility. This was mainly done through the sharing of regular newsworthy stories, better social media interaction, coverage and timely responses to prevailing issues.

The following activities as carried out during the period under review are worth reporting on:

#### 4.1.1 2016/17 Annual Report

The Annual Report for the 2016/17 financial year was submitted to the Speaker of the National Assembly on 21 November 2017 for tabling in the National Assembly as required by the Electoral Act.

#### 4.1.2 Learning from Namibia's Electoral Experience

The ECN received visits from sister Electoral Management Bodies (EMBs) for purposes of sharing best practices and experiences. The table below gives an indication of the EMBs that visited the ECN during the year under review:

**Table 1: Namibia's Electoral Experience shared with Member States.**

No	Country	Date	Areas of Engagement
1.	Democratic Republic of Congo (DRC)	4 April 2017	Electronic Voting System
2.	Uganda	29-30 May 2017	Electronic Voting System and Voter Registration and introduction of Biometric System
3.	Mozambique	21 June 2017	Electronic Voting System
4.	Zambia	20 July 2017	Electronic Voting System
5.	Study visit by Commonwealth	9-20 October 2017	Assess the contribution versus the benefits that individual member states attain from the Commonwealth Secretariats service delivery.

6.	Malawi	31 October – 01 November 2017	Voter Registration and introduction of Bio-metric System
7.	Botswana	15 November 2017	Terms and Conditions for Commissioners
8.	Botswana	14 March 2018	Consultations on Electronic Voting Machines(EVMs)

#### 4.1.3 Political Party Liaison Committee (PLC)

The ECN ensures regular contact with political parties through the Political Party Liaison Committee (PLC). The aim of this platform is to ensure inclusion of ECN stakeholders in all electoral activities to promote transparency and accountability. The forum strives to promote and uphold the principles of free, fair and democratic electoral processes. In addition, the PLC serves as a platform through which political parties and associations raise their concerns and proposals on matters related to conducting free and credible elections in Namibia.

The table below provides information on the meetings held with PLC members and its purpose during the period under review:

**Table 2: Meetings with PLC**

Date	Purpose of the Meeting
06 April 2017	Feedback on the feasibility study tour to India on the VVPAT.
31 August 2017	Briefing on the Eengodi by-election Schedule.
29 November 2017	Consultations with registered political parties on funding of political parties.
16 January 2018	Briefing on the Ncuncuni Constituency by-election.
20 February 2018	Request from Popular Democratic Movement for consultation on electoral related issues.

#### 4.1.4 Strategic Planning Workshop

The ECN conducted a stakeholder consultative workshop on 29 November 2017 to solicit input on its Strategic Plan (2017-2022.) The workshop was attended by members of the Commission, Secretariat and representatives from political parties, Offices, Ministries and Agencies (OMAs) and Civil Society Organisations (CSOs). In addition, further meetings were convened to discuss the inputs of stakeholders with a view of incorporating them in the final Strategic Plan.

#### 4.1.5 Communication and Public Relations

The media section of the Office of the CEO is tasked with managing the media relations and functions of the Commission. This entails, inter alia, developing and maintaining effective relationships with the media and addressing stakeholder needs and expectations. Furthermore, the section is responsible for conducting research to determine stakeholder perception and satisfaction towards the ECN's programmes and communicating relevant policy matters to stakeholders.

The process of information dissemination is one of the crucial activities of the Commission in disseminating information to the citizenry. In terms of Section 4 (2) of the Electoral Act (Act No 5 of 2014), the ECN is required to establish and maintain liaison and cooperation with political parties, the media and the public. Furthermore, the Act requires that the Commission promotes knowledge of sound democratic electoral processes as well as supervise and control the disclosure and dissemination of information regarding electoral matters, establish and maintain the necessary facilities for collecting and disseminating the information.

The media section successfully conducted the following activities during the year under review:

#### 4.1.5.1 Public Relations

Media releases have been timeously written and distributed. The ECN provided the media with information on election updates and events leading up to both the Eengodi and Ncuncuni Supplementary registrations and the subsequent elections in the Ncuncuni Constituency. Information was distributed through newspapers for registration and polling purposes. These were supplemented by television and radio interviews by ECN officials.

#### 4.1.5.2 Social Media

The ECN has two social media pages, namely, Twitter which is found at the handle @ECN\_Namibia. The second is Facebook at ECN - Electoral Commission of Namibia.

The ECN Twitter account currently has 3 455 followers. This represents an increase of 2 365 followers in comparison with the previous year's 12 382. The ECN Facebook page also show an increased in the number of likes by the general public. During the year under review, there were 60 twitter posts and 56 Facebook posts.

The social media pages are continuously updated with information ranging from vacancies, photos, election updates and media releases. These pages have proven to be an effective way of interacting and engaging with a broader populace. Through these platforms the ECN also receive feedback on its activities and programmes

#### 4.1.5.3 Website

The ECN website is updated continuously with content. The site organisation of the website is also maintained in such a way that the public is able to find the information being searched for effortlessly. The website is also a Responsive Web Design (RWD) which provides an optimal viewing experience, with both mobile phones and desktop computer monitors. The website also has search engine optimization (SEO) to ensure the quantity and quality of traffic to the ECN website through search engine results.

#### 4.1.5.4 Media Monitoring

The media monitoring section keeps abreast of current news and information on the ECN. It is also task to stay abreast elections issues and democracy in general on a daily basis. The information is then analyzed, shared amongst ECN officials. It is then filed and archived.

#### 4.1.5.5 Events Management

The communication section assists in the organization and planning of events for the ECN. This inter alia includes invitation of stakeholders such as the media, compiling press releases and writing speeches on ECN events.

During the year under review the media section assisted in the organization of the stakeholder consultative workshop which was held on 29 November 2017. The meeting was convened to solicit inputs on the Strategic Plan (2017-2022). The office was also part of the ECF-SADC EXCO and CEO meeting from 27 February - 1 March 2018. Information on the two events was distributed through the ECN's social media pages, press releases and television.

#### 4.1.5.6 Digital Capturing of Events in Photos

Digital capturing of events in photos allows for this section to have official documentation and record keeping of historical events and activities of the ECN. All ECN major activities are documented and digital photos backed up to ensure safety of date.

#### Challenges

The media section could not conduct research on public perception and customer satisfaction, conduct public relations outreach programmes or finalise its communication strategy due to limited funds allocated to the office during the year under review.

#### Action to be taken

The media section will prioritise research in the new financial year. Such research will be geared towards gauging public perception on the ECN. Special media outreach will be undertaken to inform and educate the citizenry on the 2019 Presidential and National Assembly elections.

### 4.2 DIRECTORATE OPERATIONS

The Directorate of Operations is mainly responsible for ensuring the smooth running of the day-to-day electoral activities of the ECN. Additionally, it is charged with the management and operation of elections in general. The Directorate comprises of two main divisions, namely, the Division of Planning and Registration and the Division Democracy Building (DDB).



### 4.3 DIVISION PLANNING AND REGISTRATION

The Division Planning and Registration is responsible for planning and implementation of the registration of voters, the preparation and maintenance of the voters' register, coordinating and facilitating the planning process of election administration. It also oversees logistical and administrative aspects pertaining to elections. The major activities during the period under review was to conduct two by-elections in the Eengodi and Ncuncuni Constituencies respectively.

In terms of section 63 (2) (b) of the Electoral Act, the ECN is mandated to conduct Regional Council and Local Authority by-elections. Further to this, section 10 (3) of the Regional Councils Act specifically directs that a by-election be held in a constituency where a vacancy, for whatever reason occurred. Such a by-election must not be held later than 90 days after the vacancy occurred.

During the period under review vacancies occurred in the Eengodi and Ncuncuni constituencies respectively. These vacancies were caused by the deaths of two sitting councillors, namely, Hon. Councillor Walde Sheyavali and Hon. Councillor Rosa Kavara. Hon. Councillor Walde Sheyavali died on 21 August 2017 and was the Regional Councillor of the Eengodi constituency. Hon. Councillor Rosa Kavara died on the 2 January 2018 was the Regional Councillor for the Ncuncuni constituency. In light of these unfortunate developments and in compliance with section 25 (2) of the Electoral Act a Supplementary Registration of Voters (SRV) process was conducted prior to the by-elections in the two constituencies. Below follows a summary of some of the major electoral activities undertaken in these constituencies:

#### i) Eengodi Constituency

The Supplementary Registration of Voters (SRV) process for the Eengodi Constituency took place on 11-14 September 2017. A total number of 1341 voters were registered. Of these, 472 were new applications, 159 duplicates, and 705 were for change of addresses. Five (5) duplicates were detected and removed through the Automatic Fingerprint Identification System (AFIS) matching. After verification, the final voters register stood at 6000 registered voters.

The nomination of candidates was concluded on 9 October 2017 in strict compliance with section 80 (1) of the Electoral Act. Only the SWAPO Party of Namibia nominated a candidate for the

by-elections. The SWAPO Party candidate, Mr. Protasius Neshuku, was accordingly declared as the duly elected Councillor for the Eengodi Constituency by the Returning Officer as provided for in section 82(2) of the Electoral Act.

#### ii) Ncuncuni Constituency

The SRV process for the Ncuncuni Constituency was conducted over the period 24-27 January 2018. A total number of 377 voters were registered. Of these 164 were new applications, 149 duplicates and 64 for change of addresses. After verification, the final voters register stood at 5045 voters.

The nomination of candidates for the by-elections was concluded on 16 February 2018. Two political parties nominated candidates. Mr Mangundu Paulus Kakoma was nominated by the All Peoples Party (APP) and Ms Sindjanga Ritha by the SWAPO Party of Namibia (SWAPO) respectively.

The by-election took place on 28 March 2018. The total number of votes cast were 1452. The SWAPO Party received 1097 and APP received 355 votes respectively. The SWAPO Party candidate was accordingly declared the winner of Ncuncuni Constituency by-election.

The Ncuncuni Constituency by-election campaign period was peaceful and without any incidents of violence or intimidation before, during or after the elections. Also, the results were accepted by both candidates, their supporters and political parties.

### 4.4 DIVISION DEMOCRACY BUILDING

Section 50 of the Electoral Act mandates the ECN to provide voter and civic education to the members of the public. The Division Democracy Building (DDB) was primarily established to ensure that the ECN fulfils its obligation in this regard. Voter and civic education is a continuous process that is conducted on a day to day basis in all fourteen (14) regions.

The DDB conducted a range of voter education activities in preparation for the Eengodi and Ncuncuni Constituencies by-elections. This was done to inform and educate the public and eligible voters about their voting rights, responsibilities as well as requirements for registration as voters. Detailed specifics in terms of voter education activities during the two by-elections are outlined below:



#### **4.4.1 Voter and civic education campaign in the Eengodi by-election**

The Division conducted a voter and civic education campaign in the Eengodi Constituency Supplementary Registration of Voters from 04-14 September 2017. The aim was to sensitise eligible voters about the upcoming electoral activities in the constituency. Radio adverts, posters, flyers and face-to-face communication strategies were employed during the campaign to ensure that all residents and stakeholders were informed and educated. The voter education officers visited all the communities and villages within the borders of the Eengodi Constituency. Information sessions and meetings with villagers and key stakeholders were also held to ensure maximum participation in the by-election.

A total number of 36 villages and centres were visited in the most remote parts of the constituency. Eengodi constituency is amongst one of many constituencies in the country with limited infrastructure such as roads and telecommunication network coverage. This, needless to say, made it difficult for the electoral officials to execute their functions effectively. Yet another challenge experienced was that a number of voters in the constituency were registered in other neighbouring constituencies although they were residing in the Eengodi constituency. This presented a formidable challenge in itself. It was initially difficult to convince eligible voters to relinquish their voter cards and to register in the constituency. However, in the end the voter education officers managed to convince the voters to surrender their old voter cards and register during the supplementary registration process to enable them to participate in the by-election.

#### **4.4.2 Voter and civic education campaign Ncuncuni by-election**

The ECN's Kavango West Regional Office with the assistance of the Kavango East Regional Office conducted a successful voter and civic education campaign for the Ncuncuni constituency by-election. This was done mainly to inform and educate the residents and the general public, especially, the eligible voters within the boundaries of the Ncuncuni constituency. The campaign was to complement the Supplementary Registration of Voters conducted over the period 24 -27 January 2018.

The voter education officers visited all the villages and communities in the constituency to inform and educate them on their right to vote and to participate in the electoral process.

During all these outreach the residents were informed and educated on who qualifies to register, the legal requirements and documents they need in order to register as voters for the Ncuncuni by-election.

Village headmen and headwomen as well as the community leaders were consulted to encourage them to support and encourage their followers to exercise their rights to participate in the electoral process. Radio advertisements in the Rukwangali language flyers and posters were distributed and placed at public places such as schools, churches, community-based gathering venues, cuca-shops and the police station in the constituency to ensure that information regarding this process reached everyone.

Furthermore, face-to-face sessions and meetings were also conducted with the communities at similar places mentioned to educate them and provide the information regarding the supplementary registration of voters for the impending by- election. In addition, meetings with political parties and other stakeholder representatives in the constituency were also held to ensure all on the same page concerning the by-elections.

The voter and civic education program was spread over the period 15-27 March 2018. The main purpose of the campaign was to educate and inform the electorate on issues relating to the by-election, and the use of the EVMs on polling day.

During this period, pamphlets, flyers and posters with relevant information relating to the election date, time and the location of polling stations were distributed. House to house sessions and meetings with the local residents were also conducted. This was necessitated by the fact that many of the community members were busy with their field chores. The ultimate aim was to inform, educate and encourage maximum participation of eligible voters in electing their Regional Councilor for the constituency.

To gain local support, involvement and participation, the voter education officers attended a Community Development Committee meeting at the Ncuncuni Regional Councilor's Office. The meeting was attended by various line ministries, community representatives and other community based organizations within the constituency. The ECN staff encouraged the participants to support the election process in the constituency by informing the registered voters in the constituency to cast their vote at any nearest polling points within the constituency.

The staff also demonstrated the use of the EVMs to the participants present. Throughout this it was emphasized that registered voters who are not able to read and write or are unable to use the EVM for whatever reason were still entitled to seek assistance. Such assistance may be sought from any reliable persons of their choice, including a family members, a registered voter from the Ncuncuni constituency, or the ECN Presiding Officers at the polling station.

#### 4.4.3 Participation at Trade Fairs

Exhibiting at trade fairs, generally, provide institutions, ministries, agencies and organisations ideal opportunities to engage with citizens and visitors. These platforms are also used to share relevant information and for networking. Trade fairs provide perfect opportunities for the ECN team to engage and sensitize the electorate and to educate the general public about the mandate of the organisation and its functions. The ECN usually optimise these platforms to reach out to especially the youth.

Exhibiting at trade fairs and shows during the period under review had to be reduced due to budgetary constraints. Exhibitions were only done at two trade fairs, namely, the Ongwediva Trade Fair from 29 August to 01 September 2017 and the Windhoek Industrial and Agricultural Show from 29 September to 07 October 2017 respectively.

These events, as is customary, were optimised to educate the general public and potential voters on the use of EVMs. This was effectively done by way of practical demonstrations. These platforms were also used to inform and educate the electorate, especially the youth and first-time voters about the 2019 Presidential and National Assembly Elections, as well as the Regional Councils and Local Authorities Elections slated for 2020 respectively.

### 4.5 DIVISION: GENERAL SERVICES

The Division: General Services is charged with the responsibility to render administrative and support services to the Commission and its main operations amongst others, include policy coordination, budgeting, bookkeeping, human resource management, procurement, transport services, auxiliary services and the provision of information technology services.

The Division General Services comprised of the following sub-divisions and sections: Finance, Information Technology, Auxiliary Services and Human Resources.

#### 4.5.1 Finance

The Finance section is responsible for the provision of administrative support services that includes budgeting, bookkeeping, facilitation, coordination, implementation of the budget, and budget management and control.

The ECN is fully or 100% financed by the Government of Namibia under the National Budget Vote 28. During the year under review the Commission tabled a budget submission amounting to **one hundred and six million, nine hundred and fourteen thousand Namibia Dollars (N\$106,914,000)**, which was cut to **sixty-six million, nine hundred and fourteen thousand Namibia Dollars (N\$66,914,000)** representing reduction of **37% (N\$40,000,000)** of the initial budget excluding the development budget.

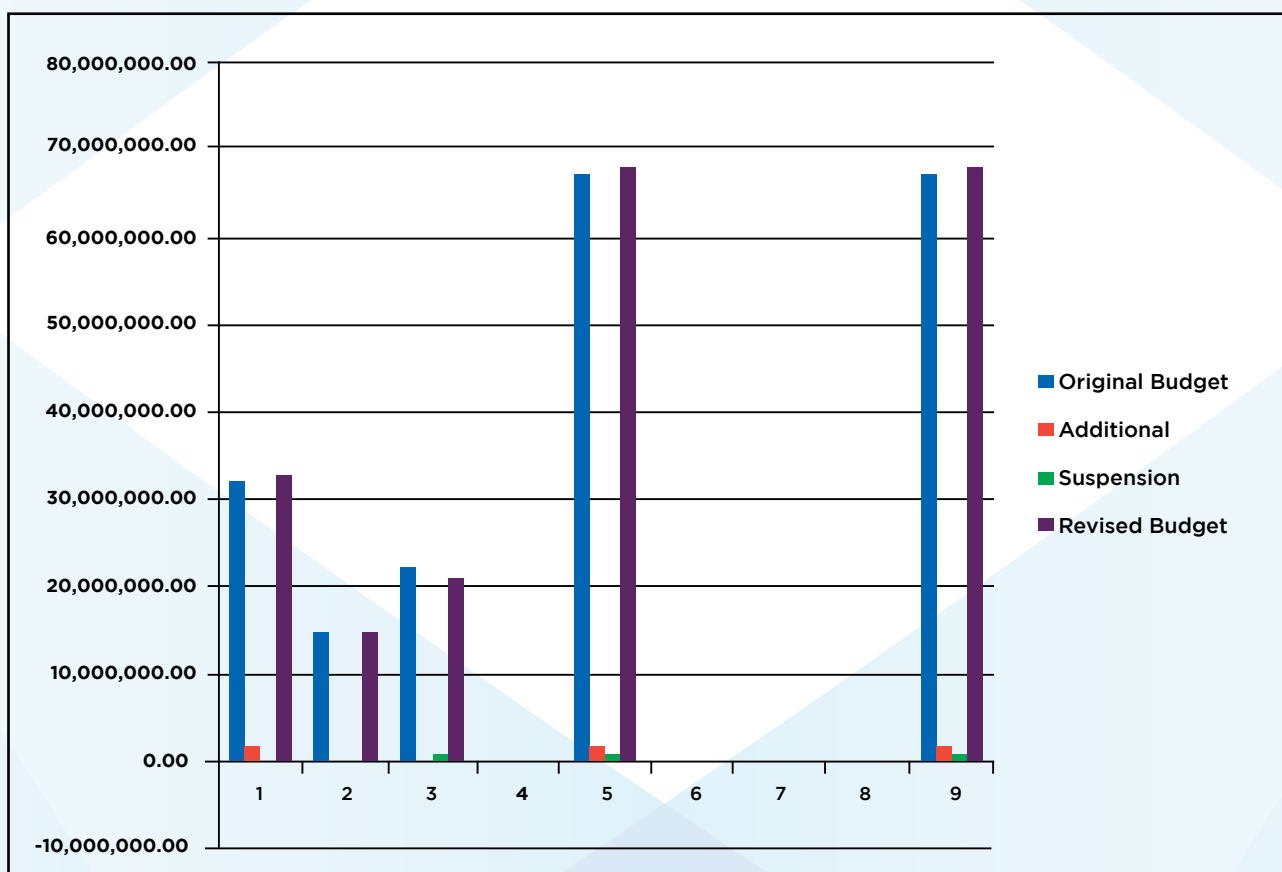
The total budget approved budget for the financial year under review was therefore **N\$66,914,000**. This represented a huge reduction of **56%** compared to the operational budget for the 2016/17 financial year of **one hundred and fifty-three million, four hundred and eight four thousand Namibia Dollars (N\$153,484,000)**.

During the mid-term budget review, the allocated budget was further reduced to **N\$66,514,000** after an amount of **N\$400,000** was suspended. However, during the second quarter of the financial year under review, the Ministry of Finance (Treasury) availed an amount of **one million, three hundred and ninety-six thousand Namibia Dollars (N\$1,396,000)** for the payment of outstanding invoices from the financial year 2016/17.

This brought the budget amount for 2017/18 Financial year to **N\$67,910,000**. The execution rate for the Secretariat for the 2017/18 financial year stood at **96%** compared to **95%** execution rate for 2016/17 financial year.

The following is the budget analysis for the 2017/18 financial year; 2017/18 Budget Analysis:

Budget mid-term review (suspension) Analysis 2017/18 FY				
2801 - Administration	31,312,000.00	1,396,000.00	0.00	32,708,000.00
2802 - Planning, Registration & Voting	14,336,000.00	0.00	0.00	14,336,000.00
2803 - Voter Education	21,266,000.00	0.00	-400,000.00	20,866,000.00
Grand Total Operation	66,914,000.00	1,396,000.00	-400,000.00	67,910,000.00
Development Budget	0.00	0.00	0.00	0.00
Total Vote	66,914,000.00	1,396,000.00	-400,000.00	67,910,000.00





## Achievements

- The ECN during the year under review has received an unqualified audit opinion by the Auditor General which represents a clean report expressed as a true and fair view of the Electoral Commission's financial statements. This represents a fair and accurate picture of the financial state of financial affairs of the organisation.
- During the year under review, the ECN conducted two by-elections for Eengodi Constituency in Oshikoto region and for Ncuncuni Constituency in Kavango East region.
- The by-election for Ncuncuni Constituency was contested and all the registration officials and polling officials who were recruited for the by-election were paid on time without any challenges or hindrances even though the exercise was conducted during the end of the financial year. The finance section of the ECN efficiently processed all payments for the officials before the closure of the 2017/18 financial year. In the case of Eengodi Constituency, the by-election was uncontested, hence, only registration officials were paid and the process was successful without any major challenges or hindrances.

## Challenges

- Monthly thresholds provided by Ministry of Finance (monthly budget ceilings) were not adequate.
- The Ministry of Finance introduced financial and system reforms without proper consultations and training of finance officials within the O/M/As, and such activities caused delays in implementation and submission of required information or documentation. The recently introduced new budget forms by the Ministry of Finance without adequate training to O/M/As has delayed and deterred efficient and effective implementation of such reforms within the system.

## Recommendations

- It is recommended that the Integrated Financial Management Systems (IFMS) technical services be decentralized to IT Departments of line Ministries for effective and timely technical support; and that
- The Ministry of Finance should improve communication in order to ensure that O/M/As have adequate time to understand reforms before implementation in order to avoid errors and delays.

## 4.6 INFORMATION TECHNOLOGY

The Information Technology (IT) section is responsible for the implementation, maintenance and technical support for all technologies within the ECN. These include all aspects related to

computer hardware and software, servers, and registration and election related technologies.

## Achievements

- During the financial year under review, the IT section managed to procure three (3) servers to replace the aged servers and the migration has been concluded in the first quarter.
- In addition, the IT section successfully implemented a cloud based backup and failover for the exchange servers and emails ensuring 99.99% of email uptime.
- The IT section further contributed to the successful conduct of the Eengodi and Ncuncuni by-elections in ensuring that all technical devices such as Mobile Voter Registration Kits, Electronic Voting Machines and the Voter Verification Devices were in good functioning order. The IT section also provided training and technical support during the said by-election.

## Challenges

- The IT section continues to face challenges due to financial constraints that are hampering the procurement of desktop computers to replace the aged computers that are currently used. The current desktop computers are over nine (9) years old and are hampering the system upgrades due to either having unstable hardware or outdated hardware that does not meet requirements for upgrades, and
- The network communication infrastructure needs to be upgraded and network points repaired. The network infrastructure is crucial for the results transmission and data upload during the upcoming elections in 2019. However, financial constraints continue to hamper the procurement of hardware and services to upgrade the network infrastructure.

## Recommendation

It is recommended that procurement of required hardware and software services be prioritized to ensure business continuity.

## 4.7 AUXILIARY SERVICES

The Auxiliary Services and Support Services division is charged with the responsibilities such as transport management, procurement of goods and services, stock control and stock taking, registry, switchboard, capital projects, cleaning and maintenance of assets.

### 4.7.1 Procurement Management Unit

The procurement processes started very late due to the new enacted Procurement Act which was not properly rolled out to O/M/As which hampered delivery on procurement processes. However, during the year under review, despite such delays, the Procurement Management Unit (PMU) managed to process five hundred and



seventy-nine (579) requisitions for procurement of good and services to the Procurement Committee (PC) which were recommended to the Accounting Officer for approval. The PMU also submitted the Annual Procurement Plan to the Public Procurement Policy Unit and the Secretariat.

### Achievements

After additional funding was secured and approved all outstanding invoices on Capital Projects were covered with such approved funds provided by Ministry of Finance.

### Challenges

One of the main challenges for the financial year under review was the payment of outstanding invoices on Capital Projects as no budgetary provisions were made or funds allocated for this purpose. The outstanding invoices on Capital Projects were mainly for work done by consultants on the designs and documentations for the Eenhana Regional Office in Ohangwena Region and the land purchased at Mariental Regional Office in Hardap Region.

## 4.7.2 Transport and Asset Management

This sub-section is charged with the management of the ECN fleet and asset management at the head office and regional offices. This section resides under Auxiliary and Support Services, but is understaffed. The following major activities were successfully carried out:

- **Transport and By - Elections**  
Two by-elections took place during the financial year and all transport needs were catered for internally, except for one truck which was hired from Government Garage for the Eengodi by-election.
- **Stock taking and Stock Control**  
All goods procured were recorded and the Annual Stock taking was conducted from 12 November – 5 December 2017 in all regions. The Stock-taking report was submitted to Ministry of Finance as required in terms of Treasury Instruction KA 0905 and the Financial Act (Act 31 of 1991).

### Achievements

- During the Ncuncuni Constituency by-election, transportation was well managed and coordinated and the vehicles were sufficient for all polling teams and support staff from the Head Office, and
- There were no accidents reported during the periods of the two by-elections.

### Challenges

The Transport Committee was constituted by the Accounting Officer during the course of the financial year under review. However, this

Committee is still in the process to become fully operational it faces the following challenges:

- Misuse of petrol cards, and
- Misuse and accidents of vehicles in the regions and at head office in Windhoek.

### Recommendations

- It is recommended that the mechanism applied during the Ncuncuni by-election of the non-issuance of petrol cards to the drivers should be applied, and
- Drivers need to be held responsible in some cases of the misuse of petrol cards and accidents of vehicles.

## 4.7.3 Registry - Filing System

The sub-section is charged with the Secretariat filling system, mail delivery and the Electronic Documents Record Management System (EDRMS).

### Achievements

During the year under review, the sub-section compiled a Filing System which conforms to the “Standardized Main Series for Support Functions” in all O/M/As, as per the recommendations of the National Archives of Namibia.

### Challenges

The EDRMS team has been experiencing challenges with scanning of documents i.e. freezing of computers, and as such not all documents are uploaded and the system is not fully operational as yet.

## 4.8 HUMAN RESOURCES (HR)

The division is charged with the recruitment, wellbeing and staff development of ECN employees, including among others mainstreaming of HIV/AIDS, gender, disability and wellness activities and ensure compliance to Affirmative Action requirements, Public Service Staff Rules, PSM Circulars implementation, and to other Human Resources Management (HRM) legislative framework and policies.

The following activities were undertaken for the year under review:

### RECRUITMENT OF OFFICIALS

#### (a) By- Elections: Eengodi Constituency in Oshikoto Region.

The HR Office dealt with the recruitment of the Supervisor of Registration and 35 Registration Officials needed for the Supplementary Registration of Voters held from 11 to 14 September 2017. HR Officials also rendered HR related duties during the training of these officials from 06 to 09 September 2017.

**(b) By- Election: Ncuncuni Constituency in Kavango-West Region.**

During the recruitment exercise the Supervisor of Registration and 25 Registration Officials needed for the Supplementary Registration of Voters were recruited from 24 to 27 January 2018 as well as the Returning Officer and 60 polling officials were

also recruited. HR related duties and technical support was also rendered during the training of these officials from 19 to 23 January 2018 and 22 to 27 March 2018 respectively. Selection of officials were done from the database of officials that performed electoral activities during 2014 and 2015 election years.

The table below summarizes HR activities for the year under review:

Vacancies filled during the 2017/18 FY			
Position Description	Grade	Name of candidate / Employee	Date of Assumption/Appointment
Human Resource Practitioner	Grade 8	Wilka Ndahangwanonya	01 May 2017
Learning and Development Officer	Grade 8	Hambeleleni Mengela	01 June 2017
Internal Auditor	Grade 8	Elisia Haludilu	01 December 2017
		<b>PROMOTIONS</b>	
Senior Administrative Officer	Grade 10	Johanna Jacob	01 July 2017
<b>TERMINATION OF SERVICES AND RESIGNATIONS</b>			
Position Description	Grade	Name of Employee	Date of Resignation
Account Assistant (temporary position)	Grade 11	Ruusa Shigwedha	30 September 2017
Receptionist (temporary position)	Grade 12	Hileni Elifas	31 December 2017
Assistant Voter Education (temporary position)	Grade 12	Ndara Johannes	11 January 2018
		<b>ABSCONDMENT</b>	
Assistant Voter Education (temporary position)	Grade 12	Absalom Amwaalwa	23 October 2017
<b>CHARGED WITH MISCONDUCT</b>			
Position Description	Grade	Name of Employee	Date & Comment
Senior Administrative Officer	Grade 10	Absalom Awala	Was charged with misconduct on 26 June 2017 and issued with a serious warning letter valid for nine months.

**VACANT POSITIONS:**

Position Description	Grade	No of Position
Security and Risk Management Officer – Deputy Director	Grade 4	1
Chief Security Operations Officer	Grade 6	1
Senior Security Operation Officer	Grade 7	1
Security Operations Officer	Grade 8	2
Security Operations Assistant	Grade 12	2
Accountant	Grade 8	1
Chief Information Officer	Grade 6	1
Administrative Officer	Grade 12	1

Clearance was also sought from Secretary to Cabinet on 18 July 2017 to advertise the following positions:

- Chief Information Officer Grade 6
- 2 x Administrative Officers Grade 12
- 1 x Driver Grade 12

The Secretary to Cabinet only approved the position of the driver and ECN was directed not to fill the other two positions. The institution was directed to take cognizance of the principle of compensatory reduction as the Public Service Commission is embarking on containing and reducing the Public Service Wage Bill for the MTEF period.

**Challenges**

- Review of organizational structure to incorporate the voter education component.
- Placement of ECN Temporary Personnel on the Human Capital Management System.
- The principle of compensatory reduction remains a challenge for some essential services, and
- The filling of positions such as the Division Security and Risk Management as well as Labour cases of Temporary Personnel are still to be finalized.

**Recommendation**

- Secretary to Cabinet should be approached for filling of critical vacant positions on the structure, taking into consideration that ECN is already in the preparation stage of the 2019-2020 electoral cycle.

**AFFIRMATIVE ACTION (AA) REPORT:**

The Affirmative report for the period 01 January 2017 until 31 December 2017 was compiled by AA – Committee and submitted to Public Service Commission and to the Equity Commission on 20 March 2018.



## WELLNESS ACTIVITIES:

- a) Work ethics information sharing session was held on the 10 May 2017 with ECN Staff members.
- b) The ECN held a wellness day on 01 December 2017 at the ECN HQ in commemoration of World Aids day. The event was attended by ECN Staff members as well as staff members from other institutions. The event was concluded with a dinner hosted at the ECN Head Office.



*ECN staff members at the wellness day on 1 December 2017*

- c) Five staff members attended and participated in the Africa Public Service Week Celebrations, held in Nkurenkuru, Kavango West Region from 5-6 July 2017, namely: Mr. G. Tomanga, Ms. K. Kamwi-Homba, Mr. T. Shapi, Ms. M. Katjitundu and Ms. EB Visagie.



*Staff members at the Africa Public Service Week celebrations in Nkurenkuru, in the Kavango West region from 5 - 6 July 2017*



## HUMAN RESOURCE DEVELOPMENT (TRAINING):

The subsection is charged with the responsibility to plan and design training interventions for the ECN, coordinate, assist and disseminate information on all training activities, development of a training record system for staff members and the drawing up of an annual training plan.

### Achievements

- Drafted and submitted to Management an institutionalized Internal Training Policy for consideration and adoption
- Compiled annual Training Plan for 2017/2018 and submitted it to the Office of the Prime Minister (OPM)
- Induction of Internal Auditor
- Quarterly reports for Induction and Orientation and Training and Development Statistics was submitted to OPM.
- Involvement in Training and study programmes,
- The following training and educational programs were undertaken:

### Accredited Training

Six (6) permanent staff members are currently receiving funding for Qualifying Training:

Staff Member's Name	Programme	Duration of Study
Elizabeth B Visagie	Bachelor Business Administration (HR)	3 years
Petron M Mbala	Diploma in Office Administration	3 years
Paulina H Amutenya	Bachelor Business Administration	3 Years
Freeco F Snyman	Master in Business Administration (Management)	1 Year
T Mushongo Kakororo	Bachelor Business Administration (Logistics)	2 Years
T Page Shapi	Bachelor Business Administration (Public Sector)	2 Years

### Non-accredited Training

Ten (10) permanent staff members attended training for different courses at various training institutions:

Staff Member's Name	Course Attended	Period	Training Provider
Venasiu Zeraludu	Communication Skills	5 - 9 March 2018	NIPAM
Mbala Petron	Communication Skills	5 - 9 March 2018	NIPAM
Ndhangwanonya Wilka	Minutes and Report Taking	12 - 16 March 2018	NIPAM
Hekemo Dionesius	Minutes and Report Taking	12 - 16 March 2018	NIPAM
Morkel Rolinda	Minutes and Report Taking	12 - 16 March 2018	NIPAM
Awala Absalom	Minutes and Report Taking	12 -16 March 2018	NIPAM
Hambeleleni N Mengela	Training of Trainers	5 - 9 March 2018	PDC
Snyman Freeco F	Cyber- Security	5 - 9 March 2018	PDC
Kachana- Kamwi-Homba	Project Management	12 - 16 March 2018	PDC
Mingelius Nicodemus	Project Management	12 - 16 March 2018	PDC

## INDUCTION FOR STAFF MEMBERS ON PROBATION

Five (5) newly appointed permanent staff members who are on probation attended the mandatory training course on foundation programme at NIPAM.

Staff Member's Name	Course Attended	Period	Training Provider
Muhapi Josefina M	Foundation Program	30 October to 3 November 2017	NIPAM
Mengela Hambeleleni	Foundation Program	30 October to 3 November 2017	NIPAM
Wilka Ndahangwanonya	Foundation Program	30 October to 3 November 2017	NIPAM
Jakob Johanna	Foundation Program	30 October to 3 November 2017	NIPAM
Kakororo Thadeus	Foundation Program	30 October to 3 November 2017	NIPAM



Foundation Course at NIPAM from 30 Oct – 3 Nov 2017

### Challenges

- Draft institutionalized training policy must be finalized,
- Placement of interns for internship remains a challenge due to financial constraints;
- Non-submission of reports by staff members who attended various training programs.

### Recommendations

It is recommended that:

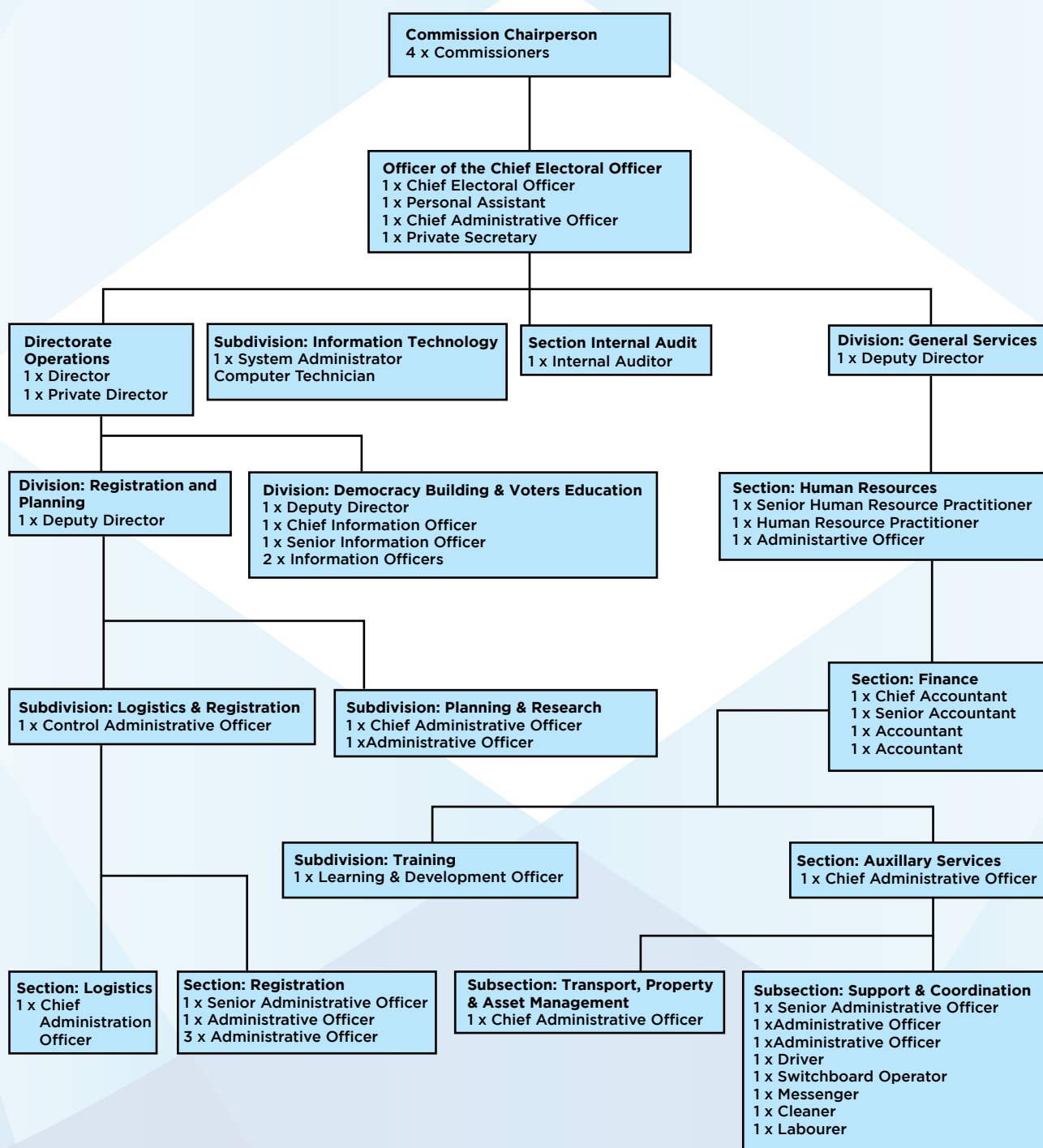
- the draft institutionalized training policy be approved and implemented;
- the ECN implement internship programs as prescribed in PSM circular No. 20 of 2017, and
- the submission of reports be enforced on staff members who attended training based on divisional/supervisor's nomination to the training office for accurate statistical report.

## PART FIVE: ORGANIZATIONAL STRUCTURE

The ECN, as noted earlier, is having a hierarchical structure comprising of four (4) components namely: the Commission, Office of the Chief Electoral Officer (CEO), Directorate of Operations and the Division General Services.

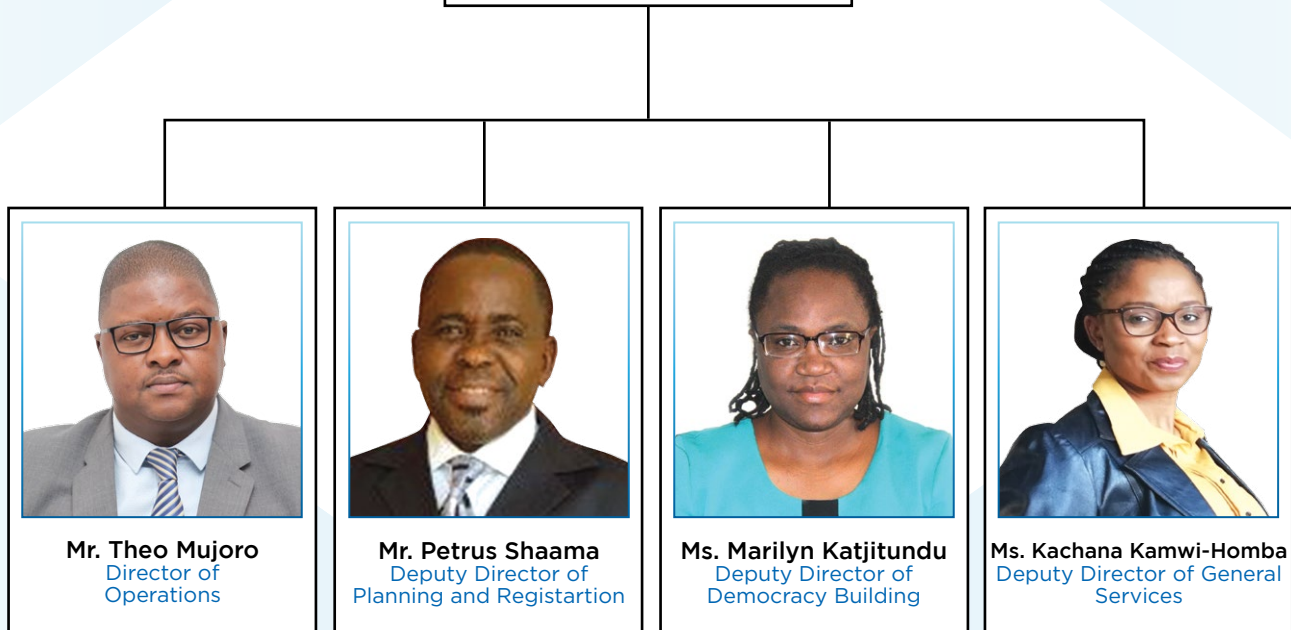
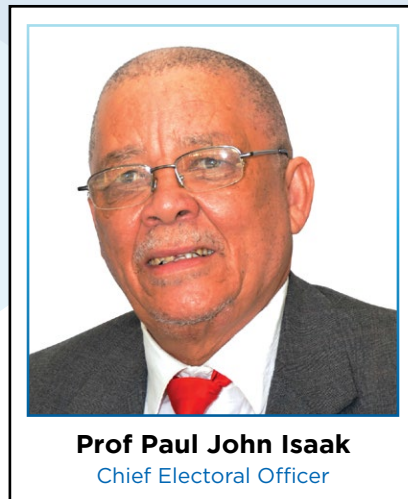
The Office of the CEO accommodates the Legal, Media and Internal Audit sections. The Directorate: Operations has two divisions, namely; Planning and Registration and Democracy Building. General Services comprises of different sections namely; Finance, Human Resources, Information Technology and Auxiliary Services. The current structure was approved in 2006. The current staff complement stands at fifty-four (54) permanent positions complemented by 148 temporary employees. It is worth repeating that the organisation is seriously understaffed.

The current organisational structure of the organisation is shown immediately hereunder.



## 5.1 THE ECN SECRETARIAT

The Secretariat of the ECN during the period under reviewed consisted of the CEO, Prof Paul John Isaak, the Director of Operations, Mr Theo Mujoro, the Deputy Director of Planning and Registration, Mr Petrus Shaama, the Deputy Director of Democracy Building, Ms Marilyn Katjitundu, and the Deputy Director of General Services, Ms Kachana Kamwi-Homba respectively.





## PART SIX: REGIONAL AND INTERNATIONAL ENGAGEMENTS

### 6.1 19TH ANNUAL GENERAL CONFERENCE OF THE ELECTORAL COMMISSIONS FORUM OF SADC

The Electoral Commissions Forum of SADC (ECF-SADC) countries held its 19th Annual General Conference (AGC) from 24 to 29 September 2017 at the Hotel Kempiski Fleuve Congo, in the Democratic Republic of Congo. The conference, as the supreme policy-making body of the Forum meets annually as prescribed by its constitution. Member Commissions host the AGC on a rotational basis. This was the second time that the conference has been hosted by the CENI-DRC, the first time having been in the year 2009.

The ECF-SADC strives to bring solutions that will change the electoral scope in the SADC region for the better. Last year's AGC was held in parallel with a Symposium under the theme "Independence of Electoral Management Bodies in the SADC Region - Best Practices & Challenges".

In her welcoming remarks, the former Forum President, Justice Rita Makarau and Chairperson of the Zimbabwe Electoral Commission, noted that independence of EMB's is a phrase that is often used without a full understanding of its implications. The true test of the independence of an EMB is in the constitutional and legal framework under which it is established.

Independence of EMB's means that the EMB is neutral, objective, transparent and accountable to parliament rather than government. Independence of an EMB refers to capacity to initiate electoral reforms, financial autonomy and

security of tenure of commissioners amongst other principles. A number of high-calibre presenters outlined a number of best practices as well as challenges that EMB's face.

These challenges the conference noted, are such that they require a further exploration of the concept of independence of EMB's. It was further noted that the consolidation of this independence is a progressive and incremental process which requires constructive collaboration with key institutions and stakeholders in the electoral process. The conference noted that since the adoption of the Principles and Guidelines on the Independence of EMB's, ten (10) years ago, progress has been made towards the attainment of the required independence.

The 19th AGC further noted that the Forum will be celebrating 20 years of existence in 2018, following its establishment in July 1998. The 20th Anniversary presents an opportunity for the Forum to review progress and challenges confronting it, including serving as a platform for introspection of its mandate and ways of promoting electoral democracy in the SADC region. The theme "ECF-SADC Advancing Credibility and Integrity in Elections" have been adopted to guide the activities that would celebrate this milestone.

The Executive Committee Meetings (EXCO) of the Forum was held during June 2017 at the AFECC Gloria Hotel in Maputo, Mozambique and in February 2018 at the Windhoek Country Club and Resort in Namibia. During these meetings EXCO met and reflected on a number of issues pertaining to the Forum as directed by the 19th AGC. The next EXCO meeting is due to be held in June 2018 in South Africa.



Pictured from left to right: His Excellency, Corneille Nangaa, Chairperson of the National Independent Electoral Commission (CENI-DRC), Hon. Justice Rita Makarau, ECF-SADC President and Former Chairperson of the Electoral Commission of Zimbabwe and Adv. Notemba Tjipueja, EXCO Chairperson and Chairperson of the Electoral Commission of Namibia.

## 6.2 WORKSHOP ON “THE USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES IN ELECTORAL PROCESSES

This workshop was aimed at assessing experiences over several electoral cycles” and it held in Praia, Cape Verde from 22 to 23 November 2017.

Electoral technologies have over the past decade played an increasingly integral role in the organization of elections around the world and Namibia is no exception. The International Institute for Democracy and Electoral Assistance (International IDEA), The Réseau des Compétences Electorales Francophones (RECEF), the International Organization of La Francophonie (OIF) and the Comissão Nacional de Eleições (CNE) partnered to organize a two-day workshop on “The use of Information and Communication Technologies in Electoral Processes: Assessing experiences over several electoral cycles” in Praia, Cape Verde from the 22 to 23 November 2017.

A number of countries have turned to a variety of technological solutions in a bid to make elections more efficient, more cost-effective and to strengthen stakeholder trust at each stage of the electoral cycle. The solutions range from the use of geographic information systems to conduct boundary delimitation and establishment of polling stations; the use of sophisticated databases to maintain the voter registry; the use of mobile technology for the transmission of results; and the use of electronic voting machines for citizens to cast their ballots. Commissioner Ulrich Freyer from the Electoral Commission of Namibia delivered a presentation on the introduction and experiences pertaining to the Electronic Voting Machines.

In particular, biometric technology has come to play a large role in a number of electoral processes around the world during voter registration as well as during the identification of prospective voters at polling stations on Election Day. The introduction of Information and Communication Technologies (ICT) into the electoral process is generating both interest and concern among voters, as well as practitioners across the globe. Technology has undoubtedly assisted EMB's in making their processes more efficient. Increasing internet penetration – even in developing countries with poor communication infrastructure is enabling EMBs to be more effective in communicating both internally as well as with all stakeholders involved in the process.

Increasingly, technology is also playing a role in enhancing the integrity of electoral processes and strengthening trust between stakeholders. The use of biometric technology in voter registration has enabled EMB's to improve the accuracy of voters' rolls by providing an effective mechanism to identify duplicate entries into the voter registry. The use of biometric technology to verify voter's identities on Election Day has also contributed to enhancing trust in the electoral process.

Similarly, technology is also providing EMB's with ways to count, tabulate and transmit election results more quickly through measures such as electronic voting or transferring election data through mobile technology. This enables election results to be announced sooner, potentially diffusing tension in closely contested elections and strengthening trust in the process. According to some research, despite its cost, biometric technology can be a worthwhile economic investment for a country even if it only decreases the likelihood of serious post-election violence by even a few percentages.

## 6.3 SADC ELECTORAL ADVISORY COUNCIL (SEAC) AND THE ELECTORAL COMMISSIONS FORUM OF SADC COUNTRIES (ECF-SADC) WORKING MISSION TO THE DEMOCRATIC REPUBLIC OF CONGO

The Chairperson of the Electoral Commission of Namibia and EXCO Chairperson, for ECF-SADC, Adv. Notemba Tjipueja, on invitation from the SADC Electoral Advisory Council (SEAC) participated in a pre-assessment mission to the Democratic Republic of Congo from the 25 November to 3 December 2017.

The Summit of Heads of States and Government of the Southern African Development Community (SADC) during its meeting held in Pretoria, South Africa in August 2017 directed that a technical committee comprised of SEAC and ECF-SADC conduct a pre-election assessment mission to the Democratic Republic of Congo (DRC) to assess the electoral technical needs of the National Independent Electoral Commission of the DRC (CENI) ahead of the country's anticipated national elections.

The mission noted a number of critical needs to be addressed in order to ensure that the DRC conducts credible democratic elections in December 2018. A set of recommendations were submitted to SADC, the Government of DRC, CENI, other electoral stakeholders and International Development Partners for consideration in their support for the electoral process in the DRC.

## **6.4 ECF-SADC OBSERVER MISSION IN THE KINGDOM OF LESOTHO ON 3 JUNE 2017**

Following the political challenges facing the Kingdom of Lesotho since the last elections held in February 2015, the Parliament of Lesotho passed a Vote of No Confidence in the Prime Minister on 3 March 2017, leading to the dissolution of Parliament on the 6 March 2017. The electoral law provides that elections be held within 90 days from dissolution of Parliament, hence, the proclamation of election date being 3 June 2017.

As is standard practice of the Electoral Commissions Forum of SADC countries (ECF-SADC) when a re-run election or snap election takes place, the country which was responsible to lead the mission during the last election is responsible for leading the snap election.

Namibia led the last election in 2015, hence was responsible to lead the mission for the snap election which was scheduled for 3 June 2017. The mission was led by Commissioner Ulrich Freyer and consisted of 22 observers drawn from eleven (11) Electoral Management Bodies in the SADC region. In line with the spirit of cooperation and support to member commissions, the Forum deployed a three (3) member technical team comprising logistic officers from Zambia, South Africa and Malawi to offer support to IEC-Lesotho in the deployment and coordination.

The mission concluded that the IEC-Lesotho delivered a transparent and credible election within the limited period provided by the law. It further noted that the decision by the IEC-Lesotho to establish various consultative committees was a positive development and undoubtedly contributed to a high level of transparency and openness.

The mission concluded that the citizens of Lesotho were afforded the opportunity to exercise their democratic right to vote and the elections were conducted in a peaceful environment. ECF-SADC commended the IEC-Lesotho, Basotho people, political parties and all stakeholders for their conduct in ensuring the delivery of transparent and credible elections.

## **6.5 MDEA EXECUTIVE PROGRAMME FOR COMMISSIONERS**

The Institute for African Renaissance Studies at the University of South Africa (UNISA) extended an invitation to Electoral Management Bodies to nominate new Commissioners to participate in the MDEA Executive Programme for Commissioners. Commissioner Elsie Nghikembua was nominated to participate in this one-week orientation programme. This took place over the period 27th August to 1st September 2017 at University of South Africa in Pretoria.



## 6.6 AFRICAN UNION ELECTION OBSERVATION MISSIONS TO THE REPUBLIC OF KENYA FROM 8 AUGUST 2017 AND 26 OCTOBER 2017



*The CEO of ECN, Prof Paul John Isaak, with the Mission Leader, H.E. Thabo Mbeki, former President of the Republic of South Africa.*

The Chief Electoral Officer (CEO) received on two occasions, along with 90 Short Term Observers and 14 Long Term Observers, drawn from the Pan-African Parliament, African Ambassadors to the African Union in Addis Ababa, Election Management Bodies (EMBs) and Civil Society Organizations (CSOs), Think Tanks and Academia from various African countries an invitation to the Kenyan General Elections that was scheduled for 8 August 2017 as well as the Fresh Presidential Elections scheduled for 26 October 2017. The observer teams were deployed by the African Union Elections Observation Mission (AUEOM) and led by His Excellency, Thabo Mbeki, the former President of the Republic of South Africa.

The AUEOM was mandated to observe the 2017 General and Fresh Presidential Elections in conformity with the relevant provisions of the African Charter on Democracy, Elections and Governance; the AU/OAU Durban Declaration on the Principles Governing Democratic Elections in Africa; the African Union Guidelines for Elections Observation and Monitoring Missions; and other relevant international instruments governing elections observation and the Constitution and the laws of the Republic of Kenya.

As part of its activities, at both elections the AUEOM met with various stakeholders in Kenya,

including the Government of the Republic of Kenya and the Independent Electoral and Boundaries Commission (IEBC). The observers were deployed throughout the country to observe the pre-election, election day and post-election activities and were equipped with smart tablets to capture and transmit their observations and findings in real-time to the Mission Headquarters in Nairobi.

The general election day was on 08 August 2017. The AUEOM observed that Election Day was largely peaceful. Furthermore, on election day, the population went to the polling stations in large numbers. However, the AUEOM took note of concerns that have been expressed by some stakeholders relating to the tallying of the votes and therefore the ultimate outcome of the elections.

After the mentioned election, the Supreme Court on 01 September 2017 annulled the 08 August 2017 election and ordered the conduct of fresh Presidential Election within 60 days. The court determined that the election had not been conducted in line with the legal framework for the conduct of elections in Kenya. The court also identified irregularities in the system and procedures for results tallying, transmission and declaration of election results.

Consequently, observer teams were deployed



during the period from 19 October 2017 to 1 November 2017 to observe the fresh Presidential Election on 26 October 2017 by the AUEOM led by His Excellency, Thabo Mbeki.

Furthermore, in consideration of the context of the 26 October 2017 fresh Presidential Election, the AUEOM adopted a methodology of long term technical assessment of the process through the deployment of a core team of five thematic experts, deployed from 21 September 2017. The methodology also included an assessment of the polling and results tallying procedures through the deployment of the short term observers from 19 October to 1 November 2017.

In response to part of the Supreme Court Judgement of 1 September 2017, an elections information technology expert was included in the technical support team, to enable the AUEOM to make an informed assessment on the use of technology in the election. It has also to be noted that the lead up to the 26 October 2017 fresh Presidential Election was intense and the prevailing environment was equally tense.

Specifically, the Mission noted the contestation around the dates of the election; the irreducible minimum requirements for participation in the elections issued by the National Super Alliance (NASA); the Election Laws (Amendment) Bill; the calls for anti-IEBC protests; the resignation of IEBC Commissioner Roselyn Akombe; the announced withdrawal of the NASA candidates such as the presidential candidate, Raila Odinga and his running mate, Kalonzo Musyoka and the decision of the Courts on inclusion of other presidential candidates on the ballot and the casualties recorded as a result of the anti-IEBC protests in the days before the election.

In light of such developments and situation on the ground, the AUEOM on the fresh Presidential election day took into account security considerations while deploying its observers in polling stations spread across all Kenyan constituencies. What was notable during the election day on 27 October 2017 was the absence of opposition party and candidates' agents at constituency tally centres as well as acts of violence in some parts of the country

which prevented the conduct of elections in such places.

Furthermore, through the visit of its IT expert to the national tally centre, the Mission verified that the transmitted forms such as 34B from the Constituency Tally Centres visited by AU observers matched with the data at the national tally centre. The AUEOM noted the amended transmission and tally procedures, which included the use of scanned images of the forms. In short, the Mission observed the detailed manner in which the results were verified at the national tally centre. Original Forms 34A and 34B were checked one by one, and the verified results were announced thereafter. At the completion of the verification process, the National Returning Officer compiled Form 34C and announced the final official results of the Fresh Presidential Election.

Following the announcement of the results by the IEBC, the Mission called upon all parties that felt aggrieved by this election to follow legal processes in challenging any aspect of the electoral process. At the same time, the African Union (AU) resolved that Kenya is an important country in the region and the Continent and the AU is always ready to assist the people of Kenya as they navigate the post-election period. Furthermore, the AU encouraged all Kenyans to express their wishes in a peaceful manner, recognising that they have all worked hard to ensure that it remains a democratic, peaceful and united Kenya.

Finally, Kenya's experience offers Africans an important lesson on the role of modern technology which should not be introduced untested a few months before elections as well as on the role that leadership, good citizenship, strong democratic institutions can play in fostering a peaceful, free, credible and fair elections and democratic process. All stakeholders must always safeguard the rule of law so that conflicts are peacefully resolved through courts and not violently on the streets and meeting halls. In short, the supremacy of law is the heart and foundation for a democracy; it is the mark of a free society; it is the most important characteristic of a governance system.

**PART SEVEN:**

Audited  
**Financial  
Statements**

For the year ended

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**2016/17**

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Audited Financial Statements  
For the year ended 2016/17

## 7.1 Appropriation Account

Service		2016/2017				2015/2016
		Authorized Expenditure	Actual Expenditure N\$	Under Expenditure/ (Excess) N\$	Variations Percentage %	Actual Expenditure N\$
<b>1. Administration:</b>		102 786 090.70	98 402 629.74	4 383 460.96	4.26	50 274 279.89
Original budget	97 975.00					
Plus: Virement	21 287 781.00					
Less: Suspension	(16 477 630.30)					
<b>2. Planning Registration and Voting:</b>		22 932 858.45	21 043 408.15	1 889 450.30	8.24	172 493 477.88
Original budget	49 538 240.00					
Plus: Virement	(13 615 994.00)					
Less: Suspension	(12 989 387.55)					
<b>3. Voter Education and Information Dissemination:</b>		27 756 246.58	25 888 746.87	1 876 499.71	6.76	44 002 983.20
Original budget	45 739 820.00					
Plus: Virement	(7 671 798.70)					
Less: Suspension	(10 302 774.72)					
<b>Total</b>		<b>153 484 195.73</b>	<b>145 334 784.76</b>	<b>8 149 410.97</b>	<b>5.31</b>	<b>266 770 740.97</b>

## 7.2 Standard subdivisions

Subdivision	2016/2017			2015/2016
	Authorized Expenditure	Actual Expenditure N\$	Under Expenditure/ (Excess) N\$	Actual Expenditure N\$
<b>Operational:</b>				
<b>Current expenditure: Personnel</b>				
001. Remuneration	38 639 798.93	36 103 278.58	2 536 520.35	40 061 588.84
002. Employer's contribution to the G.I.P.F. and M.P.O.O.B.P.F.	1 534 222.00	1 533 691.24	530.76	1 481 693.21
003. Other conditions of service	6 581 041.00	5 578 474.60	1 002 566.40	7 962 788.42
005. Employers contribution to the social security commission	25 393.00	1 040.56	24 352.44	14 576.86
<b>Total Current Expenditure:</b>	<b>46 780 454.93</b>	<b>43 216 484.98</b>	<b>3 563 9 69.95</b>	<b>49 520 647.33</b>



### Audited Financial Statements For the year ended 2016/17

<b>Goods and other services</b>				
021. Travel and subsistence allowance	4 000 913.24	2 885 429.09	3 115 484.15	6 536 438.72
022. Materials and supplies	4 621 713.00	67 885 892.94	735 820.06	10 173 261.15
023. Transport	551 644.00	67 511 512.54	40 131.46	10 848 619.28
024. Utilities	8 083 396.00	7 130 491.36	952 904.64	7 242 432.47
025. Maintenance expenses	1 796 659.00	1 582 620.40	214 038.60	1 712 539.10
026. Property rental and related charges	1 931 957.0	1 855 657.14	76 299.89	4 345 210.26
027. Other services and expenses	8 363 549.33	7 756 852.74	606 696.59	159 365 738.03
<b>Total Subsidy and current transfers</b>	<b>96 349 831.57</b>	<b>92 608 456.21</b>	<b>3 741 375.36</b>	<b>200 224 239.01</b>
Membership fees and subscriptions: International	378 520.00	318 186.25	60 333.75	350 000.00
<b>Total Current expenditure</b>	<b>378 520.00</b>	<b>318 186.25</b>	<b>60 333.75</b>	<b>350 000.00</b>
<b>Total Operational Capital expenditure: Acquisition of Capital Assets</b>	<b>143 508 806.50</b>	<b>136 143 127.44</b>	<b>7 365 679.06</b>	<b>250 094 886.34</b>
101. Furniture and office equipment	1 280 123.76	1 047 646.49	232 477.27	74 713.25
103. Operational equipment, machinery and plants	10 277.00	276.90	(11 999.90)	12 163 595.17
<b>Total: Capital Expenditure</b>	<b>1 290 400.76</b>	<b>1 069 923.39</b>	<b>220 477.37</b>	<b>12 238 308.42</b>
<b>Total: Operational Expenditure</b>	<b>144 799 207.26</b>	<b>137 213 050.83</b>	<b>7 586 156.43</b>	<b>262 333 194.76</b>
<b>Development: Capital expenditure: Acquisition of Capital</b>				
105. Feasibility studies, design and supervision	3 974 131.00	3 410 864.93	563 266.07	967 943.94
106. Purchase of land and intangible assets	950 000.00	3 760 869.00	-	40 872.18
107. Construction, renovation and improvement	3 760 869.00		-	3 428 730.09
<b>Total: Development Expenditure</b>	<b>8 685 000.00</b>	<b>8 121 733.93</b>	<b>563 266.07</b>	<b>4 437 546.21</b>
<b>Grand Total</b>	<b>153 484 207.26</b>	<b>145 334 784.76</b>	<b>8 149 422.50</b>	<b>266 770 740.97</b>

### 7.3 Standard subdivisions

		2016/2017		2015/2016
Revenue head	Estimate	Actual Revenue N\$	More/(Less) than estimated N\$	Actual revenue N\$
Miscellaneous	-	34 897.37	34 897.37	50 198.69
	-	(2 500.00)	(2 500.00)	736 450.00
<b>Total</b>	-	<b>32 397.37</b>	<b>32 397.37</b>	<b>786 648.69</b>







Elections  
Consolidating Namibia's Democracy

Elections



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